

Commercial Building Permit Checklist

General Information

Before submitting your application, ensure you have completed the following:

- Commercial Building Permit Application (signed by owner and contractor)
- Commercial Site Plan Application (complete with all required attachments)
- Application fees paid in full
- All required documents uploaded in PDF format to <https://fairfieldtown-ut.gov/>.
- Any required conditional use permit obtained (if applicable)
- All engineering, planning, and fire approvals completed prior to building permit issuance

Property and Ownership Information

- Property Owner's name, address, phone, and email
- Contractor's name, address, license number, phone, and email
- Utah County Parcel number
- Legal description and zoning designation
- Evaluation of building value

Site Plan Submission Requirements

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

(Fairfield Town Code)

Upload a stamped site plan that includes the following:

- Dimensions and setbacks of proposed structures
- Location of septic tank and drain field, with measurements to property lines and buildings
- Statement of proposed use of structure as per the currently adopted International Building Code;

- Location of existing utilities, pipelines, and transmission lines; proposed utility lines;
- Location of the nearest fire hydrant in feet;
- Location of the nearest Fairfield water line in feet to the property line;
- Certificate from the Utah County Health Department for Septic System

- Location of propane tank (if applicable)

- Location of wells (active and inactive)

- Location and distance to the nearest Fairfield Town water line and fire hydrant

- Power lines, meter location, and "Will Serve" letter from Rocky Mountain Power.

- Existing and proposed driveways, access roads, and parking layout (9'x18' minimum stalls, paved)

- One van-accessible ADA stall with accessible route and slope elevations shown

- Grading plan and drainage plan with finished contours to ensure stormwater retention onsite
- Retention pond details and hydrology calculations for a 100-year storm event

- Fire system details (fire line, tank, pump, hydrant)

- Location of all easements, rights-of-way, and dedications (10' utility easement along all roads)

Required Documents For Permit

- Landscaping and fencing details (with locations and cross-sections)

- Locations, sizes, and types of all trees over 6" in diameter

- Finished floor elevations and spot elevations around the building

- Descriptive legend, north arrow, scale, and name/contact of design professional

- Arsenic testing and report (see Arsenic Ordinance)
- Geotechnical / Soil Report: A site-specific geotechnical investigation prepared by a licensed engineer, including soil classification, bearing capacity, groundwater conditions, seismic site class, compaction requirements, and recommendations for foundation design, paving, utilities, and grading. Required for all new commercial structures and expansions, and for any site where soil conditions or proposed improvements warrant analysis as determined by the Town Engineer or Building Official.

- Proof of adequate water shares
- Manual J & D Heat Loss Calcs.
- Gas Schematic (Form online and in office)
- Structural plans and Truss Packet

- Energy Code Compliance and Res Check
- Warranty Deed or Deed of Trust

- Record of Survey filed with Utah County Surveyor

- Boundary line agreement (if applicable)

- Any required approvals from:
 - Planning Commission
 - Fire Marshal (Utah County)
 - Town Engineer
 - Town Council
 - Health Department

Construction Details

Check all applicable work requested:

- Commercial Construction
- Remodel / Tenant Improvement (TI)
- Change of Occupancy
- Electrical / Plumbing / Mechanical / Gas / Signs
- Move a Structure / Other

Review and Approval Process

Stage	Responsible Party
Site Plan Approval	Planning Commission
Engineering Plan Approval	Town Engineer
Fire Inspection	Fire Marshal
Health Department Approval	Utah County

Conditional Use Permit (if applicable) Planning Commission

Final Approval

Town Council

Applicant Certification

- Application signed and dated by the property owner
- Application signed and dated by contractor (if applicable)
- Applicant acknowledges review of relevant Fairfield Town Code provisions.
- Applicant grants inspection access to Town representatives.