

Town of Orderville
Building Department
425 East State Street,
PO Box 165
Orderville, Utah 84758
Email: OrdervilleTown@gmail.com
(435) 648-2534 Fax (435) 648-2535

To Whom It May Concern:

Enclosed you will find a building packet for the Town of Orderville. Included in the packet is an owner/builder agreement. If you are planning on using a contractor then please disregard this form. However, if you are an owner/builder then the form needs to be notarized and the original needs to be sent to our office. If you live out of state you may have the owner/builder agreement notarized in your state.

Please completely fill out the building permit information sheet and submit the sheet with two sets of plans (one hard copy, one digital), including all contractor's names and license numbers. We also need the architect or engineer's name and license number as well. Please include the lot number, block, and unit or plat number. A legal description is very helpful but is not necessary. If the building permit information sheet is not completely filled out it will delay the processing of your plans and building permit.

All building permits must be presented to and approved by the Planning and Zoning board before submittal. Planning and Zoning Board meets the last Wednesday evening of each month at 7:30 PM. Please call the town office to be put on the Planning and Zoning agenda at (435) 648-2534.

If you have any questions you can contact our office between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday at (435) 648-2534. After office hours you can leave a message on the answering machine.

Thank you,

Town of Orderville - Building Department

Building permits are required for any type of building in the Town of Orderville. No building or structure regulated by the current International Building Code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a separate permit for each building has first been obtained from the building official.

If work is not started on a structure or building within six (6) months from the issuance of a permit, a new permit will be required, including permit fee. Pursuant to the issuance of a building permit in the Town of Orderville, the applicant shall submit to the building official evidence of having an approved culinary water supply and an approved sewer hook-up.

Plans, engineering, calculations, diagrams, and other data shall be submitted in two sets (one hard copy, one digital copy) with each application for a permit. The building official may require this to be prepared and designed by an engineer or architect licensed by the State to practice at his discretion.

Any excavation of county right of way, or county roads, will require a permit.

BUILDING PERMITS WILL BE ISSUED ONLY IF THE FOLLOWING ITEMS ARE MET:

1. Legal access to the property where the easement is specifically reserved and does not go through private property unless an easement is specifically reserved.
2. Proof of ownership, either a recorded deed or contract.
3. Compaction test in the Orderville area.
4. Soils Tests with recommendations, follow up inspection, and notice of compliance with recommendations before certificated of Occupancy will be issued or where clay is present.
5. A UDOT conditional access permit is required when any of the following is true along a state highway:
 - Whenever a driveway or local street connection is requested.
 - When there is a change in land use (e.g. change in zoning, site plan, or conditional use).
 - When there is a change in intensity of an existing access.

Building Inspections

24 hour minimum notice is required for all inspection requests. This notice is for scheduling purposes only and is not a guarantee an inspection can be performed the following day. After the inspection is completed, if work **is not** marked "Approved" on the inspection form, make the corrections noted in the remarks section of the form and call for another inspection before continuing work. It is fairly common for builders to order cement and then call for an inspection. **We DO NOT recommend this practice.** Often the building inspector is booked and cannot make an inspection before the cement is due to arrive. Pouring cement without an inspection will not be allowed. We recommend waiting until the inspection has been completed and approved before ordering cement.

Required Inspections & Information

1. **Footing & Set Back.** Inspect footing reinforcement before pouring concrete footings. When this inspection is performed, the property set-backs are checked to make sure all zoning property set-backs are correct.
2. **Foundation.** Inspect the foundation wall reinforcement before pouring concrete walls. We will inspect the foundation later for a damp proof coating.
3. **Underground Plumbing.** Inspect the underground plumbing before it is covered and the floor is poured.
4. **Shear Wall & Sheeting.** Inspect the shear wall and sheeting before they are covered by any house wrap or other material.
5. **4-Way.** Inspect the framing, rough plumbing, rough electrical, rough mechanical and rough gas.
6. **Insulation.** Inspect all insulation before it is covered by sheetrock or any other material.
7. **Drywall/Wallboard.** Inspect rough drywall before taping and applying drywall mud.
8. **Meter Base.** (if applicable)
9. **Lath.** (if applicable)
10. **Vapor Barrier/House Wrap.** Inspect vapor barrier/house wrap on exterior before applying siding or other finishes.
11. **Lag.** Inspect lag both roof and wall for manufactured homes.
12. **Jacks & Tie Downs.** Inspect tie downs and jacks on manufactured homes.
13. **WUI Final.** Inspect for Wildland Urban Interface compliance.
14. **Final Inspection.**

General Inspection Rules:

- DO NOT cover up any required inspections until approved by the building official. Approval is granted after calling for and passing an inspection. Failure to do so will result in removal of coverings, or complete condemnation and abatement of work.

Note: Buildings in elevations with ground snow loads greater than 70 psf shall be designed in accordance with accepted engineering practices.

1. Provide the following:

- A. **Completed Permit Application** with name, address, telephone number, email address of builder and owner, contractors, etc.
- B. **Plot / Site Plan.**
 - 1. Scale of plan, and direction of north point.
 - 2. Lot lines, adjacent streets, roads, rights-of-ways, and set-backs.
 - 3. Location of all existing structures on subject property and adjoining properties, with utility lines, poles, septic tank and field, etc., fully dimensioned.
 - 4. Location of proposed construction and improvements, with location and dimension of all signs.
 - 5. Necessary explanatory notes.
- C. **Vicinity Map**
- D. **Clearance from the Health Department for septic system** prior to issuance of permit. Please include a copy of septic system permit.
- E. **Two (2) Complete Sets of Construction Plans (One digital)**
 - 1. Floor plans, with room size and partitions, cross section.
 - 2. Foundation with structural detail schedule and elevations.
 - 3. Roof details.
 - 4. Electrical, plumbing, REScheck compliance.
 - 5. Shear walls with tie downs.
 - 6. Material schedules, general notes.
- F. **One complete set of engineering calculations** signed by engineer, including, but not limited to the above items 1-5.
 - 1. Identify each different member for this building only.
 - 2. Show loads, reactions, stress and justify member size, joints and connections in a logical identified analysis that enables checking. Justify specified snow load. All walls over 8 feet **must** be engineered.
- G. **WUI (Wildland Urban Interface) Plan** where applicable.

2. Show the following:

- A. Foundation Plan
- B. Exterior footings to be below frost depth (24 inches for Orderville).
- C. Porch, entry, stairs, etc., details where they occur referenced from floor, foundation and plat plans. Show sizes and justify specified snow load.
- D. Referenced to use of insulation system proposed R-38 minimum on all ceilings, R-16 in interior walls, R-19 in floors and R-9 in basement around Orderville. Values increase with elevation.
- E. Vapor barrier having a perm rating of 0.08 perm or less applied to the interior side of all exterior walls and exterior ceilings.
- F. Roof ventilation 1 to 300 sq. ft. or area.
- G. Crawl space ventilation vent within 3 feet of each corner.

Adopted Building Codes By Utah Law 58-56-4 and R156-56-701

The following codes together with any amendments have been adopted by Kane County and/or the Town of Orderville. For regulating the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy and use of all buildings or structures in Kane County.

Effective May 20, 2020

2018 International Building Code (IBC), including Appendix J

2015 International Residential Code (IRC), Including Appendix E

2018 International Plumbing Code (IPC)

2018 International Mechanical Code (IMC)

2018 International Energy Conservation Code (IECC)

2018 International Fuel Gas Code (IFGC)

2006 Utah Wildland Urban Interface Code (UWUI)

2014 National Electrical Code (NEC)

Housing and Urban Development Code (HUD)

If any of the above codes reference other codes those codes shall be considered part of the requirements of that code to the prescribed extent of each such reference.

Code Requirements for Building Permit and Inspections

R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

R105.8 Responsibility. It shall be the duty of every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical or plumbing systems, for which this code is applicable, to comply with this code.

R106.3.1 Approval of construction documents. When the building official issues a permit, the construction documents shall be approved in writing or by stamp which states "REVIEWED FOR CODE COMPLIANCE." One set of construction documents so reviewed shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or his or her authorized representative.

R106.4 Amended construction documents. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

R109.3 Inspection requests. It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection. It shall be the duty of the person requesting any inspection required by this code to provide access to and means for inspection of such work.

R109.4 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or shall notify the permit holder wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

R110.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.

R319.1 Address numbers. Buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be minimum of 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

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Owner/Builder Certification
And
Agreement To Comply With The
Construction Trades Licensing Act

Name of Owner/Builder: _____

Address: _____

City, State, Zip: _____

LOCATION OF CONSTRUCTION SITE

Address: _____

City, State, Zip: _____

Subdivision Name: _____

CERTIFICATION

I, _____, certify under penalty that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

1. I am sole owner of the property and construction project at the above described location;
2. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use;
3. I understand that work performed on the project, if it is the type of work which is regulated under the Construction Trades License Act, and Rules of the Contractor's Licensing Board, must be performed by the following:
 - a. Myself as the sole owner property; or
 - b. A licensed contractor; or
 - c. my employee(s) on whom I have worker's compensation insurance coverage, on whom I with hold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
 - d. Any other persons working under my supervision as owner/builder to whom no compensation is paid; and
4. I understand that if I retain the services of an unlicensed contractor or compensate and unlicensed person, other than as an employee for wages, to perform construction services or which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the law.

Dated this _____ day of _____ 20____

Signature of owner/builder

Subscribed and sworn before me this _____ day of _____ 20____, in the Town of Orderville, State of Utah.

Notary Public

My commission expires: _____

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BUILDING PERMIT APPLICATION

PURPOSED WORK: Residence () Commercial () Storage () Garage () Other () _____

VALUATION OF PURPOSED WORK: _____

OWNER OF PROPERTY: _____ PARCEL # _____

LOT#: _____ BLOCK: _____ SUBDIVISION: _____

ADDRESS OF PROPERTY (IF ASSIGNED): _____

OWNER'S MAILING ADDRESS: _____

OWNER'S PHONE NUMBER: _____ Email: _____

ARCHITECT OR ENGINEER: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

GENERAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

ELECTRICAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

PLUMBING CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

MECHANICAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

OWNER'S OR AUTHORIZED AGENT'S SIGNATURE: _____

DATE: _____

OWNER/BUILDER: YES () NO () SETBACKS: FRONT _____ SIDE _____ SIDE _____ REAR _____

HOW MANY DWELLINGS ON PROPERTY _____ HOW MANY STRUCTURES ON PROPERTY _____

PLANNING AND ZONING APPROVAL

Property Zone: _____ Approved _____ Not Approved _____

Comments: _____

Planning and Zoning Administrator: _____ Date: _____