

## Boulder Town Project Approval

### ***This is not a "Building Permit"***

Approval is required for any structure built or remodeled within Town limits. It is, in most cases, a two-step process that requires 1) Town Project Approval, and, generally, 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 building code inspections, and issue the Certificate of Occupancy. The County will not issue its Building Permit until the Town has approved the project and received this Project Approval form from the applicant. Rarely is a Building Permit NOT required. The Zoning Administrator will advise 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 about the project and its location will give you a valuable overview of what is expected to permit the project. Contact information for the Zoning Administrator and other officials is listed below:

Mailing Address Boulder Town, PO Box 1329, Boulder, UT 84716

Telephone (435) 335-7300

Zoning Administrator [za@boulder.utah.gov](mailto:za@boulder.utah.gov)

Town Clerk [tc@boulder.utah.gov](mailto:tc@boulder.utah.gov)

Fire Marshal Pete Benson - [pabenson@gmail.com](mailto:pabenson@gmail.com)

Irrigation Company Shane Coleman - [colemanhydro@yahoo.com](mailto:colemanhydro@yahoo.com)

Boulder Farmstead Randy Catmull - 335-7343

Southwest Public Health Dept: 435-676-8800 (Stationed in Kanab, but available in Panguitch office Monday and Thursday. :

Garfield County Building Dept: PO Box 77, Panguitch, UT 84759:

Telephone 435 676-1111

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's floorspace is \_\_\_\_\_ sq. ft.

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

The property/structure is \_\_\_\_\_ is not \_\_\_\_\_ in a floodplain.

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 the 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 the 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 \_\_\_\_\_ release it to the applicant to proceed with the Garfield County 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 Boulder Town Project Approval has been received. *(You are responsible for mailing the Town Project Approval to the County.)*
3. After reviewing the Town Project Approval forms, the County Building Department will assess the fees, complete its process, and issue a County **Building Permit**.

### **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. Requests 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 d. National Electrical Code
  - b. International Plumbing Code e. International Mechanical Code
  - c. Model Energy Code f. Uniform Fire Code

### **Inspection Schedule:**

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

1. Footings: After excavation, 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.
4. Gypsum Board: After gypsum board is in place, before taping and finishing. Other: Any other

inspection that the Garfield County Building Department deems necessary to ascertain compliance with the provisions of the codes.

5. Final Inspection: After finishing gradings, the building is completed and ready for occupancy.

**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 Section 152 of the Boulder Town Ordinances. (<https://boulder.utah.gov/documents/ordinances>).

A dissatisfied applicant may appeal any decision rendered by the Town to the District Court of Garfield County.