

Building Permit Applications

All applications must be submitted digitally.

Please follow the instructions on the Electronic Plan Submission page to apply via e-mail. This page will remain available to help clarify what is needed for a building permit application. Please call (435) 648-2341 if you have any questions about submitting your permit application.

How to Apply

1. Begin by downloading A **Building Permit Application**. Fill out this from *completely*, including contractor's license numbers and your Tax/Parcel number (Property Serial Number). Your parcel number can be found on you tax notice, or by using the Kane County Tax website at <https://kane.utah.gov/>
2. Gather all other necessary documents shown on the list below and e-mail to **clerk@glendaletown.org** IN ONE EMAIL. **Do not e-mail application materials until you have gathered ALL the required documentation.** The building office cannot act as a filing office for incomplete application materials. Incomplete applications will not be accepted and will be deleted in the queue for review.

Required Application Packet Materials

The following items must be included for a building permit application to be processed (**PDF format**).

1. **A completed Building Application Form**
2. **An approved Zoning Clearance and Site Plan** from the appropriate city office.
3. **A completed Building Permit Packet.** This document outlines your responsibilities regarding connecting power to the property and is only required for new residential construction.
4. **A complete set of Building Plans and specifications (PDF).** All plans must include the following items:
 1. Floor plan with dimensions of all levels, garages, decks, porches, plumbing plan, electrical plan, heating and/or air conditioning plan, etc.
 2. Indicate the square footage in all areas, (garage, main floor, upper levels, basement, decks, porches, etc.)
 3. Elevations of all four sides showing all doors, windows, roof, roof pitch, roof covering, exterior wall coverings, etc.
 4. Details of footings, foundation, walls, trusses or rafters and roof section, joist, all egress items (bedroom windows and doors, stairways, fireplace, beams, cantilevers, etc.; all cross-sections).

5. Engineering packet or an engineer's stamp, if needed. **Please note that plans for all new single-family dwellings must be engineered plans.**
5. **A completed Owner/Builder Certification** if you are doing the work yourself (Residential new construction, remodel, and addition projects only, no commercial). **This document will be sent to the State of Utah.**

Application for a Demolition Permit

Fill out a **Demolition Permit Application** and call our office for further instructions. The state requires all structures to be demolished or moved must apply for a Demolition Permit.

Permit Approval and Payment

You must submit your plans to Glendale Planning and Zoning. The meetings are held every month on the second Wednesday.

If approved, staff will e-mail the applicant when the permit is ready with the permit fee amount due. Approval normally requires 3-10 working days for average structures. Larger commercial projects may require 30-45 working days for approval. You may stop by the office and pay with a check payable to Glendale Town Corporation or request an invoice be emailed to you.

Once your permit has been paid for, you have 6 months (180 days) to begin work. If no work has commenced within 180 days, the building permit will expire, and you will need to pay a fee to open it back up or re-apply. Permits will also expire if work has commenced but is then suspended or abandoned for a period of 180 days.

Glendale Town Corporation

90 East Center Street, PO Box 220
Glendale, UT 84729
Phone: 435-648-2341 Fax: 435-648-2310

BUILDING PERMIT PACKET

To Whom It May Concern:

Enclosed in this building permit packet for Glendale Town is a permit application, requirement check list, soils test forms, owner/builder agreement and other information. If you are planning to use a contractor, please disregard the owner/builder application. However, if you are an owner/builder the form needs to be notarized and the original sent to our office. If you live out of state, you may have the owner/builder agreement notarized in your state. If at any time something changes on the permit application i.e. the general contractor changes to an owner/builder, the owner/builder changes to a general contractor, the engineer or architect changes, etc., a new permit application must be submitted with the correct and updated changes. This will ensure that if there are any concerns, questions or violations the correct people are contacted.

To obtain a permit you must complete and submit the building permit application, signed requirement check list and all other required forms and documents. If any items are omitted or incomplete it will delay the process of obtaining your building permit. Please note that some documents are required to be submitted with two copies. These will be outlined in the packet.

This packet is subject to changes as requirements and code changes are adopted. It is important that you read and understand this packet and the minimum requirements needed to obtain and hold a building permit. Your signature on the permit application and/or requirement check list states that you have read and understand what is in the packet and that you will build according to the Glendale Town Ordinances and adopted building codes.

It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, extend, repair, move, remove, convert, demolish or occupy any building, structure or equipment regulated by the adopted building codes, or cause the same to be done, in conflict with or in violation of any provisions of the adopted building codes.

If you have questions you may contact our office between the hours of 9:00 AM and 2:00 PM Monday through Friday at 435-648-2341.

Glendale Town Planning Commission
Building Permit Packet

Revised 07/19/2019

BUILDING PERMIT APPLICATION

PURPOSED WORK: Residence () Commercial () Storage () Garage () Other _____

VALUATION OF PURPOSED WORK: _____

OWNER OF PROPERTY: _____ LOT: _____ BLOCK: _____

SUBDIVISION: _____

LEGAL DESCRIPTION OF PROPERTY: _____

OWNER'S MAILING ADDRESS: _____

OWNER'S PHONE NUMBER: _____ Email: _____

ARCHITECT OR ENGINEER: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

GENERAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

ELECTRICAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

PLUMBING CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

MECHANICAL CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

OWNER/BUILDER: YES NO SETBACKS: FRONT _____ SIDE _____ SIDE _____ REAR _____

SOURCE OF WATER ON PROPERTY: WELL SPRING PUBLIC

HOW MANY DWELLINGS ON PROPERTY: _____

HOW MANY STRUCTURES ON PROPERTY: _____

OWNER'S OR AUTHORIZED AGENT'S SIGNATURE: _____

DATE: _____

LAND USE AUTHORITY APPROVAL

Property Zone: _____ Approved: _____ Not Approved: _____

Comments: _____

Land Use Authority: _____ Date: _____

REQUIREMENTS FOR BUILDING PERMIT APPLICATION

Prior to issuance of a building permit a completed application and required supporting documentation must be reviewed and approved by the Building Department and the Land Use Authority.

Plans, engineering, calculations, diagrams, and other data shall be submitted with application for a permit. The building official at his discretion or under direction of the planning commission may require plans to be prepared and designed by an engineer or architect licensed in the State of Utah.

Following is a list of required documentation to be attached to the application:

Building Department

- _____ 1. Application
- _____ 2. Site Plan
(2 hard copies and 1 electronic PDF)
- _____ 3. Construction Drawings
(2 hard copies and 1 electronic PDF)
- _____ 4. Owner Builder Certificate
- _____ 5. Air Leakage Report
- _____ 6. Soils Test
- _____ 7. Septic Permit
- _____ 8. Locate and Stake Property Corners
- _____ 9. Proof of Ownership
- _____ 10. Proof of Water
- _____ 11. Res and/or Com check (2 copies)

Land Use Authority

- _____ 1. Parcel properly subdivided
- _____ 2. Recorded means of access
- _____ 3. Approved Water Supply
 - _____ Public System
 - _____ Well (2,000 Gal. Storage tank is also recommended)
 - _____ Spring (2,000 Gal. Storage tank is also recommended)
- _____ 4. Site Plan, include easements to parcel
- _____ 5. Construction Drawings
- _____ 6. Land Use Zone _____

Detailed descriptions and additional explanations of requirements are included in this packet.

MY SIGNATURE BELOW INDICATES THAT I HAVE CAREFULLY READ AND UNDERSTAND THE PERMIT PACKET AND VERIFIED THAT ALL OF THE ABOVE ITEMS HAVE BEEN INCLUDED WITH MY PERMIT APPLICATION. I HAVE CHECKED EACH ITEM OR INDICATED N/A FOR ITEMS THAT DO NOT APPLY AND HAVE ENSURED THAT MY APPLICATION AND PLANS ARE COMPLETE. I ALSO UNDERSTAND THAT IF ANY ITEMS ARE DETERMINED TO BE OMITTED OR INCOMPLETE, I WILL BE REQUIRED TO CORRECT OR SUPPLY THE DOCUMENT PRIOR TO THE BUILDING PERMIT BEING APPROVED.

Signature _____ Date _____

DEPARTMENT OF COMMERCE
Division of Occupational and
Professional Licensing
Bureau of Investigation
160 E 300 S
PO Box 146741
Salt Lake City UT 84114-6741
Email to jwoolf@utah.gov
Or Fax to 801-530-6301, Attn: Jody Woolf



OWNER/BUILDER CERTIFICATION
and
AGREEMENT TO COMPLY WITH THE
CONSTRUCTION TRADES LICENSING ACT

- New Residential Construction**
 Remodel or Addition by Owner

Name of Owner/Builder: _____
Current Address: _____
City, State, Zip: _____

LOCATION OF CONSTRUCTION SITE:

Address: _____
City, State Zip: _____
Subdivision: _____ Lot No. _____

CERTIFICATION

I, _____, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

1. **For New Residential Construction Only.** I am the sole owner of the property and construction project at the above described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.

For New Residential and Remodel Construction:

2. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use:

3. I understand that work performed on the project must be performed by the following:

- a. myself as the sole owner of the property; or
- b. a licensed contractor; or
- c. my employee(s) on whom I have Workers Compensation Insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
- d. any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and

4. I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the Utah Construction Trades Licensing Act.

Dated this _____ day of _____ 20__

Signature of Owner/Builder

Subscribed and Sworn before me this _____ day of _____ 20__, in the County of _____ State of Utah.

My Commission Expires: _____

Notary Public

GLENDALE TOWN CONSOLIDATED FEE SCHEDULE

EFFECTIVE AUGUST 2021

GRAMA Requests

Government Records Access Management Act (GRAMA) Request (63G-2-204):

- Requests must be submitted in writing, preferably on the appropriate request form. Unless an expedited response is requested and approved, the information will be released within 10 business days, unless there are extraordinary circumstances. 63G-2-204(5).
- Fees will be determined on an individual basis per UCA 63G-2-203, based on the Town's standard administrative fees.
- If the request is substantial and time-consuming, the applicant may be required to prepay if fees are expected to exceed \$50. 63G-2-203(8)(a)(i)
- If the requestor has fulfilled but unpaid GRAMA requests outstanding, the custodian of the records may require payment of those fees before processing a new request. 63G-2-203(8)(a)(ii)
- The town is not required to fulfill a person's records request if the request unreasonably duplicates prior records requests from that person. 63G-2-201(8)(a)(iv)
- In certain circumstances, particularly if releasing the record primarily benefits the public rather than a person, the custodian of the records may waive fees, upon request. 63G-2-203(4)(a)
- Processes exist for appealing denial of waivers, denial of access to records, and protesting fees. 63G-2-205, 63G-2-401

Administrative Fees

Certified Mail Delivery of Letters: \$10.00

Staff Time: \$25/hour for length needed to fulfill the request (first 15 minutes free)

Electronic Services Fee: When asked to compile a record in a form other than that normally maintained, the Records Officer must first determine it is able to do so without reasonably interfering with the governmental entity's duties and responsibilities, and, the requester agrees to pay the fee, assessed at \$25/hour, for providing the record in the requested form. 63G-2-203

Copies: \$0.10 per page for black & white

\$0.25 per page for color

Fax: \$1.00 per page

USB Flash Drive: To supply digital copies of data \$10.00 each

Returned Check Fee: \$25.00

General Plan Book: \$20.00

Zoning Ordinance Book: \$25.00

Hillside Ordinance Book: \$15.00

Subdivision Ordinance Book: \$15.00

Zoning Map (Color 18x24): \$11.00

Business Licensing

General Business License: \$50.00 per year
Temporary Business License: \$25.00
Home Occupation Permit: \$25.00 per year
Junk Dealer and/or Yard License: \$150.00 per year
Special Event Permit: \$100.00
Duplicate License / Name Change: \$5.00
Late Fee: \$10.00 30 days past the due date
 \$25.00 60 days past the due date

Building Permits

Building Permit Application: \$100.00
Building Permit Fee: Based on valuation of construction (See Table 2)
Plan Check Fee: Actual Cost
Engineer Review: Actual Cost (Estimate of costs will be applied to the building permit)
Building Inspection Fee: \$60.00 each inspection
Building Re-Inspection Fee: \$60.00 each inspection
Building Inspector Fee: Outside of normal business hours \$75.00 per hour

Glendale Town uses the following fee tables to determine appropriate building permit fees.

Table 1 – Valuation per Square Foot	
Main & Upper Floors	sq. ft. x \$98.00
Basement Finished	sq. ft. x \$74.00
Basement Unfinished	sq. ft. x \$56.00
Garage	sq. ft. x \$68.00
Carport	sq. ft. x \$28.00
Deck Covered	sq. ft. x \$46.00
Deck Uncovered	sq. ft. x \$20.00
Porch Covered	sq. ft. x \$40.00
Porch Uncovered	sq. ft. x \$18.00

Table 2 – Building Permit Fees Total Valuation	
\$1.00 to \$500.00	\$24.00
\$501.00 to \$2,000.00	\$24.00 for the first \$500.00 plus \$3.00 for each additional \$100.00 or fraction thereof to and including \$2,000.00
\$2,001.00 to \$40,000.00	\$69.00 for the first \$2,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof to and including \$40,000.00
\$40,001.00 to \$100,000.00	\$487.00 for the first \$40,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1027.00 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3827.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00
\$1,000,001.00 to \$5,000,000.00	\$6,327.00 for the first \$1,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof to and including \$5,000,000.00
\$5,000,001 and over	\$18,327.00 for the first \$5,000,000.00 plus \$1.00 for each additional \$1,000.00 or fraction thereof

Cemetery Rates

Plot Burial Rights Purchase: \$350.00 resident
\$1,000.00 non-resident

Resident - A person who has lived in Glendale for 12 consecutive months prior to purchase. Residents must pay non-resident rate for lots bought for non-residents.

Open and Closing of Grave: \$600.00 Weekdays
\$800.00 Saturday (No Sundays or Holidays)

Creains or Infant: \$300.00 Weekdays
\$450.00 Saturday (No Sundays or Holidays)

Transfer of Burial Rights: \$35.00

Exhumation: \$1,000.00 Weekdays only (County Coroner or Mortuary may have separate fees)

Parks & Recreation Reservations

Park Pavilion (up to 4 hours): \$35.00 resident \$50.00 Deposit
\$50.00 non-resident \$50.00 Deposit

Park Pavilion (over to 4 hours): \$50.00 resident \$50.00 Deposit
\$80.00 non-reside \$50.00 Deposit

Baseball Field (up to 4 hours): \$35.00 resident \$50.00 Deposit
\$50.00 non-resident \$50.00 Deposit

Baseball Field (over to 4 hours):	\$50.00 resident	\$50.00 Deposit
	\$80.00 non-resident	\$50.00 Deposit
Town Hall (up to 4 hours):	\$35.00 resident	\$50.00 Deposit
	\$50.00 non-resident	\$50.00 Deposit
Town Hall (over to 4 hours):	\$50.00 resident	\$50.00 Deposit
	\$80.00 non-resident	\$50.00 Deposit

Planning & Zoning and/or Town Board Fees

May require additional legal and noticing fees if cost is insufficient to cover these.

Annexation: \$200.00

Boundary Adjustment: \$200.00

Zone Change Application: \$100.00

Fee for Amending Zoning Map upon approval of Rezone: \$50.00

Conditional Use Permit non-Public Hearing: \$100.00

Conditional Use Permit w/Public Hearing: \$200.00

Board of Adjustment: \$250.00

Variance: \$250.00

Sign Permit: \$20.00

Special Meeting: \$150.00

Ordinance Interpretation: \$100.00

Subdivisions:

- Preliminary Plat: \$200.00 plus \$25.00 per lot plus Engineering and Fire Marshal Costs
- Final Plat: \$400.00 plus \$25.00 per lot plus Legal, Engineer, Fire District, and other review Fees
- Plat Amendments: \$200.00 plus \$25.00 per lot plus Engineer and other review fees

PUD Application: \$150.00

Advertising Costs: Actual Cost

RV Temporary Use Permit: \$50.00 per year up to 120 days (14 days or less no fee)

Water Service

Culinary Water Base Rate: \$30.00 (12k gallons)

Culinary Water Overrun Rate: \$4.00 per 1000 gallons over 12k

Inactive Account: Disconnect / Reconnect Fee: \$25.00 each (After Hours + \$25.00)

Reconnect Fee: \$50.00 (after lockout shutoff)

Connection Fees:

- 3/4 inch \$1,600.00
- 1 inch \$1,950.00
- 1 1/2 inch \$4,450.00
- 2 inch \$5,350.00

Costs for meters larger than 2 inch shall be determined at time of building permit application. Glendale Town shall supply all parts needed excluding the required polyethylene pipe, and install meter and radio equipment. Property owner or contractor shall install meter box, setter, and culinary water lines in accordance with Town

standards and specifications. Glendale Town public works personnel shall inspect installations before the Town accepts meter box or line installation.

Hydrant Meters:

- Deposit \$500.00
- Rental Daily \$5.00
- Rental Monthly \$100.00
- Water Rate (per 1000 gallons) \$4.00
- Minimum Fee \$100.00

Un-permitted Use of Fire Hydrant or Water Service (Theft of Service)

- Residential \$100.00/occurrence
- Commercial \$500.00/occurrence

Construction Water: Water usage during the construction of any building, excavation or grading shall be billed at \$4.00 per 1000 gallons. Construction water is any water used prior to the issuance of a Certificate of Occupancy and Zoning Compliance. Construction water may be made available through a meter installed on the property, a hydrant meter rental from the Town, or a hydrant meter provided by the contractor or other outside source. In any case, a water account must be established with Glendale Town before construction water will be delivered.

AUTHORITY TO AMEND CONSOLIDATED FEE SCHEDULE

The Town Manager or Designee shall have authority to impose new fees as the Town Manager or Designee deems appropriate or necessary. Said fees shall be implemented by executive order. Any fee added by the Town Manager or Designee under this section shall be effective as specified in the executive order implementing the fee. In the regular Glendale Town Council Meeting immediately following any fee added pursuant to this section, the Town Manager or Designee shall advise the Town Council of said fee. The Town Council shall then have 60 days from the date of the action taken by the Town Manager or Designee, to amend the Consolidated Fee Schedule to include the new fee. Should the Town Council fail to amend the Consolidated Fee Schedule within the 60-day time period, the fee shall be void, and any fees collected pursuant to the executive order issued by the Town Manager or Designee shall be refunded. The Town Manager or Designee shall have the authority to waive, reduce or refund a fee in the interest of fairness and equity.

INTENT OF RESOLUTION

It is not intended by this Resolution to repeal, abrogate, annul, or in any way impair or interfere with existing provisions of other resolutions, ordinances, or laws except to effect modification and implementation of the fees reflected above. The fees listed in the Consolidated Fee Schedule supersede present fees for services specified, but all fees not listed remain in effect. Where this Resolution imposes a higher fee than is imposed or required by existing provisions, resolution, ordinance, or law, the provisions of this Resolution shall control.