



# Development Services Department

Building | GIS | Planning & Zoning

## Application: Building Permit

All contractors and subcontractors are **required** to have an active license from the State of Utah. **The following information must accompany this form at the time of application for a building permit.** All building permit submissions must be sent electronically and emailed to [cachecountyplanreview@gmail.com](mailto:cachecountyplanreview@gmail.com).

- 1.  Zoning clearance
- 2.  Utility Connection Agreement
- 3.  Complete set of plans and specifications at 1/4" scale.
- 4.  If engineering is required, provide signed & stamped plans with structural calculations.
- 5.  Manual J & D form  
(Report generated by Mechanical Contractor to show the duct work and fittings are sized adequately for the service appliance)
- 6.  Tax/Parcel number: \_\_\_\_\_
- 7.  Use type: \_\_\_\_\_
- 8.  Value: \_\_\_\_\_  
(Excluding the land)

### Property Owner

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address, City, State, Zip \_\_\_\_\_

Structure Address, City, State, Zip \_\_\_\_\_

### Contractor

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_

Business Address, City, State, Zip \_\_\_\_\_

### Plumber

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_

Business Address, City, State, Zip \_\_\_\_\_

### Electrician

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_

Business Address, City, State, Zip \_\_\_\_\_

### Mechanical

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_

Business Address, City, State, Zip \_\_\_\_\_

### Architect or Engineer

Name \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_

Business Address, City, State, Zip \_\_\_\_\_

### I, the undersigned, acting as owner or as the duly appointed representative, understand and agree to the following:

- 1. All construction must comply to adopted codes as permitted herein and in compliance with adopted zoning ordinance.
- 2. Is familiar with the present services at the building site and is responsible for any changes including, but not limited to road maintenance, snow removal, school busing, garbage removal, etc. which change may be caused by construction.
- 3. Accept full responsibility and liability for the structure/work authorized hereon and relieve city/county or their agents of any expressed or implied liability. Furthermore, should we relinquish ownership we agree to inform any future purchaser of these conditions and notify them of their obligation to do the same in the event that they should sell.
- 4. The cost for any and all external review shall be the responsibility of the owner or duly appointed representative.

\_\_\_\_\_  
Owner or Representative Date

## Cache County Building Permit Information

---

1. Work must commence within 180 days of permit issuance and continue without interruption.
2. Plans must be submitted electronically in PDF format (compressed to reduce file size) with all required documents in one email. Pictures of application or plans will NOT be accepted.
3. Building permits for residential structures require 3 to 10 days for processing.
4. The plans and specifications at 1/4" scale should include the following:
  - a) A floor plan with dimensions of all levels, garages, decks, porches, plumbing and electrical plans, etc.
  - b) The square footage of all areas; garage, main floor, upper levels, basement, decks, porches, etc.
  - c) Elevations of all four sides which indicate building heights, all doors, windows, roof, roof pitch, roof covering, exterior wall covering, etc. The ground levels/slopes must be shown on all elevations.
  - d) Details of footings, foundation, walls, trusses or rafters, joist, all egress items including windows, doors, stairways, fireplace, beams, cantilevers, etc., and sections of all details (walls, footings, foundation, stairs, etc.).

## Inspection Information

---

Refer to your building permit for the required inspections as you begin work. As a general rule, call for an inspection before you cover anything up. Inspection times are approximate. **To schedule an inspection call 755-1650, 24 hours in advance, prepared with the following information:**

1. The building permit number, property address or owner's name listed on the building permit.
2. The type of inspection needed.
3. Date and time of inspection. If you have scheduled concrete, state the projected time.

## Typical Inspections

---

STORM WATER	Inspected after Land Disturbance Permit has been certified and approved.
FOOTING & STEEL	Inspected after trenches are excavated. Forms are erected and steel is in place & tied.
FOUNDATION	Inspected after forms are erected & steel is in place & tied.
DRAIN & WATER	Inspected after all plumbing is installed and prior to the covering of any drainage or water pipes and pressure test is on before basement floor is poured.
ROUGH PLUMBING	Inspected after all plumbing is installed and prior to the covering of any drainage or water pipes and pressure test is on.
ROUGH ELECTRICAL	Inspected after all wiring is in place & before any of it is covered up.
ROUGH FRAMING	Inspected after the roof, all framing members, fire block, etc. are in place, and all pipes, vents & electrical wiring are installed.
ENERGY	Inspected after the windows are in and the walls are insulated; before drywall.
ROUGH MECHANICAL	Inspected after flue and ducts are run; furnace is installed and gas lines sized and in place.
GAS PRESSURE CHECK	Pump is verified to 20 PSI with a pressure test.
LATH/WALLBOARD	Inspected after all lathing and/or wallboard, interior and exterior, is in place (but before any plastering is applied), and before wallboard joints and fasteners are taped and finished.
CHIMNEY	Inspected while the chimney is being constructed between the time it passes through the ceiling, but prior to the time it passes through the roof.
STUCCO CERTIFICATION	Must be signed by installer and general contractor and then filed with the Cache County Building Department.
FINAL INSPECTION	Inspection after building is completed and prior to occupancy.