



BUILDING PERMIT PACKAGE

PLEASE RETURN TO PLANNING AND ZONING SECRETARY



P.O. BOX 189
145 E. HWY 43
MANILA, UTAH 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 A BUILDING PERMIT ALL ACCESSORY BUILDINGS OVER 200 SQ. FT. MUST OBTAIN A BUILDING PERMIT. ANY STRUCTURAL MODIFICATIONS TO EXISTING STRUCTURES (IE. ROOFING), REQUIRE 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 INTILLATION PLANS ECT. FROM THE MANUFACTURER.

***DETAILED SITE PLAN MUST BE INCLUDED.**

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, ECT.) WHICH MAY BE NEEDED TO ACCESS THE SEWER LINE.

4. MOBILE AND MANUFACTURED HOMES:

NEED TO 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: FROST DEPTH: 36"

**MANILA TOWN BUILDING DEPARTMENT
P.O. BOX 189 MANILA, UTAH 84046**

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 RIGHT-OF-WAY.**
 - 3. LOCATION OF ALL EXISTING STRUCTURES, EASEMENTS ON SUBJECT PROPERTY. (COMPLETELY DIMENSIONED, INCLUDING UTILITY LINES, POLES, ECT.)**
 - 4. LOCATION OF PROPOSED CONSTRUCTION AND IMPROVEMENTS, INCLUDING THE LOCATION OF ALL SIGNS.**
 - 5. MOTOR VEHICLE ACCESS, INCLUDING INDIVIDUAL PARKING STALLS, CIRCULATION PATTERS, CURB, GUTTER, AND SIDEWALK LOCATION.**
 - 6. NAME, ADDRESS, AND TELEPHONE NUMBER OF BUILDER AND OWNER.**
 - 7. ANY NECESSARY EXPLANATORY NOTES.**
 - 8. INCLUDE PLAT PLAN FROM DAGGETT COUNTY RECORDER'S OFFICE. ONE SET NEEDS TO GO TO THE CONTRACTOR/OWNER, AND ONE SET GOES IN THE FILE. THE BUILDING INSPECTOR NEEDS TO BE ONSITE FOR INSPECTOR USE. (OWNER/BUILDER NEEDS TO HAVE ONSIGHT INSPECTION FOR BUILDING REVIEW). – ONE FOR REFERENCE, AND ONE FOR FILE. - **LOT OF RECORD/ LEGAL DESCRIPTION IS REQUIRED (CAN BE FOUND ON DEED)****
 - 9. 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.**
- D. 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. FOOTING AND FOUNDATIONS. THIS INCLUDES MOBILE AND MODULAR HOMES. **

(SEE ADDITIONAL INFORMATION; SET-UP REQUIREMENTS FOR MODULAR AND MANUFACTURED HOMES.)

- E. PROJECTS NOT COMPLETED WITHIN 180 DAYS OF THE ISSUANCE OF PERMIT MUST CONTACT THE BUILDING INSPECTOR FOR AN EXTENSION OF 180 DAYS.**

ARTICLE XI

RESIDENTIAL AND MULTIPLE RESIDENTIAL DISTRICTS

Section 1101 Purpose

- 1. Residential District R-1-10.** To provide for medium low-density, single-family residential neighborhoods where low and medium costs of development may occur. Minimum Lot size: 10,000 square feet.
- 2. Residential District R-1-8.** To provide for medium low-density, single-family residential neighborhoods where low and medium costs of development may occur. Minimum Lot Size: 8,000 square feet.

Section 1104 Area Regulations

1. The minimum lot area, in square feet for any single-family dwelling structure in the districts regulated by this Article shall be (in thousands):

R-1-8	8
R-1-10	10
2. The additional lot area for each additional dwelling unit in a dwelling structure shall be (in thousands):

All R-1	NP
---------	----
3. For group dwellings, each additional dwelling structure after the first dwelling structure in square feet shall be (in thousands):

All R-1	NP
---------	----
4. Minimum lot area for all main uses or buildings other than dwellings shall be (in Thousands)

R-1-10	10
R-1-8	8

Section 1105 Width Requirements

- The minimum width in feet for any lot in the districts regulated by this Article, except as modified by planned unit developments or cluster subdivision shall be:
- | | |
|--------|----|
| R-1-10 | 60 |
| R-1-8 | 60 |

Section 1106 Fence Regulations

- On lots regulated by this Article, the maximum height of fences, in feet, shall be:
- A. Behind the main building 6
 - B. In front of main building
except on corner lots. 4

Section 1107 Front Yard Regulations

1. The minimum depth in feet of the front yard, for a main building, in districts regulated by this Article, shall be:
The (20) foot set back requirement shall include a lot size not to exceed nine thousand (9,000) square feet. Lot sizes above nine thousand (9,000) square feet shall require a twenty-five (25) foot set-back.

R-1-10	25
R-1-8	20 - 25

On corner lots, in districts regulated by this Article, if the rear yard abuts the side yard of another lot, no structure shall be closer than six (6) feet to the rear property line.

2. The side of the home facing the street is the front of the home.

Section 1108 Rear Yard Regulations

1. The minimum depth in feet for the rear yard, in the districts regulated by this Article, shall be:

A. For main buildings	
R-1-10	10
R-1-8	10

B. For accessory buildings	
All districts	6

2. Rear set-backs on corner lots for main buildings are 8 feet. On corner lots, in districts regulated by this Article, if the rear yard abuts the side yard of another lot; no structure shall be closer than six (6) feet to the rear property line. If a rear yard abuts a side lot, it is 6 feet.

Section 1109 Side Yard Regulations

1. The minimum side yard, in feet, for any dwelling, in districts regulated by this Article shall be:

R-1-10	6
R-1-8	6

2. A. The minimum side yard for a private unattached garage shall be:

R-1-10	6
R-1-8	6

B. Attached garages are considered part of the main building and are regulated accordingly.

C. Except that other accessory buildings shall have a minimum side yard of:

All districts	6
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3. On corner lots, the side yard, in feet, which faces on a street for both main and accessory buildings shall be not less than:

All districts	20
---------------	----

Section 1110 Height Regulations

1. The maximum height for all buildings and structures in districts regulated by this Article, shall be:

A. In feet	
All R-1	25

B. In number of stories
All R-1 districts 2 ½

Section 1111 Coverage Regulations

1. The maximum coverage, in percent, for any lot in the districts regulated by this Article, shall be:
R-1- 10, 8, 50

REQUIRED INSPECTIONS

PLEASE ALLOW AT LEAST 24 HOURS NOTICE. INSPECTIONS ARE CONDUCTED ON MONDAYS. PLEASE PLAN ACCORDINGLY

IT IS THE PERMIT HOLDERS' RESPONSIBILITY TO CONTACT THE TOWN OF MANILA PLANNING AND ZONING SECRETARY TO SCHEDULE INSPECTIONS WITH THE INSPECTORS

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.

IT IS THE OWNER'S RESPONSIBILITY TO CALL BLUE STAKES BEFORE ANY DIGGING.

THE FOLLOWING INSPECTIONS ARE REQUIRED:

A SITE INSPECTION IS REQUIRED TO ENSURE 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 – FLOODPLANE 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 INSPECTIONS – FINAL INSPECTION SHALL BE MADE AFTER THE PERMITTED WORK IS COMPLETE AND PRIOR TO OCCUPANCY.

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

BUILDING PERMIT CONTACT LIST

ANY QUESTIONS REGARDING BUILDING REQUIREMENTS, SET BACKS, ZONING, OR INFORMATION REGARDING WASTE WATER / SEWER OR CULINARY WATER SHOULD BE DIRECTED TO THE FOLLOWING:

BUILDING INSPECTOR

RESIDENTIAL INSPECTOR: MATT TATE 1-435-219-7545

COMMERCIAL INSPECTOR: MATT TATE 1-435-219-7545

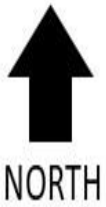
PLANNING & ZONING

PLANNING & ZONING: SAMANTHA REITZ 1-435-784-3143

TOWN OF MANILA: (CULINARY WATER / SEWER – MANILA AREA)

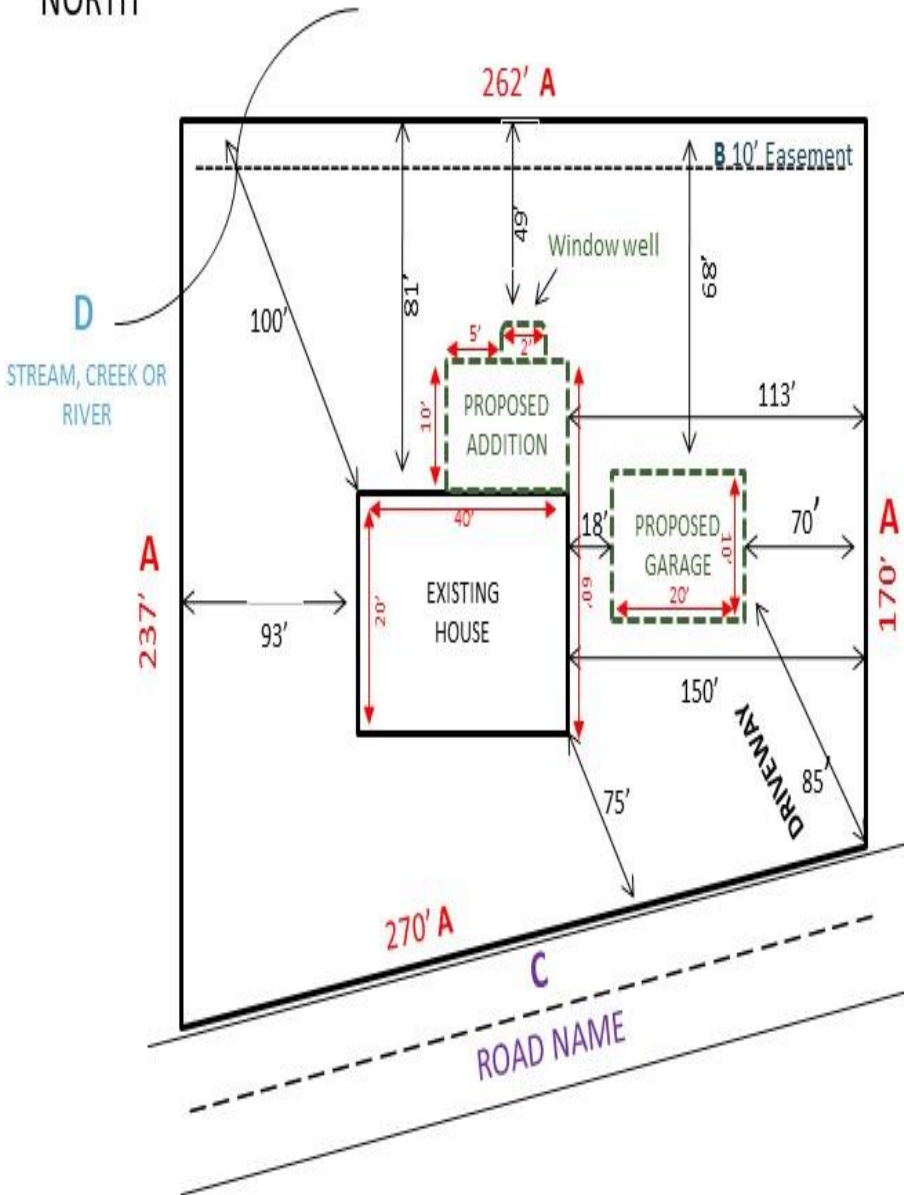
PUBLIC WORKS: 1-435-784-3143

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

1. PROPOSED USE OF STRUCTURE _____
2. VALUE _____
3. SQUARE 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 SQUARE FEET) _____
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 NUMBER _____ BUSINESS LICENSE NUMBER _____
22. ELECTRICAL CONTRACTOR _____ TELEPHONE _____
ADDRESS _____
STATE LICENSE NUMBER _____ BUSINESS LICENSE NUMBER _____

23. PLUMBING CONTRACTOR _____ TELEPHONE _____

ADDRESS _____

STATE LICENSE NUMBER _____ BUSINESS LICENSE NUMBER _____

24. MECHANICAL CONTRACTOR _____ TELEPHONE _____

ADDRESS _____

STATE LICENSE NUMBER _____ BUSINESS LICENSE NUMBER _____

PLEASE NOTE THAT CONTRACTOR'S 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 THE 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
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 NUMBER _____ DATE _____

TOWN OF MANILA WATER / SEWER DISTRICT:

WATER CONNECTION APPROVED & FEES PAID YES ___ NO ___

SEWER CONNECTION APPROVED & FEES PAID YES ___ NO ___


SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATED



Blue Stakes of Utah 811 would like to remind everyone to “Call 811 Before You DIG” this not only applies to the professional contractor but to all homeowners. Anyone who wants to put a shovel, or any other kind of digging equipment in the ground is required by law to Call 811 or contact www.bluestakes.org to “Submit a Locate Request” to have the underground utility lines located and marked with paint and/or flags. This is for everyone’s safety. It’s a FREE service. Protecting the underground facilities that we all rely on every day is a shared responsibility. Please do your part and remember to contact Blue Stakes at least two full business days before beginning your digging project. Check out our website for more information www.bluestakes.org and to download our APP and Excavators’ Guidebook.

APWA UNIFORM COLOR CODE	
RED	Electric Power Lines, Cables, Conduit and Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum or Gaseous Materials
ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit
BLUE	Potable Water
PURPLE	Reclaimed Water, Irrigation and Slurry Lines
GREEN	Sewers and Drain Lines
WHITE	Proposed Excavation
PINK	Temporary Survey Marking


www.bluestakes.org
