

# RICHMOND CITY ZONING CLEARANCE APPLICATION PACKET



## APPLICANT INFORMATION

Owner's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contractor Email: \_\_\_\_\_

Type Structure: \_\_\_\_\_ Lot Size (Sq.Ft.) \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
 Property Tax Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Construction Address: \_\_\_\_\_ Zoned: \_\_\_\_\_

## FEES

Item	Cost	Date Paid	City Initial/Comment
Impact Fee - Water			
Impact Fee - Sewer			
# Hook-up Fee - Water			
# Hook-up Fee - Sewer			
* Security Escrow			
City Engineer Fee			
City Attorney Fee			
Water Dedication			
Amount Due			

# Applicant may choose to utilize contractors for hook-ups. If so, there will be a \$100 inspection fee (City utility person MUST be present at the time of hook-up for both water and sewer) plus the actual cost to the City for the water meter.

\* Security Escrow, or any unused portion thereof, will be returned to the applicant upon final occupancy sign-off by the City. \$5,000 per frontage (\$10,000 for corner lots)

OFFICE

A plat map of the lot involved with a current survey of property boundaries is attached:

\_\_\_\_\_  
(Exception: An authorized sub-division with the project plat map on file, or non-habitable structures such as sheds, detached garages, etc.)

One complete digital set of official Construction Plans: (**Note: One sheet MUST show the building plat with dimensions and the front, side, and back setbacks of building from property lines**) \_\_\_\_\_

CITY

Existing street: Y or N Existing sidewalk: Y or N Construction complies with zoning: Y or N  
Engineers Approval: \_\_\_\_\_ Date: \_\_\_\_\_ City Attorney Approval \_\_\_\_\_ Date: \_\_\_\_\_ ( mark N/A if not needed)

\_\_\_\_\_ Date: \_\_\_\_\_ Sewer Grade: \_\_\_\_\_ FT  
Water & Sewer

CITY OFFICE CLEARANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**WATER METERS MUST NOT BE PLACED WITHIN A DRIVEWAY OR SIDEWALK**

As owner/contractor, I hereby sign for receipt of one copy of the Richmond City *manual of design and construction standards* and agree to abide by all standards contained within. **I UNDERSTAND AND AGREE THAT SIDEWALKS WILL BE REQUIRED EVEN IF THERE IS NOT A SIDEWALK ON EITHER SIDE OF THE PROPERTY. CORNER LOTS WILL BE REQUIRED TO HAVE SIDEWALKS ON BOTH STREETS.** If I am a contractor, I will give this manual to the owner upon completion of the project.

\_\_\_\_\_  
Owner – Contractor Signature  
(Circle as applicable)

\\ \_\_\_\_\_  
Printed name

\_\_\_\_\_ Date: \_\_\_\_\_

## ZONING CLEARANCE CHECKLIST

**CAUTION: DO NOT MAKE ANY ATTEMPT AT CONSTRUCTION, INCLUDING DIGGING FOR FOOTINGS, UNTIL YOU HAVE THE OFFICIAL BUILDING PERMIT FROM CACHE COUNTY.**

To aid you in completing the Building Clearance in a minimum amount of time, please follow the below steps.

1. If the project is a house, place of human habitation, or other structure, **professionally prepared plans are required**. Have a complete digital set of plans for your project—a **complete set of digital drawings to 1/4 scale and specifications in a PDF format**.
  - a. All plans must include the following items:
    - i. Floor plan with dimensions of all levels, including garages, decks, porches, plumbing, electrical, heating and/or air conditioning, etc.
    - ii. Indicate the square footage in all areas (garage, main floor, upper levels, basement, decks, porches, etc.)
    - iii. Elevations (**measurements including height of the building**) of all four sides which indicate all doors, windows, roof, roof pitch, roof covering, exterior wall coverings, etc.
    - iv. Details of footings, foundation, walls, trusses or rafters and roof section, joist, all egress items (bedroom windows and doors, stairways, fireplace, beams, cantilevers, etc.; all cross-sections).
    - v. Engineering packet or an engineer's stamp, if needed. **Please note that plans for all new single-family dwellings must be engineered plans.**
2. There must be one page that shows the plot upon which the building will be placed bearing all dimensions and the actual distance from the building to the property boundaries – front, rear, and both sides.
3. **A survey of your property must accompany your request for any human habitation structure**, but that is not necessary if you are building a garage, porch, deck, or out-building. The one exception to this habitation requirement is if you are building within an approved subdivision. In that case, we already have the information for your lot on file.
4. Complete the Richmond City zoning clearance application form ABOVE the line that says "Fees."
5. Send your plans and the clearance form to the City Office at [jkimpton@richmondutah.org](mailto:jkimpton@richmondutah.org). The City will be determining the fees associated with your project.
6. You will be required to pay all associated fees before your request can be processed.
7. City staff will review and confirm that all steps have been adequately completed.
8. You will be notified that the form is ready to submit to the County Planning Office to obtain your official building permit.

## COUNTY BUILDING INSPECTIONS

Several inspections are usually required on most construction, which may take place only after you have a valid building permit issued by Cache County. A simple rule is to call for an inspection before you cover anything up. On a typical residence, you will need the following inspections by the County Building Inspector:

1. **Footing and steel inspection:** To be made after trenches are excavated, foot forms are established, and steel is in place and tied.
2. **Foundation Inspection:** To be made after all forms are erected, steel is in place, and tied.
3. **Rough Plumbing Inspection:** To be made after all plumbing is installed and before covering any drainage or water pipes.
4. **Rough Electrical Inspection:** To be made after all wiring is in place and before any is covered.
5. **Framing Inspection:** To be made after the roof, all framing members, fire block, etc., are in place, and all vents, pipes, and electrical wiring are installed to current standards.
6. **Lath and/or Wallboard Inspection:** To be made after all lathing and/or wallboard, interior and exterior, is in place but before any plaster is applied and before wallboard joints and fasteners are taped and finished.
7. **Chimney Inspection:** To be made while the chimney is being constructed, between the time it passes through the ceiling but before the time it passes through the roof.
8. **Final Inspection:** To be made after construction is completed but before occupancy. See also the City Pre-Occupancy Inspection below.

To schedule an inspection, call 755-1650 and give the address as listed on the Building Permit, type of inspection needed, the owner's and contractor's names, and what time the inspection is desired. If you have scheduled concrete, state the projected time. The Uniform Building Code requires a minimum of twenty-four (24) hours of notice; however, it is better to allow additional advance warning than that.

## CITY PRE-OCCUPANCY INSPECTION

We work in conjunction with the County and require that the accompanying Richmond City pre-occupancy inspection form be completed before the final County inspection. Please read the sample form carefully, be sure that the site will comply with the attached sample inspection form, then call the Richmond City Office to arrange for the official inspection. **Please remember that you have signed for the Richmond City *Manual of Design and Construction Standards* and must comply with the provisions listed therein.** If you have not received a copy, please contact the city office to obtain a copy. CALL 435-258-2092 EXT 1 A MINIMUM OF **72 HOURS** BEFORE THE SCHEDULED COUNTY BUILDING INSPECTORS FINAL INSPECTION. **NO OCCUPANCY WILL BE ISSUED UNLESS ALL ITEMS ON THE CHECKLIST ARE COMPLETED!**



## PRE-OCCUPANCY CHECKLIST

The following checklist must be satisfied by an authorized representative of Richmond City. **The completed form must be presented to the Building Inspector before the issuance of a Certificate of Occupancy.** Therefore, an applicant is required to contact the Richmond City Office (435-258-2092) a **minimum** of **three working days** before the final County inspection time. Compliance with this request is dependent upon the availability of an authorized representative of the City.

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

STANDARD BEING INSPECTED	INITIAL	DATE
Readily visible sewer clean-out.		
Water meter installed, plumb, and between eighteen (18) and twenty-four (24) inches beneath the meter barrel lid.		
Water sensing device property connected to the meter.		
Rough Grading/landscaping such that the water meter is readily accessible.		
Porch(es) or entryway(s) permanently attached to the structure.		
Vehicle access must be of an all-weather surface designed to prevent water run-off from any source running down the driveway directly onto the street. Parking strip graded to avoid water flow from any source going directly upon the pavement of any City, County, or State street or road. <b>Driveway Approaches must be poured to a minimum of 6 inches.*</b>		
Sidewalks provide access to the structure completed and made of durable, long-lasting material. <b>Must be 6 inches were crossing the driveway(s).*</b>		
Any public sidewalk or roadway damaged during the construction process was fully repaired to City specifications. Cuts through, or edge damage to, street or road repaired to City specifications. * (Any Roadway Cuts require a \$3,000 Deposit. With \$1,000 refundable.)		
Curb or engineered barrow pit properly installed to City specifications.		
Any open ditch or culvert is clear of any obstructions.		
If a storm drain is present, the proper connection has been made between the property run-off and the storm drain.		
Address numbers are readily visible from the street or road affixed to the structure.		

\*Bondable/Cashiers Check eligible - See Title 9-658 for details.

Authorized City Signature: \_\_\_\_\_