

## **The deadline for Sundance 2019 Building Permit and Sub Permit (Plumbing, Mechanical or Electrical) Applications is Wednesday, January 9th.**

### **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 the Building Department front desk at (435) 615-5100

### **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**

All commercial plans must be stamped by a Utah licensed engineer or architect. 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 9th, 2019 Deadline**

The building permit application must be completely filled out and submitted *on My City Inspector* along with the other required documents and plans outlined above. ***Incomplete submittals will not be accepted.*** Click here for a step by step guide on how to apply for a permit.

## **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.

### **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?**

Log into your My City Inspector Account and follow these steps.

### **Inspection requests must be received before 3pm the business day prior to requested inspection date.**

You will receive a confirmation that the inspection request has been received but you will need to check the inspection schedule to confirm. Please click here for the [Building Inspection Schedule](#).

### **Inspection requests must be received before 3pm the business day prior to requested inspection date.**

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. Check your My City Inspector account for your assigned inspection and inspector.

### **How do I check the status of my permit and inspections?**

Log into your My City Inspector account.

### **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.



## **BUILDING PERMITS AND INSPECTIONS INFORMATION GUIDE**

### **What types of construction require a building permit?**

All of the following activities require a building permit:

- Buildings
- Demolitions
- Remodels
- Conversions
- Alterations
- Repairs
- Home additions
- Satellite dishes
- Signs
- Decks

This includes new home construction, basement finishing and any addition to an existing home. Home renovations activities that do not require a permit include:

- Carpet replacement
- Painting
- Wallpaper

**How do I apply for a Building permit?** Create a My City Inspector account. Fill out a Permit Application.

**Why do I need an Inspection?** Inspections ensure that the work done meets minimum code requirements including safety. Most insurance companies require fireplace, remodel, additions, and basement finish inspections prior to issuing a homeowner policy. Banks and mortgage companies sometimes require inspections prior to the issuance of a loan for a used home. Many real estate companies require the proof of inspections prior to taking the contract to sell your home, and Utah Real Estate Law as well as Park City codes mandate Sellers Disclosure.

### **How do I get a permit?**

When preparing plans for permit review, an important resource is the City Staff. If you have questions or problems, please contact a City Staff member who will help you find a solution. Please remember that fees are required and City Staff will help you determine your specific costs.

Most new 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. Plans must show in detail that such work will conform to all relevant state laws, city ordinances, and the International Building Code, including energy and structural calculations and soils reports when required. They may need to be signed by a licensed architect or registered civil engineer. The first sheet of each set must have the address of the site, the name and address of the owner and the name of the person who prepared the plans. Submittals must include a drawing showing the location of property lines, the building, and the work to be done.

### **What is the review process once I submit plans?**

If your project is a very simple one, such as a re-roof, window replacement, fence, wall, etc., you may qualify for a “mini-permit” and be able to obtain the permit that day or soon after.

A “full” building permit will be necessary should the building envelope be increased and/or if structural plans are required; geology and soils reports may also be necessary. These projects are reviewed by three departments to ensure that they meet the City’s Zoning and Building requirements and that the construction is structurally sound.

### **Who reviews plans?**

The Building, Engineering and Planning Divisions each review building permit plans:

#### Building Division

The design of the building (and the structural calculations) is reviewed by the Building Division Plan Checker.

#### Planning Division

The Planning Division reviews the plans to ensure that zoning regulations which include items such as setbacks, height, design, and, if applicable, building pad limits, are being met.

#### Engineering Division

The City Engineer makes sure that the utilities, drainage, and grading meets requirements.

New businesses must also obtain a business license along with their building permit.

## **STEPS TOWARD OBTAINING A PERMIT**

- 1 Submit plans to Building Division
- 2 Plans sent out for Plan check
- 3 Corrections/Revisions submitted
- 4 Building/Planning/Engineering sign off
- 5 Security to ensure landscape installation
- 6 Building Permit issued
- 7 Inspections
- 8 Certificate of Occupancy issued.

Disclaimer: This guide is intended to provide general information. Codes are subject to change at any time and up-to-date versions of applicable codes and documents are available at the Building and Planning Divisions.