

Boulder Town Project Approval

This is not a "Building Permit"

Approval is required for any structure built or remodeled within the Town limits. It is, potentially, a two-step process that requires 1) Town Project Approval, and then possibly 2) a Garfield County Building Permit.

Town Project Approval: All structures require this Project Approval by the Town. Not all projects require a County Building Permit. *If the structure is exempt* from a County Building Permit by ordinance (See Zoning Section, pg 2 below) then this approved application enables you to proceed with the project and no county Building Permit will be required.

County Building Permit: The Town contracts with Garfield County to issue the actual Building Permit, conduct all the building code inspections and issue the Certificate of Occupancy. The County will not issue its Building Permit until the project has been approved and the Town Clerk has mailed this signed Project Approval form to the County Building Dept. Rarely is a Building Permit NOT required, the Zoning Administrator will guide you.

Septic Permit: This is a requirement for any dwelling or structure that generates wastewater. It is issued by the Southwest Health Dept. A copy of this permit is required as part of the Town Project Approval process whenever a County Building Permit is required.

Getting started: First, contact the Boulder Town Zoning Administrator. A brief discussion with the ZA describing the project and its location will give you valuable overview of what is expected to permit the project. Contact information for the Zoning Administrator and other officials is listed below:

Boulder Town:

Mailing Address	Boulder Town, PO Box 1329, Boulder, UT 84716
Telephone	(435) 335-7300, Fax (435) 335-7530
Town Clerk	Judi Davis - boulderutah@scinternet.net
Deputy Town Clerk and Deputy ZA	Michala Alldredge - Michala.alldredge@gmail.com
Zoning Administrator	Curtis Oberhansly - curtis@bbmesa.com
Deputy Town Clerk	Peg Smith - femmith@scinternet.net
Fire Marshal	Pete Benson - pabenson@gmail.com
Irrigation Company	Shane Coleman - colemanhydro@yahoo.com
Boulder Farmstead	Randy Catmull - 335-7343

Southwest Health Dept: 435-676-8800 (Rep is stationed in Kanab, generally in Panguitch office Mon & Thurs)

Garfield County Building Department:

Mailing Address	Garfield County Building Department, PO Box 77, Panguitch, UT 84759
Telephone	435 676-1111
Issues Permits:	Sheri Miller
Building Inspector:	Jared Woolsey

Project Permit Application

Application Number: _____ (office use only)

Owner of Property _____

Project Address _____

Description of Proposed Project _____

I hereby confirm that I am the owner (or authorized agent) of the above property and that I have read pages 5 and 6 below, the “Garfield County Building Permit” attachment explaining the County permit and inspection procedures and that I will provide the required approval signatures and/or documentation as follows:

Irrigation: This project was reviewed and approved by the Boulder Irrigation Water Company and it does not encroach on their easements

Boulder Irrigation Co. Rep _____ Date _____

Ownership: Proof of ownership of this property by applicant is attached in the form of a property tax notice _____ or a recorded deed _____ (attached).

Zoning:

The structure will _____ will not _____ be used for human habitation.

The structure does _____ does not _____ require electrical, plumbing, or mechanical.

The structure is _____ feet from the side yard & _____ feet from front or rear property line. (See Plot Plan attached)

The structure is _____ feet high. The structure floorspace is _____ sq. ft.

The location is on a slope of _____ degrees. (plot plan is attached)

The property/structure is _____ is not _____ in a flood plain.

The structure will _____ will not _____ need a septic system.

The structure does _____ does not _____ qualify as an exempt agricultural structure as defined by §58-56- 4, U.C.A. and Boulder ordinances.

Continue if County Building Permit is required, as determined by the ZA:

Fire Department Approval: This project meets all the requirements outlined in pertinent Boulder Town Fire regulations and State Fire Codes.

Fire Marshal _____ Date _____

Culinary Water: This project requires culinary water. Yes ____ No ____

Culinary water is available and approved through the Boulder Farmstead Water Company and will be used with this project. Yes ____ No ____

If yes, attach Certificate of Connection to BFWC

Culinary Water is provided by an approved well. Yes ____ No ____

If yes, enter State Water right number _____ and attach a copy from the State Engineers website showing the details of the water right.

Wastewater: If water is supplied to project, a septic permit is probably required from Southwest Utah Health Department and a copy must be included with this packet.

This structure/project is not connected to a water supply. _____

Excavation: I understand that before excavating any part of a roadway or any road right-of-way, I must obtain an excavation permit and pay the accompanying fee (See 1985 Ordinance #12).

Owner/Builder:

a. An Owner/Builder permit is required for this project and the completed certificate is attached ____ .

b. An Owner/Builder certificate is not required for this project and the "Construction Trades Licensing" act will be adhered to ____.

Floor Plan and Elevations of structure attached _____.

Under penalty of perjury, I hereby affirm that I am the owner or agent, authorized to act with regard to the above property and certify that the information contained herein, including all attachments hereto, is true and accurate to the best of my knowledge and belief.

Applicant _____ **Date** _____

(Office Use only)

Based upon the information provided, I certify that this application is complete and the project meets the requirements for a PROJECT PERMIT as outlined in the Boulder Town Zoning Ordinance and all other ordinances.

A Garfield County Building Permit is _____ is not _____ required.

Zoning Administrator _____ Date _____

The following documents are attached hereto as required by the ZA:

Plot Plan	Yes _____ no _____	Septic permit	Yes _____ no _____
Ownership	Yes _____ no _____	BF Water Co	Yes _____ no _____
UDOT access letter	Yes _____ no _____	Water right proof	Yes _____ no _____
Composting toilet	Yes _____ no _____	Flood Plain waiver	Yes _____ no _____
Owner builder	Yes _____ no _____		Yes _____ no _____

I have reviewed the above application, assigned it the application number shown above, received it on behalf of the Town, and will _____ will not _____ forward it to the Garfield County Building Department for Building Permit.

Town Clerk _____ Date _____

GARFIELD COUNTY BUILDING PERMIT

Application Procedure:

1. Contact the Garfield County Building Department at the county offices in Panguitch.
2. Verify that a complete Project Approval is on file with the County having been received by them from Boulder Town Clerk.
3. After review of the Project Approval forms from Boulder Town, the County Building Department will assess the fees and issue a County Building Permit to the applicant.

Inspection Information:

1. All construction work for which your building permit has been issued shall be subject to inspection by the Garfield County Building Department and shall remain accessible and exposed until approved. Neither the Building Official or Garfield County shall be liable for the expense entailed in the removal or replacement of any material required to allow inspection.
2. It shall be the duty of the person doing the work authorized by a permit to notify the Garfield County Building Department that the work is ready for inspection. Request for inspection shall be made to the Garfield County Building Department no less than one working day prior to the proposed date of inspection. The request may be made by telephone or in writing.
3. It shall be the duty of the person requesting the inspection to provide access to and the means for inspections of the work.
4. Applicable codes include the most current adopted:
 - a. International Building Code
 - b. International Plumbing Code
 - c. Model Energy Code
 - d. National Electrical Code
 - e. International Mechanical Code
 - f. Uniform Fire Code

Inspection Schedule:

Following is a list of the minimum inspections required by the Garfield County Building Department.

1. Footings: After excavation and required forms and reinforcing steel is in place. Any other required materials except concrete shall be on the job site, including slab-edge insulation where applicable.
2. Foundation Walls: After forms and reinforcing steel are in place with any other required materials on the job site; includes basement wall exterior insulation or crawl space wall insulation where applicable.
3. 4-way Rough: Rough framing, rough electrical, rough plumbing and rough mechanical. Energy Code requirements including floor insulation, wall insulation, glazing and door area, mass walls, joints and penetrations, duct insulation, vapor retarder and duct construction where applicable to be completed at the same inspection, if possible.
4. Gypsum Board: After gypsum board is in place before taping and finishing.
5. Final Inspection: After finish gradings and the building is completed and ready for occupancy.

6. Other: Any other inspection that the Garfield County Building Department deems necessary to ascertain compliance with the provisions of the codes.

NOTICE: The Garfield County Building Department will not issue a signed Final Inspection or a Certificate of Occupancy on permitted projects with uncorrected code violations.

Grievance Procedure:

An applicant who feels aggrieved by a decision of any Boulder Town Official or Garfield County Building Inspector may appeal that decision by filing a written complaint within 10 days of such decision with the Boulder Town Clerk, and proceed thereafter as set forth in Chapter 18 of the Boulder Zoning Ordinance. A dissatisfied applicant may appeal any decision rendered by the Town to the District Court of Garfield County.