

Fairfield Town

Utah County, Utah

RESIDENTIAL BUILDING APPLICATION

This application is required prior to the construction, alteration, or enlargement of any residential structure within Fairfield Town. Approval of this application does not authorize construction until all required permits are issued.

Applicant Information

Property Owners Name: _____
Address: _____
Phone #: _____ Email: _____

Contractor Information

Authorized Agent / Contractor (if applicable): _____
Address: _____
Phone #: _____ Email: _____
Utah Contractor License #: _____

Property Information

Project Address: _____
Parcel Number (Tax ID): _____
Zoning District: _____
Subdivision: _____ Lot #: _____

Project Description

Type of Construction:

- New single-family dwelling
- Addition / remodel
- Other: _____

APPLICANT CERTIFICATION: I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Fairfield Town may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Fairfield Town Code and this application, and that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I acknowledge that I have reviewed and understand the section from the Fairfield Town Fee Schedule and hereby agree to comply with the Town Code. I also agree to allow the staff, Planning Commission, or Town Council, or appointed agent(s) of the Town to enter the subject property to make any necessary inspections thereof.

Owner's Signature: _____ Date: _____

Contractors Signature: _____ Date: _____

BUILDING PERMIT APPLICATION CHECKLIST

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the Building Code, or to cause any such work to be performed, shall first make application to the Fairfield Building Department and obtain the required permit. Permits shall not be required for work exempt from a permit as outlined in the adopted codes. Work exempted from a permit does not grant authorization for work to be done in any manner in violation of the Building Code. A homeowner may be subject to a Class B Misdemeanor if work requiring a permit is performed without first securing the permit(s) required. Anyone who received payment or equivalent value to perform work requiring a permit may be subject to a Class C Misdemeanor if the work is performed without first securing the permit(s) required.

**** The Building Department must approve Site Plans before submitting a Building permit application. ****

Required Submittals (At Time of Application)

- Completed Residential Building Permit Application
- Proof of property ownership (recorded deed or current county record)
- Site plan showing:
 - Property boundaries and dimensions
 - Setbacks
 - Building footprint
 - Driveway and parking
 - Drainage and grading
- Building plans (minimum one complete set):
 - Floor plans
 - Elevations
 - Foundation plan
 - Structural details
- Arsenic Report and Soil Disturbance Compliance
An arsenic evaluation and any required mitigation documentation in accordance with Fairfield Town Code are required prior to permit issuance.
- Geotechnical / soil report (if required by site conditions)
- Energy compliance documentation (REScheck or approved equivalent)
- Utah County Health Department septic approval (if applicable)
- Utility service confirmation (water, sewer or septic, power)
- Structural engineering calculations (if engineered design is used)

- Truss calculations (may be submitted prior to framing inspection)
- Heat loss calculations / HVAC design summary
- Gas piping schematic (if gas service is proposed)

Approval of Building Permit Procedure

1. Submit a building permit application to Fairfield Town. <https://fairfieldtown-ut.gov/>
2. The Building Department will check that all plans, deeds, dedications, and any other required documents needed have been submitted and approved, and that the Planning Commission has approved the site plan.
3. Pay estimated building fees to Fairfield Town.
4. The Building Department will submit plans and documents to a contracted engineer for plan review and inspections.
5. Once plans have been approved, Fairfield Town will evaluate if any other building permit fees need to be paid at this time.
6. The Building Department will issue a building permit along with name(s) and number(s) for inspections.
7. Once all inspections are completed by the contracted engineer, the building department will do a final review and inspection.
8. Once the final review and inspection are completed and any remaining fees are paid, then an occupancy permit will be issued.
9. The Building Department may revoke at any time a permit which has been issued for any building constructed or being constructed or which would be or result, if constructed, in a violation of the Building Code or any Ordinance of this municipality.

Outdoor Lighting Checklist

Application for Outdoor Lighting must include any of the above criteria that may apply, and also include the following:

- Site plan page showing the location of all lighting fixtures, both proposed and already existing on the site;
- A description of each illuminating device, fixture, lamp, support, and shield, both proposed and existing. The description shall include, but is not limited to, manufacturer's catalog cuts and illustrations (including sections where required);

Lighting Standards

1. Searchlights, laser source lights, strobe or flashing lights, illusion lights, or any similar high-intensity light shall not be permitted except in emergencies by police and fire personnel or for approved special events.
2. Lighting shall comply with Fairfield Town Code.

For Office Use Only

Date: ___/___/_____

- Application fees paid _____
- Zoning: _____
- Utah County Health Department Approval Number _____ (need a copy of certificate)
- Utah County Assessor Department: _____
- Proof of property ownership (recorded deed or current county record)
- Site plan
- Building plans
- Arsenic Report and Soil Disturbance Compliance
- Geotechnical / soil report (if required by site conditions)
- Energy compliance documentation (REScheck or approved equivalent)
- Utility service confirmation (water, sewer or septic, power)
- Gas piping schematic (if gas service is proposed)
- Planning Commission: Approved: _____ Denied: _____ Date: _____
Comments: _____

- Town Council: Approved: _____ Denied: _____ Date: _____
Comments: _____

- Total Fees: _____ Paid: _____
- Check #: _____
- License #: _____

Title

Signature

Date