

# RICHMOND CITY BUILDING PERMIT APPLICATION PACKET



**RICHMOND**  
**UTAH**  
*Home of Black & White Days*

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

Two complete sets 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)      \ \ \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name

**BUILDING 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 two (2) complete sets of plans for your project. **Two complete sets of paper plans drawn to 1/4 scale and specifications (or a PDF of your plans if applying via e-mail).**
  - a. **All plans must include the following items:**
    - i. Floor plan with the dimension of all levels, garages, decks, porches, plumbing plan, electrical plan, heating and/or air conditioning plan, etc.
    - ii. Indicate the square footage in all areas, (garage, main floor, upper levels, basement, decks, porches, etc.)
    - iii. Elevations (measurements including height of 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. The City does not keep a copy of the plans. The two complete sets, bearing our stamp, must be presented to the County to obtain your Building Permit. **In all cases, there must be one page that shows the plot upon which the building is going to 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 building application form ABOVE the line that says "Fees." If there is anything you don't have information concerning, most typically "Property Tax Number" and "Zoned," contact the City Office, and we will be happy to help you.
5. Bring your plans and the clearance form to the City Office. We will assist you in determining the fees associated with your project.
6. You will be required to pay all associated fees before your request can be processed.
7. Your plans will be examined by two members of the City Council, one over Planning and Zoning and one over Water and Sewer.
8. City staff will review and confirm all steps have been properly completed.
9. You will be notified that the form is ready for you 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'll 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 the covering of 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 if you can 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 keep in mind that you have signed for the Richmond City *Manual of Design and Construction Standards* and must comply with the provisions listed therein. CALL 435-258-2092 EXT 1 A MINIMUM OF 72 HOURS BEFORE THE SCHEDULED COUNTY BUILDING INSPECTORS FINAL INSPECTION.

**PRE-OCCUPANCY CHECKLIST**

As authorized by Title 9-000, Part 658 of *The Code of Revised Ordinances of Richmond (1975, Adopted 1976)*, the following checklist must be satisfied by an authorized representative of Richmond City **and the completed form must be presented to the Building Inspector before the issuance of any type of Certificate of Occupancy.** 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:** \_\_\_\_\_

City Seal  
Upon Completion

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

<b>Standard being Inspected</b>	<b>Signature</b>	<b>Date</b>
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 properly 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 and so designed as to prevent water run-off from any source running down the driveway directly onto the street. Parking strip graded to avoid the flow of water from any source going directly upon the pavement of any City, County, or State street or road. *		
Sidewalks providing access to the structure completed and made of durable, long-lasting material. *		
Any public sidewalk or roadway damaged during the construction process fully repaired to City specifications. Cuts through, or edge damage to, street or road repaired to City specifications. * (Any Roadway Cuts require \$2,500 Deposit. With \$1,500 refundable.)		
Curb or engineered barrow pit properly installed to City specifications.		
Any open ditch or culvert 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 readily visible from the street or road affixed to the structure.		

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

**Original - Building Inspector; Copy 1 – City’s Copy; Copy 2 – Applicant’s Copy**