



# CACHE COUNTY CORPORATION

## DEVELOPMENT SERVICES DEPARTMENT

JOSH RUNHAAR, AICP  
DIRECTOR / ZONING ADMINISTRATOR  
PAUL BERTSON  
CHIEF BUILDING OFFICIAL

179 NORTH MAIN, STE. 305 LOGAN, UTAH 84321 ♦ (435)755-1640 ♦ FAX (435)755-1987 ♦ WEB WWW.CACHECOUNTY.ORG

### Building Checklist: ≤ 200 SF Garage, Shop, Shed, or similar

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 zoning clearance:

- 1)  A complete application for a zoning clearance including:
  - a) Site plan showing distances from the proposed structure to the existing property lines and any existing structures, and the location of the access to the structure.
  - b) A signed Agricultural Building Statement.
  - c) *If* culinary water will be provided to the structure, 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.
  - d) *If* restroom facilities will be placed in the structure, 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:

- 2)  *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.
- 3)  *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.
- 4)  *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.
- 5)  *If* a utility, such as power or gas will be connected to the structure, additional permits must be obtained from the Building Department.