



**DEVELOPMENT SERVICES DEPARTMENT**

BUILDING | SURVEYING | ENGINEERING | GIS | PLANNING & ZONING | ROADS | WEEDS

**APPLICATION: BUILDING PERMIT**

All contractors and subcontractors are **required** to have an active license from the State of Utah. **The following information must accompany this form at the time of application for a building permit.**

- 1.  Zoning clearance.
- 2.  Two complete sets of plans and specifications at 1/4" scale.
- 3.  If engineering is required, two copies of signed and stamped plans with structural calculations.
- 4.  Manual J & D form.
- 5.  Tax/Parcel number: \_\_\_\_\_
- 6.  Use type: \_\_\_\_\_
- 7.  Value: \_\_\_\_\_

**PROPERTY OWNER**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address, City, State, Zip \_\_\_\_\_  
 Structure Address, City, State, Zip \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_  
 Business Address, City, State, Zip \_\_\_\_\_

**PLUMBER**

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_  
 Business Address, City, State, Zip \_\_\_\_\_

**ELECTRICIAN**

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_  
 Business Address, City, State, Zip \_\_\_\_\_

**MECHANICAL**

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_  
 Business Address, City, State, Zip \_\_\_\_\_

**ARCHITECT OR ENGINEER**

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_  
 Business Address, City, State, Zip \_\_\_\_\_

**I, the undersigned, acting as owner or as the duly appointed representative, understand and agree to the following:**

- 1. All construction must comply to adopted codes as permitted herein and in compliance with adopted zoning ordinance.
- 2. Is familiar with the present services at the building site and is responsible for any changes including, but not limited to road maintenance, snow removal, school busing, garbage removal, etc. which change may be caused by construction.
- 3. Accept full responsibility and liability for the structure/work authorized hereon and relieve city/county or their agents of any expressed or implied liability. Furthermore, should we relinquish ownership we agree to inform any future purchaser of these conditions and notify them of their obligation to do the same in the event that they should sell.
- 4. The cost for any and all external review shall be the responsibility of the owner or duly appointed representative.

\_\_\_\_\_  
 Owner or Representative Date

## CACHE COUNTY BUILDING PERMIT INFORMATION

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1. Work must commence within 180 days of permit issuance and continue without interruption.
2. Building permits for residential structures require 3 to 10 days for processing.
3. The Occupancy Bond is forfeited if a final inspection is not completed within two years of the issuance of the building permit, or if a home is occupied prior to the final inspection.
4. The plans and specifications at 1/4" scale should include the following:
  - a) A floor plan with dimensions of all levels, garages, decks, porches, plumbing plan, electrical plan, etc.
  - b) The square footage of all areas; garage, main floor, upper levels, basement, decks, porches, etc.
  - c) Elevations of all four sides which indicate all doors, windows, roof, roof pitch, roof covering, exterior wall covering, etc.
  - d) Details of footings, foundation, walls, trusses or rafters, joist, all egress items including windows, doors, stairways, fireplace, beams, cantilevers, etc., and sections of all details.

## INSPECTION INFORMATION

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Refer to your building permit for the required inspections as you begin work. As a general rule, call for an inspection before you cover anything up. Inspection times are approximate. **To schedule an inspection call 755-1650, 24 hours in advance, prepared with the following information:**

1. The owner name listed on the building permit.
2. The address as listed on the building permit.
3. The type of inspection needed.
4. Date and time of inspection. If you have scheduled concrete, state the projected time.

## TYPICAL INSPECTIONS

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FOOTING & STEEL	Inspected after trenches are excavated. Forms are erected and steel is in place & tied.
FOUNDATION	Inspected after forms are erected & steel is in place & tied.
DRAIN & WATER	Inspected after all plumbing is installed and prior to the covering of any drainage or water pipes and pressure test is on before basement floor is poured.
ROUGH PLUMBING	Inspected after all plumbing is installed and prior to the covering of any drainage or water pipes and pressure test is on.
ROUGH ELECTRICAL	Inspected after all wiring is in place & before any of it is covered up.
ROUGH FRAMING	Inspected after the roof, all framing members, fire block, etc. are in place, and all pipes, vents & electrical wiring are installed.
ENERGY	Inspected after the windows are in and the walls are insulated; before drywall.
ROUGH MECHANICAL	Inspected after flue and ducts are run; furnace is installed and gas lines sized and in place.
GAS PRESSURE CHECK	Pump is verified to 20 PSI with a pressure test.
LATH/WALLBOARD	Inspected after all lathing and/or wallboard, interior and exterior, is in place (but before any plastering is applied), and before wallboard joints and fasteners are taped and finished.
CHIMNEY	Inspected while the chimney is being constructed between the time it passes through the ceiling, but prior to the time it passes through the roof.
STUCCO CERTIFICATION	Must be signed by installer and general contractor and then filed with the Cache County Building Department.
FINAL INSPECTION	Inspection after building is completed and prior to occupancy.