



Building Permit Application Instructions

Oakley City requires a building permit for the construction, enlargement, alteration, repair, movement, improvement, removal, conversion or demolition of any building or structure. If you are unsure about whether you need a permit, please contact the Oakley City offices.

The application fee is \$50 and is collected when the application is submitted. This is only an application fee and is **NOT** the fee for the permit. After the application is submitted, it will be reviewed for completion and then forwarded to the appropriate departments for review.

Once all departmental approvals have been acquired, the permit is forwarded to the city office for issuance. The applicant will then be notified.

Please Note: This process takes time. Plan accordingly and be thorough in your application as this will help facilitate the review process.

Building permit fees are due at the time of issuance. These fees may include additional engineering review fees associated with the specificity of your building site. This will be billed under separate invoice.

The following pages contain the required documents and approvals that need to accompany the building permit application, as well as other helpful information. We encourage you to come talk with us regarding your building plans as you begin the permit process.

APPLICATION REQUIREMENTS

The following items must be submitted with a building permit application. The permit will not be issued before these requirements are met and/or received.

- ☐ **Two (2)** sets of construction plans, including site plan (see site plan information below,) Plans should demonstrate compliance with the current Uniform Building Code.
 - **Once building plans are approved and stamped by Oakley City Building Official, you will be required to have plans scanned to PDF and sent to stephanie@oakleycity.com or saved to a flash drive and provided to Oakley City.**
- ☐ **Two (2)** sets of structural plans AND engineered calculations.
- ☐ Dark Sky Compliance Agreement
 - **Oakley City has adopted a “Dark Sky” ordinance. Please review Oakley City code 13-9-18****
- ☐ A project clearance form signed by the South Summit Fire District Marshall. This can be obtained by visiting their website at www.ssfd.us **Note:** The SSFD will charge an assessment for fire protection on all new construction.

AS APPLICABLE:

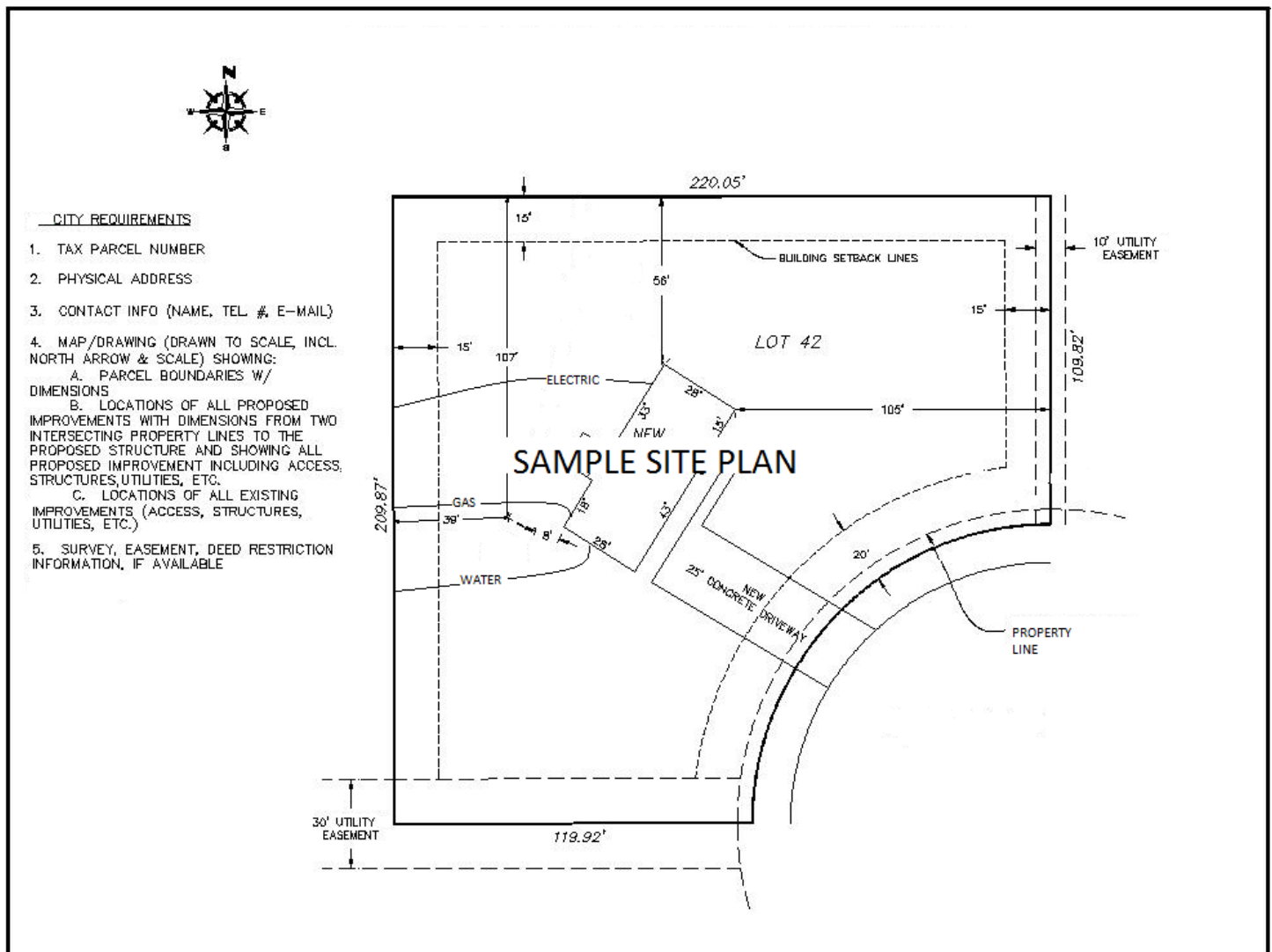
- ☐ *If requiring Oakley City water and/or sewer*, Public Works Pre-Construction Inspection. Please Call Public Works Director, Dallas Hansen at 801-857-1212 to schedule. **Note:** \$5,000 impact fee for water and \$5,000 impact fee for sewer will be assessed as appropriate, as well as applicable connection fees.
- ☐ *If requiring septic system*, approval from Summit County Health.
- ☐ *If requiring well*, proof of water rights including at least 1 ERU (Equivalent Residential Unit.) Additional testing may be required depending on depth of well, construction of well, and possible well proximity to septic system/drain field.
- ☐ *If building is within an HOA*, approval from HOA stating that project complies with the associations CC&Rs and/or development agreement.
- ☐ Road encroachment permit – for driveway access, utility disturbance, etc.
 - For State road: <https://www.udot.utah.gov> ,
 - For County road: <https://www.summitcounty.org/engineering>
 - For City road: see Oakley City Offices
- ☐ Possible additional engineering studies related to suitability as determined by the city engineer, city building inspector, or city planner may be required. (Fees for city

engineering services could be billed to applicant upon issuance or possibly under separate invoice.

Your Site Plan Should Include:

A site plan must be submitted with all building permit applications. It is possible that an official survey may be required. The requirements of the site plan include:

- North arrow
- Information box showing subdivision name and lot number/parcel number, section, township and range, acreage or square footage of total site, and applicants name.
- All existing and proposed improvements including structures, driveways, sidewalks, and fencing.
- Proposed setbacks from all structures to the nearest property line. (Setback requirements are available from the Oakley City Planning Office.)
- Property lines, easements, adjacent streets, center lines and rights of ways.
- Location of waterways.



Inspections: Please call the city to schedule – 435-783-5734

Possible required inspections:

- Surveyed Building Envelope/Setbacks
- Temporary Power
- Footing
- Foundation
- Sub Rough Plumbing
- Shearwall
- 4-way
- Insulation
- Drywall
- Shower Pan
- Vapor Barrier
- Lath (Stucco/Rock)
- Power to panel
- Gas Line / Meter Set: provide drawing of system as built on site including pipe sizes and lengths, BTU at each appliance and total BTU for entire build, and pressure and meter size requested. Pressure test should be completed before inspection: 1 time at 5 lb minimum.
- Rough: often done with 4-way inspection
- Radiant Heat Tube
- Bond Beam
- Final Inspection
- Other

** OakleyCity will require inspections of water and sewer lines before connection and at the time of connection.*

**Please note re-inspection may be required.*

**Upon completion and passage of final inspection, a certificate of occupancy will be issued by Oakley City.*

**Please note that failure to comply with requirements/conditions of the building permit may result in your certificate of occupancy being withheld.*

Additional Information:

- Changes which would alter the use, occupancy, setback, height of structure, water/sewer lines, meters or location, must be submitted to the city for additional review and approval.
- Building addresses are assigned at the time of connection to city utilities.
- The boundaries of the site must be staked at the property corners when building permit is issued. These stakes must remain on the site, along with one set of approved plans, throughout construction of the home or structure.
- To obtain waste collection bins, use the link www.co.summit.ut.us/785/Waste-Collection-Bins (you will need to upload your certificate of occupancy).