

BUILDING PERMIT PACKAGE

Please return to:

**Planning & Zoning Secretary
PO Box 189
145 E. HWY. 43
Manila, UT 84046
Phone: 435-784-3143
Fax: 435-784-3356**

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BUILDING PERMIT CHECK LIST

***ALL RESIDENTIAL STRUCTURES/ADDITIONS MUST OBTAIN A BUILDING PERMIT
ALL ACCESSORY BUILDINGS OVER 200 SQ. FT. MUST OBTAIN A BUILDING PERMIT***

1. BUILDING PERMIT INFO PACKET

ALL ITEMS AND FORMS REQUESTED NEED TO BE INCLUDED WITH THE APPLICATION. IF SOMETHING DOES NOT APPLY LIST N/A. FOR MOBILE AND MANUFACTURED HOMES, SUBMIT COPIES OF FLOOR PLANS AND/OR INSTALLATION PLANS ETC. FROM THE MANUFACTURER.

***DETAILED SITE PLAN MUST BE INCLUDED!**

(see enclosed exhibit)

FEES:

Calculated as per current state guidelines

MOBILE AND MODULAR HOMES

FEES :

Calculated as per current state guidelines

(ALL PERMITS ARE ASSESSED A 1% STATE SURCHARGE IN ADDITION TO THE BUILDING/PLAN CHECK FEES)

2. SEWER CONNECTION AND WATER CONNECTION:

No building permit will be approved without the water/sewer connection verification form signed by the appropriate provider and submitted with the application.

3. BASEMENTS-Any person making application for a building permit which includes a basement needs to be aware that the lateral sewer lines are the property owners responsibility. If any line is not installed deep enough to provide service to a basement it is the property owners responsibility to install any equipment (pumps, etc.) which may be needed to access the sewer line.

4. MOBILE AND MANUFACTURED HOMES should obtain a copy of the "Manufactured Home set-up requirements". Any questions regarding these requirements should be directed to the building inspector. Footing and foundation details must be included.

5. SNOW AND WIND LOAD REQUIREMENTS

SNOW:	30 LBS.	GROUND SNOW	43 LBS.
WIND :	80 MPH	SEISMIC:	ZONE C

**Manila Town Building Department
P.O. Box 189, Manila, Utah 84046
435-784-3143 Fax 435-784-3356**

Building Permit Information Packet

Before a building permit can be issued, the following items must be submitted.

- A. **Detailed site-plan.** Needs to include:
1. Directions of North point.
 2. Lot Lines together with adjacent streets, roads and rights-of-way.
 3. Location of all existing structures, easements on subject property.
(Completely dimensioned, including utility lines, poles etc.)
 4. Location of proposed construction and improvements, including the location of all signs.
 5. Motor vehicle access, including individual parking stalls, circulation patterns, curb, Gutter and sidewalk location.
 6. Name, address and telephone number of builder and owner.
 7. Any necessary explanatory notes.
 8. All other information that may be required as determined by the Building Inspector.
- B. Authorization from the Manila Planning and Zoning Commission stating that all zoning and set-back requirements have been met. (The Town Clerks office will submit the building permit application to Planning and Zoning after all information has been received.)
- C. Water / Sewer Connection or Wastewater Permit Verification Form.
- E. Two (2) sets of plans need to be submitted with the application. One set goes to the building inspector and one set remains in the file. Each set of plans needs to include the following (where applicable):
1. Front, rear, right and left side views.
 2. Framing of walls and floors. (Views)
 3. Size of all beams over 6' long.
 4. Fireplace - View of type of wood stove.
 5. Floor plans with all window and door openings.
 6. Roof framing plans.
 7. Electrical, plumbing and mechanical, with heat loss calculation. (RESCHECK)
 8. Footings and foundations. *This includes mobile and modular homes. ***
(See additional information; set-up requirements for modular and manufactured homes)
- F. *Projects not completed within 180 days of the issuance of permit must contact the building inspector for an extension of 180 days.*

**YOU MUST CONTACT THE BUILDING INSPECTOR FOR INSPECTIONS. PLEASE
ALLOW AT LEAST 24 HOURS NOTICE !!!!**

**IT IS THE PERMIT HOLDERS RESPONSIBILITY TO SCHEDULE NECESSARY INSPECTIONS
INSPECTIONS**

STATE LAW SECTION R109 REQUIRES THAT YOU HAVE INSPECTION DURING

CONSTRUCTION.

R109.3-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 inspections required by this code to provide access to and means for inspection of such work.

- 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 or his agent 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.

THE FOLLOWING INSPECTIONS ARE REQUIRED:

A site inspection is required to insure that all setbacks are according to the site plan provided

R109.1.1-Footing, Foundation-Inspection of the foundation shall be made after poles or piers are set or trenches or basement areas are excavated and any required forms erected and any required reinforcing steel is in place and supported prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundation.

R109.1.2- Plumbing, mechanical, gas and electrical systems-Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, before fixtures or appliances are set or installed, and prior to framing inspection.

Exceptions: Back-filling of ground-source heat pump loop systems tested in accordance with Section M2105.1 prior to inspection shall be permitted.

R109.1.3-Floodplain Inspection-For construction in areas prone to flooding as established by Table R301.2(1), upon placement of the lowest floor, including basements, and prior to further vertical construction, the building official shall require submission of documentation, prepared and sealed by a registered design professional, of the elevation of the lowest floor, including basements.

R109.1.4-Frame and masonry inspection-Inspections of framing and masonry construction shall be made after the roof, masonry, all framing, fire stopping, draft stopping and bracing are in place and after the plumbing, mechanical and electrical rough inspections are approved.

R109.1.5-In addition to the inspections called for above, the building official may make or require any other inspections to ascertain compliance with this code and other laws enforced by the building official.

R109.1.6 Final Inspection-Final inspection shall be made after the permitted work is complete and **prior to occupancy.**

******SPECIAL INSPECTIONS ARE REQUIRED FOR FIRE-RESISTANCE-RATED, REINFORCE MASONRY, INSULATING CONCRETE AND CONVENTIONALLY FORMED CONCRETE WALLS.*****

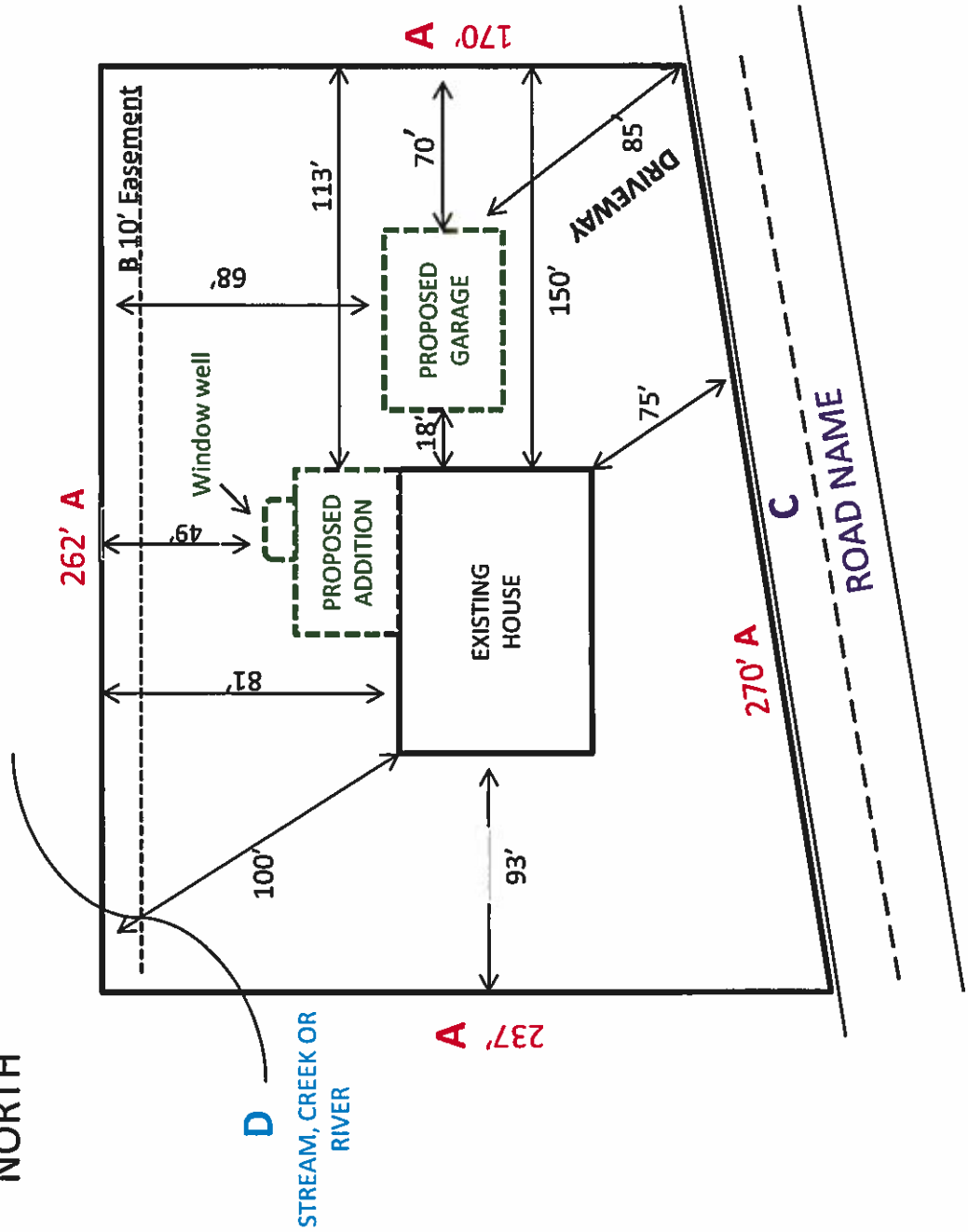
SAMPLE PLOT MAP [8 ½ X 11]



Job site address: 123 Any Street, Manila
 Property Owner: John & Jane Doe
 Owner's Phone #: 555-555-5555

CHECK LIST

- **North Arrow**
- **Plot Plan Scale**
- **Property Owner Info**
- **Parcel No. & Zoning**
- A Property Dimensions**
- B Easements**
- C Roads and Streets**
- D Stream, Creek or River**
- ✓ Existing Buildings
- ✓ Proposed Buildings
- ⇄ Use Arrows to show distance from buildings to setbacks
- ☐ Use solid lines to indicate existing structures
- ☐ Use dotted lines to indicate Proposed structures



BUILDING PERMIT CONTACT LIST

Any questions regarding building requirements, set backs, zoning, or information regarding wastewater/sewer or culinary water should be directed to the following:

BUILDING INSPECTOR

Residential Inspector: Matt Tate 435-219-7545
Commercial Inspector: Matt Tate 435-219-7545

PLANNING & ZONING

Planning & Zoning: Layne Ferrin, Chairman 801-564-2160

TOWN OF MANILA: (Culinary Water/Sewer-Manila Area)

Public Works Jerry Muir 435-784-3143

OTHER UTILITY SERVICE PROVIDERS

(Manila Area)
Bridger Valley Electric
40014 Business Loop I-80
Mt. View, Wyoming 82939
307-786-2800

Union Telephone
P.O. Box 160
Mtn. View, Wy 82939
307-782-6131

Queststar Gas (Dutch John)
115 E 100 S
Roosevelt, Utah 84066
435-722-2521/800-323-5517

Suburban Propane
201 Industrial Drive
Rock Springs, WY 82901
307-362-5751

Ferrellgas
360 S. 200 E.
Roosevelt, UT 84066
435-722-5171

Save On Propane
1150 W. 500 N.
Vernal, UT 84078
435-789-3198/800-490-3198

Basin Propane
2949 W 1100 N
Vernal, Utah 84078
435-789-8466

V-1 Propane
1535 9th Street
Rock Springs, WY 82901
307-382-3250

MANUFACTURED HOME SET-UP REQUIREMENTS FOR PRIVATE LOTS

Manufactured homes placed upon private lots in the Town of Manila shall be placed according to the following requirements:

BUILDING PERMIT:

The following shall be required prior to the issuing of a building permit:

1. Plat showing location and size of the parcel of land
2. Plot showing the location of the building must include measurements showing the distance from the property line
3. Letter from the appropriate water district showing service is available
4. Address of the property
5. Owners Name
6. Contractor installing the home and the license number (must be licensed)
7. Flood Plain notice showing that the home will not be located in a Flood Zone

SITE PREPARATION:

The ground shall be cleared of all vegetation and shall be graded so that it slopes **AWAY** from the home site to provide drainage away from the home. *If the home is to be set in a low area on the lot where water may gather under or around the home, adequate fill shall be added and compacted to 95% compaction PRIOR to the placing of the home.*

PERIMETER FOOTINGS:

Shall be of reinforced concrete construction, or designed by a licensed Engineer, and shall extend a minimum of 30" inches below grade. Footings shall have two #4 rebar, 60 grade run horizontal, with #4 rebar, 60 grade, set vertical 24" on center.

PERIMETER FOUNDATION:

Shall be of reinforced concrete or masonry block construction, and shall extend from the footing to a minimum of 8" above grade. Reinforcement shall be by installing one #4 rebar, 60 grade, run horizontal within 12" of the footing and one bar within 12" of the top of the wall.

PERIMETER BLOCKING:

Blocking shall be placed on both sides of all exterior doors and any other sidewall opening greater than 4 feet wide.

FOUNDATION VENTILATION:

Ventilation shall be located within 3 feet of each corner, then equally distributed along the length of at least two sides. Total ventilation required shall be 1 sq. foot of opening for every 150 sq feet of floor area.

PIER FOOTING SIZE:

Spot footings shall be placed a minimum 6" below grade in undisturbed soils. Footings shall be sized as designed by the home manufacture, or may be designed by a professional engineer licensed in the State of Utah. When the manufactures set-up information is not available, pier spot footings shall be a minimum of 6"x24"x24" concrete pads, or of an approved design.

PIER LOCATION:

Piers shall be sized, located and spaced per the manufactures specifications. Piers shall be of an approved design. Blocks shall be of concrete, open cells and shall be in the vertical position and capped with a solid block. On older homes if the manufactures installation requirements are not with the home, locate piers no more than 2 feet from either end and not more than 8 feet from center to center under the main rails.

CLEARANCE UNDER HOMES:

A minimum of 12" shall be maintained beneath the lowest member of the Main frame (I-Beam of the channel beam) and the ground.

VAPOR RETARDER:

A vapor retarder shall be placed on the ground under the home. The vapor barrier shall be a minimum six-mill polyethylene sheeting to cover the entire area under the home and overlap it at least 12" at all joints.

ANCHORING INSTRUCTIONS:

After blocking and leveling the home, the installer shall secure the home against the wind. Install anchors according to the manufactures installation requirements. If the manufactures installation requirements are not available anchors shall be spaced a maximum 2 feet from each end of the home then at a maximum of every 11 feet. Minimum load capacity for each strap shall be 4725 lbs. Straps shall be installed within an angle of 40 to 50 degrees.

MULTI-SECTION HOMES**DUCT WORK CROSS OVER:**

Clamp the flexible heating duct to the sleeves projecting through the bottom covering of the home, seal the duct adjustable collars with several wrappings of duct tape, support the duct every 4 feet (the duct must be supported off the ground.)

MARRIAGE WALL PIER SUPPORT:

Pier support footings shall be a minimum 6"x24"x24" located under the clear-span openings in the center mating walls.

INTERCONNECTION OF MULTI SECTION HOMES

Fasten the roof at the ridge with #10 x 4" wood screws, at a minimum 12" on center, at staggered intervals. Secure end walls with #10 x 4" wood screws, at a minimum 6" on center, staggered intervals. Fasten floors together at mating lines with #10 x 4" wood screws at a minimum 12" on center, staggered intervals.

MARRIAGE WALL INSULATION:

Fill open space at center line of home, (at all ceiling, wall and floor openings) with sill-seal foam insulation to prevent heat loss

GARAGES & CARPORTS:

The garage and carport must be supported independent of the manufactured home.

STEPS AND LANDINGS:

Outside steps and landings shall comply with local codes. Landings shall have a minimum width and length of 36". Steps shall have a maximum rise of 8" and a minimum run of 9".

WATER SUPPLY:

If the home is located in a water district where the local water pressure exceeds 80 lbs. Install a pressure-reducing valve. Building water supply line shall be ¾" nominal size.

GAS SERVICE:

Minimum size for gas line serving a manufactured home shall be ¾" nominal size and extend outside the home a minimum 6".

ELECTRICAL SERVICE

Shall be installed in approved conduit under the home. Electrical service amperage listed on the home by manufacturer.

SEWER LINE:

Shall be type ABS drain pipe. A clean-out shall be located outside the home and extended to grade. A sanitary tee shall not be used on a drain line when connected horizontal piping to horizontal line. Minimum slope for the drain line shall be ¼" fall per foot.

BUILDING PERMIT APPLICATION

1. Proposed Use of Structure _____
2. Value \$ _____
3. Sq. Footage _____
4. Date Work Starts _____
5. Parcel ID Number _____
6. Building Address _____
7. Lot Number _____ Block Number _____
8. Subdivision Name _____ Zoning _____
9. Total Property Area (acres or sq. ft.) _____
10. Total Building Site Area Used _____
11. Dwellings/Units now on property _____
12. Accessory Buildings now on property _____
13. Type of Improvement: Repair _____ Build _____ Addition _____ Remodel _____
Demolish _____ Convert Use _____ Sign _____
14. Number of off street parking spaces: Covered _____ Uncovered _____
15. Setback requirements: Front Yard _____ Rear Yard _____ Side Yards _____
Accessory Buildings: Front Yard _____ Rear Yard _____ Side Yards _____
16. Owner of Property _____
17. Mailing Address of Property Owner _____

18. Telephone Number of Property Owner _____
19. Business Name & Address _____

20. Architect or Engineer _____ Telephone _____
Address _____
21. General Contractor _____ Telephone _____
Address _____
State License # _____ Business License # _____
22. Electrical Contractor _____ Telephone _____
Address _____
State License # _____ Business License# _____
23. Plumbing Contractor _____ Telephone _____
Address _____
State License # _____ Business License# _____
24. Mechanical Contractor _____ Telephone _____
Address _____
State License # _____ Business License# _____

PLEASE NOTE THAT CONTRACTORS' STATE LICENSE NUMBER AND CITY OR COUNTY BUSINESS LICENSE NUMBER MUST BE INCLUDED OR A PERMIT WILL NOT BE ISSUED. IF YOU ARE USING A GENERAL CONTRACTOR AND ARE DOING THE WORK YOURSELF, PLEASE LIST "SELF" AS CONTRACTOR.

ZONING APPROVAL

Applicant: Please complete top of form:

Applicant _____
Parcel ID Number _____
Subdivision _____ Block _____ Lot _____

ONLY PLANNING & ZONING COMPLETE BOTTOM OF FORM

Zoning _____

Setback Requirements:

Main Dwelling Front Yard _____ Rear Yard _____ Side Yards _____
Accessory Building Front Yard _____ Rear Yard _____ Side Yards _____

By signing this form, I certify that I have examined the enclosed Plot Plan and have determined that it meets all zoning and setback requirements of The Manila Town Planning & Zoning Board in regards to the building permit being issued to the applicant above.

Approved _____ Denied _____ (If denied, explain) Meeting Date _____

Dated _____ Signature _____
Manila Town Planning & Zoning



DEPARTMENT OF COMMERCE
 Division of Occupational and
 Professional Licensing
 160 East 300 South, Fourth Floor
 P.O. Box 146741
 Salt Lake City, UT 84145-6741
 (801) 530-6628

OWNER/ BUILDER CERTIFICATION
 &
 AGREEMENT TO COMPLY WITH
 THE CONSTRUCTION TRADES
 LICENSING ACT

Name of Owner/ Builder: _____
 Address: _____
 City, State, ZIP _____
 Subdivision Name _____ Lot No. _____

CERTIFICATION

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

1. I am the 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, 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 of the property; or
 - b. A licensed Contractor; or
 - c. My employee(s) on whom I have worker's compensation insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee / employer laws; or
 - d. Any other person 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 an unlicensed person, other than as an employee for wages, to perform construction services for 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 County Of _____ State Of Utah.

 Notary Public

WATER / SEWER CONNECTION

VERIFICATION FORM

The following applicant is applying for a building permit. Before the permit can be issued the water and/or sewer service provider must sign this form indicating that plans have been submitted and reviewed (if applicable) and that all fees associated with this connection have been paid or satisfactory arrangements have been made to the provider.

Applicant _____

Mailing Address: _____

Telephone: _____

Property Address: _____

Parcel No. : _____ Date: _____

Town of Manila Water / Sewer District:
Water Connection Approved & Fees paid
Sewer Connection Approved & Fees Paid

Yes _____ No _____
Yes _____ No _____

Signature of Authorized Representative

Dated

NOTICE!

****Basements****

Any person making application for a building permit which includes a basement needs to be aware that the lateral sewer lines are the property owner's responsibility. If any line is not installed deep enough to provide service to a basement it is the property owner's responsibility to install any equipment (pumps, etc.) which may be needed to access the sewer line.

Please have the following information ready before calling Blue Stakes.

Excavator Contact Information

- Name
 - Address
 - Telephone number
- General Excavation Information**
- Type of work
 - Maximum depth of excavation
 - Directional Boring? Yes / No
 - Within 1/4 Mile of Railroad? Yes / No

Excavation Site Information

- County and city of excavation
- Address of excavation site or directions to excavation site from two intersecting roads
- Subdivision and lot number
- Street coordinates
- Nearest cross street
- Side of street property is located on
- Area of proposed excavation (See Diagram A)

Blue Stakes will provide you with:

- A Locate request Assignment # (Keep this number as proof of your call)
- The utilities notified by Blue Stakes
- The expiration date of your request

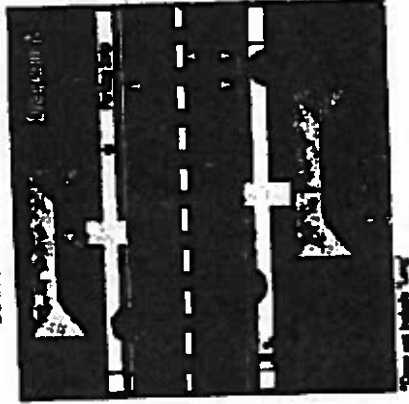
It is your responsibility to:

- Listen to the address verification
- Make sure your address is clearly posted
- Pre-mark the excavation site in white paint if exact description is not provided
- Provide utilities open access to the property
- Make sure all animals are contained until the area is marked

Blue Stakes Terminology

The following are explanations of important terms used by the Blue Stakes location center. The correct use of these terms will insure the accurate marking of your proposed excavation site:

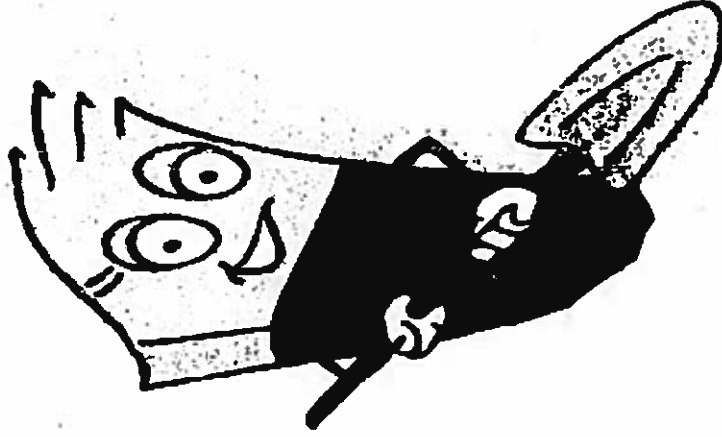
- FRONT** Middle of house/property to street side curb.
- REAR** Middle of house/property to rear property line.
- SIDE** Middle of house/property to side property line.
- SHORT** From curb to halfway across the street.
- LONG** From curb to curb
- BOTH SIDES OF ROAD*** Middle of house/property on both sides of street to curb.



BLUE STAKES
UTILITY LOCATOR SERVICE
CALL TWO WORKING DAYS BEFORE YOU DIG!
1-800-662-4111 or
532-5000 in Salt Lake
www.bluestakes.com

UTAH POWER **QUESTAR**
CORPORATION

Dig Safely.
CALL BEFORE YOU DIG



BLUE STAKES
UTILITY LOCATOR SERVICE









The Purpose Of Blue Stakes

Utility lines - electric, gas, phones - are buried everywhere: in streets, down alleys, under vacant ground and along property boundaries. When you dig anything from a pothole to a major excavation, you run the risk of breaking a utility line.

Blue Stakes acts as a communications link between excavators and member utility companies. The utilities are responsible for marking their utility lines within 2 working days of notification. If, after 2 working days, a member utility has not marked its facilities, Blue Stakes recommends that the excavator call Blue Stakes to have a 2nd notice sent to utilities who have not responded to the original request. Notices of excavation to Blue Stakes are limited to 14 calendar days. If excavation exceeds 14 days you must contact Blue Stakes to update your request.

What Do The Colors Mean?

Underground utility owners mark lines using the following color codes:

	= Power
	= Gas
	= Potable Water
	= Reclaimed Water, Irrigation & Slurry Lines
	= Sewer
	= TV & Telephone
	= Proposed Excavation
	= Survey

2-Foot Safety Zone

The law requires excavators to observe a 2-foot safety zone - 2 feet on each side of a marked utility line. While digging inside the safety zone proceed cautiously with a hand shovel. If you encounter a rigid object, carefully clear away the soil to determine what you've reached. Do not use your hands to clear away the soil. For maximum safety, use an insulated object.



What should I do if the original utility markings have been destroyed?

Contact Blue Stakes to have the excavation area re-marked. Utilities are required to remark the area within 2 working days of re-notification.

I have installed an electrical line to my garage. Will that line be marked?

No. The utilities only mark their lines. Any additional utility lines are the responsibility of the home owner.

How do I know which utilities Blue Stakes notified?



Contact Blue Stakes and they will provide a list of the member utility companies notified. You must have the Locate Request Assignment (LRA) number from your original request to obtain this information. Remember: not all utilities are Blue Stakes members.

Damage To A Utility Line

If you damage a utility line - even slightly - contact the affected utility immediately. The phone number can be obtained by referring to your local phone book. Do not call Blue Stakes to report utility line damage.

Answers To Common Questions

Will my water/sewer line be marked?

Most water/sewer companies do not locate the lateral lines from the sewer main or water meter on the street to the home. The lateral lines - which are owned by the homeowner - can be located by referring to the home's blue print or possibly by requesting prints from the water/sewer company.

