

BUILDING PERMIT APPLICATION REQUIREMENTS FOR THE TOWN OF ROCKVILLE

GENERAL INFORMATION

A complete Building Permit application with application fee must be received in the Office of the Town Clerk twenty-one (21) calendar days prior to the scheduled Planning Commission meeting where the application is to be considered. Representation by the applicant or his/her designated agent at the meeting is required.

Building Permits must be purchased within six (6) months of Planning Commission approval. Building Permits expire one hundred eighty (180) days after issuance if work has not commenced on the structure.

A dumpster and restroom facilities are required on the building site.

☐ I understand that not all sites are buildable.

☐ I will require the use of a self-contained travel trailer/RV as a temporary residence on the building site. I understand this use is allowed for up to six months as part of the building permit process.

PLEASE NOTE: It is the responsibility of the applicant to present a complete application. Incomplete applications will not be addressed by the Planning Commission.

Following is the application process. Each block must be checked or marked n/a (non-applicable). The checklist must be signed and dated.

Items that must accompany the application:

- ☐ A legal description of the property (this is on the Washington County Property Tax notice).
- ☐ Owner's signature on the *Fire Suppression Information for Rockville, Utah*.
- ☐ If the owner is also the builder, a notarized *Owner/Builder Certification* must be completed.
- ☐ Provide proof of ownership in the Rockville Pipeline Company system for culinary water or proof of compliance with the Utah State Division of Drinking Water and the Southwest Utah Health Department. Note: All culinary water sources must originate with Rockville per ordinance.
- ☐ Proof of approval for connection to the Springdale Sewer System or an approved septic system permit from Southwest Utah Health Department.
- ☐ Six (6) 11" x 17" copies of the construction plans which are clear and easy to read and understand. New plans may be required and the application delayed until the next Planning Commission meeting if they are not clear.

Site Plan

- ☐ Drawn to scale with the scale indicated
- ☐ North arrow
- ☐ Lot dimensions on all sides
- ☐ Name, location, and widths of adjacent streets
- ☐ Size and location of easements on the property
- ☐ Location and dimensions of existing and proposed buildings/structures or additions with distance between all structures indicated on plans
- ☐ Location of septic system or sewer access
- ☐ Setback dimensions on all sides
- ☐ Drainage plan indicating five foot contours

- ☐ Benchmark (See Elevations, Item 3 below)
- ☐ Distance to nearest fire hydrant
- ☐ If an access (crossover) is required across the ditch on SR-9 to the property, a permit is required from the Utah Department of Transportation. Contact the Town Clerk for more information.

Elevations

- ☐ All building elevation drawings and building section drawings shall show both existing, pre-excavated grade and finish grade, the building height, the lowest point of contact and the benchmark. Elevation drawings shall include views of all sides of the structure.

Please Note

1. No building may exceed twenty-five feet (25') in height excluding chimney, vents or other equipment.
2. The building height will be measured from the structure's lowest point of contact with the existing pre-excavated level or from the finished grade whichever is lower.
3. To ensure this requirement is met, a benchmark shall be placed by the architect or building contractor and the Town Building Inspector at the onset of the building process. The benchmark will provide a static elevation point of reference that will remain unmoved throughout the construction process. The building height will be checked against this marker throughout the construction process by the Building Inspector.
4. The builder may not circumvent this requirement in order to build a taller building by adding fill to raise the apparent finished grade or by digging below the pre-excavated level.

Floor Plans

- ☐ Indicate the use of all rooms including possible future uses of unfinished areas.

Outdoor Lighting Plans

- ☐ Provide a diagram specifying the location of all exterior lights.

Building Plans

Two (2) full sets of 24" x 36" plans to be provided to the Planning Commission at the time the application is to be considered. An electronic set of the plans must also be provided to rockville@rockvilleutah.org. All information on the six sets of 11" x 17" plans submitted with the application regarding site plan, benchmark, elevations and floor plans must also be included on these two larger sets, as well as the following:

- ☐ Site Plan *must include location of driveway access or driveway location.*
- ☐ Elevations
- ☐ Benchmark
- ☐ Limits of Disturbance Fence (See Land Use Code Chapter 16)
- ☐ Floor Plan

- ☐ Footing and Foundation Plan (continuous and spot footings and reinforcing steel located)
- ☐ Dimensions for overall length, height and width of building(s) and total square footage
- ☐ Complete dimensions of all rooms, decks, porches, stairs, garage, etc.
- ☐ Size and types of all doors and windows (safety glazing and egress)
- ☐ Fire rated door for separation between house and garage
- ☐ Cross section drawn specifically for this structure, showing footing size depth below frost line, reinforcing, sill plates and bolting, wall material, stud size and spacing, wall sheathing, interior finish, weather barrier, exterior finish and roofing material
- ☐ Framing details showing rafter size and spacing, spans, ties or truss layout, joist size, span and spacing. Size and material of all beams, headers and columns. Bearing wall construction and location. Braced wall panel details, materials connections, hold downs and locations
- ☐ Indicate "R" value of insulation for walls, attics, and floors above unheated areas.
- ☐ Electrical information indicating all receptacle and switch locations; all light and fan locations; GFCIs located interior; WP GFCIs exterior; all smoke detector locations; electrical panel size and location
- ☐ Plumbing information indicating the location of all plumbing fixtures, including: layout for future fixtures; floor drains; water heater; clothes washer and dryer
- ☐ Mechanical information indicating: furnace location; combustion air location(s); working platform and catwalk if indicated on plans; attic access; poles or other barriers if equipment is located in garage
- ☐ If required by the building official/inspector, an engineer's wet stamp
- ☐ If required by the building official/inspector, a geotechnical study

I have read and understand the General Information section and to the best of my knowledge, all required items have been furnished.

Applicant's *Signature*

Date

Print Name

I am the ____ owner or ____ agent

Physical Address: _____ Mailing Address: _____

Phone: _____

E-Mail: _____