

## **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?**

Application forms are acquired and submitted at the Building Department. In special circumstances such as construction in the Historic District or construction in a situation requiring a steep slope review or variance, applicants may need to apply for a design review permit a steep slope conditional use review or a variance. These processes are separate from the building permit process and require separate applications and review. If you feel that your project requires additional

review, City Staff will be able to advise you how to proceed.

### **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 Disclosures.

### **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.