



# CACHE COUNTY CORPORATION

## DEVELOPMENT SERVICES DEPARTMENT

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### Building Checklist: House

It is **highly recommended** that you work with the Development Services Office in the completion of this application and checklist. You will need to provide the following information to obtain a building permit:

- 1) ☐ A complete application for a building permit including:
  - a) Zoning clearance:
    - i. A complete zoning clearance application if the proposed house is located in the unincorporated county, or;
    - ii. An approved zoning clearance from a city if the proposed house is located in a city
  - b) Manual J & D form.
  - c) Two (2) complete sets of plans at ¼ inch = 1 foot scale.
  - d) *If* engineering is required, two copies of signed and stamped plans with structural calculations.
- 2) ☐ Verification of an approved, domestic water right in the owner's name. This may be obtained from the State Water Engineer, State approved culinary water system, or a City/Town.
- 3) ☐ A septic tank permit from the Bear River Health Department or a letter from a City/Town permitting connection to that City/Town's sewage system.

The following items may also apply:

- 4) ☐ *If* any portion of the property is located within the FEMA floodplain a Floodplain Development Permit review is required. A Permit will be required if any portion of the home is located within the FEMA floodplain.
- 5) ☐ *If* a new access is required from a County road, or if work must be done in the County right-of-way to provide access or utilities to the house, an Encroachment Permit is required. If access is from a UDOT highway, a permit for access must first be obtained from UDOT.
- 6) ☐ *If* the owner of record is not the acting agent, an agent letter must be included. *Also*, further information is required if the owner of record is an LLC, Corporation, Trust, or similar. Paperwork identifying the name of the LLC, Corporation, Trust, or similar, the listed owners or members, and assigned agent must be included.