

The deadline for Sundance 2017 Building Permit and Sub Permit (Plumbing, Mechanical or Electrical) Applications is Wednesday, January 4th.

Building Department Permit Processing Hours

- Building Permits requiring a plan review can be submitted and/or issued from 8:00 am to 12:00 pm Tuesday through Thursday.
- Expedited Building Permits may be approved over the counter from 8:00 am to 10:00 am Tuesday through Thursday.
- Sub Permits may be approved over the counter from 8:00 am to 12:00 pm Monday through Friday.

Do I need a Commercial Building Permit?

All of the following activities require a building permit:

- Demolitions
- Remodels
- Conversions
- Alterations
- Repairs
- Signs
- Decks

The following activities do *not* require a building permit:

- Carpet replacement
- Painting
- Wallpaper

If you plan on doing any structural work, framing, demolition of walls, or are making changes/additions to electrical, plumbing or mechanical, you will need a permit. If you have questions about what sort of work requires a permit, please call Cherie Wellmon at (435) 615-5108

What is the difference between a Commercial Building Permit and a Commercial Sub Permit?

Commercial Building Permits require a UT licensed commercial *general* contractor to perform structural work, framing, drywall, demolitions, etc.

Commercial Sub Permits are issued when *only* electrical, mechanical, and/or plumbing work is required at a location and no general contractor is needed. One Sub Permit Application is required for each type of UT licensed sub-contractor performing work at a single location.

For a **Sub Permit** you will need, at a minimum:

- Sub Permit Application [Park City, UT : Applications](#)
- Depending on the scope of work, you may need a simple plan showing what is existing and the proposed changes.
- Some mechanical work may require mechanical engineering stamped by a Utah certified engineer and will require a review by a Plans Examiner. Plan reviews could take a minimum of 10 business days.

How do I prepare for getting a Commercial Building Permit?

1. Plans

Most commercial construction requires structural engineering work, and plans must be stamped by a Utah licensed engineer or architect. When plans and specifications are required, they must be drawn to

scale and must be of sufficient clarity to indicate the nature and extent of the work proposed. If changes are being made to an existing space, a drawing showing what currently exists in the space must also be provided.

The first sheet of each set of construction drawings must have:

- Address of the site
- Name and address of the owner
- Name of the person who prepared the plans

If structural engineering work is required, the plans must be:

- Stamped by a Utah Certified Design Professional (architect or engineer)

2. Obtain Local Approvals

All commercial construction plans must be reviewed and approved by the following entities *before* you can apply for a commercial building permit. ***You must bring all of the following receipts/approvals to the Building Department when you submit the commercial building permit application:***

- Snyderville Water Reclamation District receipt
- Park City Fire District receipt
 - The Snyderville Basin Reclamation District and the Park City Fire District will provide you with receipts showing each review has been completed.
- HOA approval
 - If the construction is taking place in a hotel, mixed use condominium or planned development community (PUD), the proposed work must be approved and signed by an HOA representative. Condominium/PUD Permission to Build forms can be found here: <http://www.parkcity.org/home/showdocument?id=25627>

Contact information and driving directions for the Snyderville Basin Reclamation District, Park City Fire District and Summit County Health Department can be found here:

<http://www.parkcity.org/home/showdocument?id=31640>

If your construction involves changes or additions to any kind of food service, the plans must also be reviewed and approved by the Health Department. Health Department approval is not required at the time of submittal for the building permit. However, your plans must be reviewed and approved before construction is complete.

- Health Department approval
 - Get your plans into the Health Department as soon as possible. Their review times may vary greatly depending on work load.
 - ***The final building inspection will not be passed without sign off from the Summit County Health Department.***

3. Fill out and Submit Building Permit Application by the January 4th, 2017 Deadline

The building permit application must be completely filled out in person and submitted to the Building Department along with the other required documents and plans outlined above. ***Incomplete submittals will not be accepted,*** nor will “Read Only” copies of building permit applications.

What is the review process once I submit plans?

- When structural plans are required, or the work is complex in nature, the plans will need to be reviewed by one of our Plans Examiners at a minimum.
- Plans under review may require revisions, alterations or other additional information.

- The Plans Examiner will contact the person who prepared the plans to request the required information.
- Please be aware that ***a full plan review may take a minimum of 10 business days*** depending on the Plans Examiners' current workloads, what additional information is required and how quickly it is provided to the Plans Examiner.
- The applicant will be notified when their application/plans have been approved. The permit can then be issued.

If your project is a very simple one, it is possible that you may qualify for an expedited permit. In that case, you may be able to obtain the permit that day or soon after. The Front Office at the Building Department will determine if your project qualifies.

Examples of expedited permits are:

- Window replacement
- Fence
- Temporary walls
- Simple Sub Permits - mechanical, plumbing or electrical work that does not require engineering, schematics, or complex plans

My plans have been approved. How do I “pull” the building permit?

A UT licensed contractor must come to complete and “pull” the building permit. The permit fees must be paid at the time of issuance. No exceptions.

Starting construction

The approved plans must remain on site, and the yellow card must be posted. If the inspector cannot verify details because the plans are not available, or the yellow card is not on site, the inspection will be failed.

How do I schedule an inspection?

Contact the Building Department Inspection Line (435) 615-5103 before 3:00 pm the business day prior to the inspection.

When leaving a message, please provide all of the **required** information in the following order:

1. Permit number
2. Site address
3. Type of inspection(s)
4. Date of inspection and morning or afternoon

AM inspections are performed between 8:00 am and 12:00 pm.

PM inspections are performed between 12:00 pm and 5:00 pm.

Please check the inspection schedule on the date of the inspection to see which inspector has been assigned to that inspection and their contact information. The inspection schedule is updated every evening for the following day and can be found here: [Park City, UT : Inspection Schedule](#)

Outside Normal Hours Inspection & Re-inspection Fees

An Outside Normal Hours Inspection Fee will be charged for any Inspection that takes place outside of the normal Building Department business hours of Monday through Friday from 7:00 am to 5:00 pm. The charge for Outside Normal Hours Inspections is \$150 per hour, and there is a mandatory two hour minimum. The fee must be paid in full prior to the Inspection. If an Outside Normal Hours Inspection fails and must be re-inspected, a payment of \$300 for the additional Outside Normal Hours Inspection, as well as a Re-inspection Fee of \$150 must be paid prior to the Outside Normal Hours Re-inspection.