

# Solar Photovoltaic System Building Permit Application Packet for Micro Inverter



**Planning and Development Services Department**

48 West Young Street, PO Box 886  
Morgan County, Utah 84050  
(801) 845-4015 / (801) 845-4008  
Fax (801) 845-6087



**MORGAN**  
C O U N T Y  
Planning and Development Services Department

48 West Young Street, PO Box 886  
Morgan County, Utah 84050  
(801) 845-4015  
Fax (801) 845-6087

Dear Applicant,

This application packet has been developed as a means to assist you in understanding the application procedure and requirements when applying for a **Building Permit**. This packet includes all the necessary background information you will need to prepare and file a complete submittal, and will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Building Permit Application
- Morgan County Building Policies
- Solar Panel Building Permit Submittal Checklist
- Residential Solar Photovoltaic (PV) System Plan Review Utilizing Micro Inverter Submittal Checklist
- Land Use Permit Application
- Wildland Urban Interface Code and Fire Protection Plan Approval
- Memorandum of Understanding
- Owner/Builder Certification and Agreement
- Required Inspection Checklist
- Design Criteria for Morgan County
- Utility companies operating in Morgan County
- Building Permit Review Process Chart
- Example site plan.

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your building permit request, the following materials will be required at the time of submission of your application:

- Building Permit Application Form
- All items listed on the Submittal Checklists (incomplete applications will not be accepted).
- Central Inverter or Residential Solar Photovoltaic (PV) System Plan Review Utilizing Micro Inverter Submittal Checklist
- Land Use Permit Application
- Fire Protection Plan Approval (where applicable)
- Memorandum of Understanding
- Owner Builder Certification and Agreement Form
- Application & Processing Fees, as specified in the current Morgan County Fee Schedule.
- Other supporting materials as applicable.
- Hold harmless agreement (restricted lots or geo-hazard study areas)

The application you are submitting may become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing building permit applications, please feel free to contact the Planning and Development Services Department at the address and phone number listed on the front page of this packet. Thank you for your interest in Morgan County, and we look forward to working with you very soon.

Sincerely,  
Morgan County Planning and Development Services Department

## **MORGAN COUNTY BUILDING POLICIES**

1. All of the subdivision infrastructure must be completed in accordance with County code before building permits will be issued.
2. If a subdivision has curb, gutter, and/or sidewalks a cash bond and performance agreement is required to guarantee the integrity/quality of the concrete. Based on the lineal footage of the lot street frontage the minimum amount is \$2500.00. At the time of final occupancy inspection an inspection to assess the condition of the curb, gutter, and sidewalk will be made. If the inspection reveals no deficiencies the bond will be returned to the recipient named on the bond receipt. (Documentation of any pre-existing damage is the responsibility of the property owner)
3. Temporary occupancies are not guaranteed and are reviewed on a case by case basis and will not be issued if there are any outstanding issues concerning an immediate risk to health, life, or limb. A cash bond and agreement is required to be posted in the amount of \$1025.00 of which \$1,000 will be refunded when final occupancy is obtained and \$25.00 will be retained by the county to pay office administrative expenses.
4. All inspections need to be requested 24 hours in advance. "Same day" inspections requests will be scheduled on the following day.
5. For all inspection requests contact the Planning and Development Services Department at 801-845-4015.
6. Inspection requests that are found to be "unprepared" will require a re-inspection fee of \$70.00 before a re-inspection can be scheduled; the fee must be paid to the County.
7. Because the County does not own any water systems, any temporary use of water for construction purposes must be negotiated between the owner/contractor and any party that has a legal, usable, source within a reasonable distance of the project.
8. There are no special requirements for mechanical systems for a residence at the plan review and permitting stage, but the County does require a complete and accurate gas line schematic to be submitted to review and approval prior to the meter set. Morgan county does not do gas or permanent power clearances at the 4-way inspection unless requested by the contractor.



## Residential Solar Photovoltaic (PV) System Plan Submittal Checklist

This checklist is only a basic list of items needed for a solar PV system plan review and is not all-inclusive. Having all the items listed on this checklist does not guarantee a permit will be issued and any additional plans, information, and/or requirements may be requested or required by Morgan County at any time.

- One** copy of the recorded property plat. (Obtained from the Morgan County Assessor's Office)
- One** Copy of the "Tax Roll Master Record" (Obtained from the Morgan County Assessor's Office)
- One** complete 'Building Permit Application'
- One** complete 'Land Use Application'
- Architectural Review Committee approval of plans when required by a 'Development Agreement' (Cottonwoods, Rollins Ranch, and Whisper Ridge)**
- One** copy of signed 'Memorandum of Understanding'
- One** copy of signed 'Fire Protection Plan'
- One** copy of signed 'Wildland Urban Interface Fire Protection Plan'
- One** copy of the 'Owner/Builder-Exemption' form (If owner is going to act in place of any contractor-either general or sub-contractor) (Make sure that the signature is notarized.)
- One** Copy of a Morgan County 'Hold Harmless' agreement. (Only if the lot is listed on the recorded plat as 'restricted lot' for geologic or geotechnical reasons, or when otherwise required by Morgan County.)
- Two** copies of a plot plan (Site plan) A detailed site plan (refer to example in packet) showing the location of the home, accessory buildings and all PV system components on the property is required (Architectural Review Committee approval stamp is required on both copies of site plans).
- Two** copies of the elevations
- copies of the electrical plans, equipment, and specifications
- Two** copies of Engineering information (drawings, specifications, and calculation) as needed for roof dead load, roof wind load, side hill, etc.
- Two** hard copies of Mounting system: Provide detailed information on the module mounting system and also the weight of all components on the roof. Note if the home roof rafters are engineered trusses or provide information on the type and size of the roof rafters if they are other than engineered trusses. Also note the type of the roof covering (shingles, metal, or tile) and how many layers of the covering there are.
- Two** hard copies of One-line diagram: A detailed one-line diagram is required and must show: the type of PV system being installed (a single inverter system with one or more strings of modules connected in series, a micro inverter system, or an AC module system), the exact number and layout of modules and how they are connected together (in series or in parallel), all wire types, all wire sizes, conduit types and sizes, the locations of all circuits and system components on or in the house, and the ratings of all fuses or breakers. Also note which home electrical panel the PV system will back-feed and give the location and rating of that panel.
- Two** hard copies of Module spec sheets: Provide the PV module (solar panels) spec sheets showing the modules' STC rated watts (Pmp), volts (Vmp), amps (Imp), open circuit voltage (Voc), and short circuit current (Isc). Modules must be listed UL 1703.
- Two** hard copies of Inverter spec sheets: Provide the inverter manufacture spec sheets showing the amount of watts and volts the inverter can safely handle, and also noting what the inverter's max rated AC output amps and voltage is. Utility tied inverters must be listed as "utility interactive" meeting UL 1741, and have ground fault protection.
- Two** hard copies of Total array power: (This is not required for systems with micro inverters) Provide the total amount of watts, amps, volts, open circuit voltage (Voc at the coldest possible outside temperature-see NEC 690.7), and short circuit current that the array can produce.
- Two** hard copies of System components: Provide information on the different types of components that will be used in the system and how they are to be installed. Also show that all equipment is listed and rated for the type of voltage (AC or DC), amount of voltage, and the amount of current that it could be subjected to.
- One** digital copy of the plans in a PDF file format on a disc. Engineer and architect stamps and signatures are NOT required on the digital plans only.
- A \$100.00 non-refundable pre-plan review deposit.** All other fees, i.e. building permit fees, balance due of plan review fees, and any other pertinent fees are due at the time the 'Building Permit' is issued.
- One signed** Residential Solar Photovoltaic (PV) System Plan Review Utilizing String or Central Inverter Submittal Checklist
- Or*
- One signed** Residential Solar Photovoltaic (PV) System Plan Review Utilizing Micro Inverter Submittal Checklist

**Whenever two copies are required to be submitted, one copy will be returned to the applicant when the building permit is issued. All other documents will be retained by Morgan County offices. Morgan County retains the right to dispose of documents as allowed by Utah State Archive law.**



## Residential Solar Photovoltaic (PV) System Plan Review

For systems utilizing MICRO INVERTERS

BUILDING ADDRESS \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

This checklist is compiled for plan checking purposes for residential solar photovoltaic (PV) systems utilizing **MICRO INVERTERS**. The information contained herein is compiled from the *2011 National Electrical Code (NEC)*, manufacture and PV industry standards, and Morgan County requirements. This checklist is not intended to indicate any change in any code or ordinance by inference or omission.

**Items circled on this checklist** shall be corrected on the plans and the requested information shall be provided before a permit shall be issued. This checklist shall be attached to and become a part of the approved plans. Next to the item circled, put the page number of the plans or submitted info where the corrections were made.

**Items checked on this checklist** shall be corrected during construction and installation and will be verified during field inspection(s).

**1. Site plan** shall contain the following information:

**1.1** On the site plan, show the location of the following: the home relative to property lines, all PV modules (solar panels), PV system disconnect(s), and other associated PV equipment on the property. Note: It is already known that there will be a micro inverter under each module and it is not necessary to show the micro inverters on the site plan but are required to be shown on the one-line diagram- see section 3.

**1.2** If modules (solar panels) are going to be mounted on a detached structure, provide the size of the structure and distances to property lines in addition to all PV system components.

**1.3** Additional comments: \_\_\_\_\_

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**2. PV Module System Mounting** shall meet the following requirements:

- 2.1** If PV modules (solar panels) are going to be mounted on the roof the following must be provided:
    - 2.1.1 Note the type of roof covering on the home and how many layers.
    - 2.1.2 Indicate what type of rafters the roof is composed of (engineered trusses, dimensional lumber, TJI etc...), and the size and spans of the rafters.
    - 2.1.3 Provide manufacture info that shows the mounting system is listed for the mounting of PV modules on the roof.
    - 2.1.4 The mounting system manufacture requirements must be submitted and all connections, support sizes, and support spacing noted. The manufacture specs must also show that the support system (with modules installed) can handle 3 second wind gusts up to \_\_\_ mph (in exposure B) and snow loads of \_\_\_ psf.
    - 2.1.5 Provide manufacture info on weight of all supports and modules. The total combined weight of all supports and modules must not exceed 5 lbs per square foot (divide the total weight of all components by the amount of square footage area that the modules cover) and no more than 45 lbs per support (divide the total weight of all components by the number of supports). If loads exceed these numbers, or if the home's roof rafters are other than engineered trusses that do not meet the minimum requirements of the code, or if the roof covering is a heavy material (like tile), then an engineer analysis of the roof must be submitted and the roof deemed adequate to handle the new loads.
    - 2.1.6 Provide information on how all roof penetrations (supports, J-boxes, conduit etc...) are going to be properly flashed.
    - 2.1.7 Modules cannot be installed over or block any attic vents, plumbing vents, furnace or water heater vents etc...
  
  - 2.2** If PV modules are going to be mounted on a detached structure the following must be provided:
    - 2.2.1 A plan of the structure indicating that all associated requirements of the code are met (setbacks, square footage, footings, connectors, snow loads, wind loads etc...).
    - 2.2.2 If a prebuilt manufactured structure designed for the mounting of PV modules is going to be used, then a complete set of manufacture instructions must be provided and all requirements followed.
    - 2.2.3 The structure must be designed to handle 3 second wind gusts of up to \_\_\_ mph (in exposure B) and snow loads of \_\_\_ psf.
  
  - 2.3** Additional comments: \_\_\_\_\_
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**3. Single-Line or Three-Line Diagram** must contain the following:

- 3.1** Show the **exact** number and layout of the PV modules (solar panels) and how many micro inverters will be on each circuit.
  - 3.2** Show all PV system components like: J-boxes, micro inverters, all disconnects, and other associated equipment. Indicate where all the components will be located in or on the home.
  - 3.3** Indicate the home electrical panel that the PV system will tie into: to the home's sub-panel or to the home's electrical service panel. Give the amperage rating of that panel, the rating of the main breaker protecting that panel, and what breaker slot the PV tie-in-breaker will be located in that panel. *NEC 690.64* and *NEC 705.12* (see also section **6.5** in this plan check for more details)
  - 3.4** A PV system will backfeed the home's electrical service panel regardless of where on the home's electrical system the PV circuits will be connected, because of this please note what type of service panel it is, the name of the manufacture, model #, and where in the service panel the backfed breaker is located: on the service (utility side) of the home's main breaker, or on the load (house side) of the home's main breaker. Please also provide a picture of the panel with the front panel door open, and pictures of interior labels if possible (due to safety concerns removing covers exposing live connections is **NOT** required). Detailed panel manufacture diagrams and info can be submitted in lieu of pictures. Please see **section 6.5** in this plan check for more information.
  - 3.5** Show all wire sizes, and wire types. Please also include info for the size and type of existing feeder conductors for the electrical panels being tied into and the size of each breaker protecting any panel that will be backfed by the new PV system.
  - 3.6** Indicate on plans where in or on the home each group of circuit conductors will be ran. If exposed outside, wires must be type USE-2 or listed "PV" conductors (*NEC 690.31(B)*). Wires installed outside (even if in conduit) must be listed for wet locations (*NEC 300.9*). All wires are strongly recommended to be rated 90°C (for example: RHW-2, THWN-2, and XHHW-2) due to deration issues.
  - 3.7** Show conduit types, sizes, and how many conductors will be in each conduit.
  - 3.8** Show the ratings of all fuses and breakers.
  - 3.9** Additional comments: \_\_\_\_\_
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**4. PV Module Information:**

- 4.1** All PV Modules (solar panels), including any building-integrated PV (BIPV) modules, must be listed as per UL 1703 and be installed as per manufacture's requirements. *NEC 690.4(D)*

- 4.2 PV Module manufacture spec sheets must be provided giving the **STC** rated Watts (Pmp), rated Volts (Vmp), rated Amps (Imp), open circuit voltage (Voc), and short circuit current (Isc) of each module.
  - 4.3 Building-integrated PV (BIPV) modules must be compatible with, and have equivalent strength and durability of that as is required for the type of exterior covering or roof system they are installed with.
  - 4.4 Additional comments: \_\_\_\_\_
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**5. Micro Inverters:**

- 5.1 If the PV system is going to tie into the home’s electrical system, provide manufacture’s info showing that the micro inverters are the “utility interactive” type having anti-islanding protection, and be listed as meeting UL 1741 (NEC 690.4(D) and 690.60- 690.61).
  - 5.2 PV inverters for residential use must be equipped with a ground fault protection device (GFPD). *NEC 690.5*
  - 5.3 Inverter spec sheets must show the following:
    - a. How many micro inverters can be connected together on a single circuit and what the maximum size breaker they are allowed to connect to.
    - b. The inverters’ rated AC output current (amps), and voltage.
  - 5.4 Additional comments: \_\_\_\_\_
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**6. Circuit Conductors and Overcurrent Protection Devices:**

- 6.1 **Micro inverter and AC module systems.** Note: An AC module is simply a PV module where the micro inverter is mounted to the module at the factory and both the module and the inverter are a single unit.
  - 6.1.1 All manufacture instructions must be followed when installing a micro inverter or AC module system.
  - 6.1.2 Provide manufacture specs showing the recommended inverters’ AC output conductor size.
  - 6.1.3 The total combined AC output current (amps) from all the connected micro inverters on a single circuit cannot exceed 80% of the rating of the breaker (no more than 12 amps on a 15 amp breaker or 16 amps on a 20 amp breaker). *NEC 690.8(A)(3) and (B)(1).*

- 6.2** All conductors for **any** electrical system must be installed within their temperature range based on ambient temperature or the conductors' ampacity (as per *NEC* table 310.15(B)(16)) must be corrected and adjusted for the conditions of use. If more than 3 current carrying conductors will be ran in the same conduit, the ampacity of the wires must be adjusted as per *NEC* table 310.15(B)(3)(a). If wires are ran in conduit exposed to sunlight on the roof, the wires ampacity must be adjusted further as per **2011** *NEC* table 310.15(B)(3)(c), and table 310.15(B)(2)(a).
- 6.3** All inverter AC output circuits must be identified by an approved marking or color coded tape at all points of terminations, connections, and splice points. All conductors from different PV systems entering the same enclosures must be grouped separately. *NEC* 690.4(B)(1-4)
- 6.4** All conductors that are readily accessible or subject to damage must be protected. *NEC* 690.31(A) and 300.4
- 6.5** **PV point of connection breaker(s). This section applies to any breakers, conductors, or equipment busbars that are backfed from a PV system.**

- 6.5.1 All panel busbars and conductors in the home's electrical system that are backfed by the PV system must comply with a, b, c, and d.

**Important: A PV system that is tied into a sub-panel not only effects the panel it is being connected to, but also every additional panel or conductors that are backfed all the way back to the electrical service panel. Compliance with all of 2011 *NEC* 705.12(A) & (D) is required for all panel busbars and conductors being backfed from the PV system- see *NEC* 705.12(D)(7) for panels in series.**

- a. If the PV system is going to backfeed the home's electrical service panel **on the supply side** (utility side) of the home's main service breaker(s), then the rating of the PV tie-in-breaker cannot exceed the rating of the service panel's busbars or the ampacity of the utility service conductors. For example: if the service panel busbars are rated for 200 amps and the utility service conductors to the home are also rated for 200 amps, then up to a 200 amp PV tie-in-breaker could backfeed the service panel if the busbars in the panel would allow that size of a breaker to be plugged into it (see service box manufacture's limitations) **and** if the busbars are on the service side (utility side) of the service panel's main breaker(s). *NEC* 705.12(A)

**NOTE: IF THE SERVICE SIDE CONNECTION IS GOING TO BE MADE BY TAPPING THE SERVICE CONDUCTORS, THE POWER COMPANY MUST GIVE FULL PERMISSION BEFORE DOING SO.**

Note: For compliance with **b or c**: the home's existing electrical loads calculated per article 220 in the *NEC* cannot exceed the following: the rating of the panel being tied into (*NEC* 408.30), the ampacity of the panel's feeder wires (*NEC* 215.2(A)(1)), and the rating of the breaker protecting the feeder wires (*NEC* 215.3). A calculated load may be required to show that this is the case.

- b. If the PV tie-in-breaker(s) are going to backfeed any panel **on the load side** (house side) of the home's main service breaker(s) **and** the backfed breaker(s) are located at the end of the panel's busbars, opposite to the main feeder wire connections to that panel, then the sum of the PV tie-in-breaker(s) rating(s) and the panel's main breaker rating cannot exceed **120%** of the rating of the panel being backfed. For example: if a 100 amp rated panel is protected by a 100 amp main breaker, then a 20 amp PV tie-in-breaker is allowed to backfeed that panel if the backfed breaker is located at the end of the busbars (last breaker slot furthest from where the panel receives its power). *NEC 705.12(D)(2) and (D)(7)*
- c. If the PV tie-in-breaker(s) are going to backfeed any panel **on the load side** (house side) of the home's main service breaker and the PV backfed breaker cannot be located at the end of the panel's busbars as noted in 6.5.1(b), then the sum of the ratings of the PV tie-in-breaker(s) and the rating of the main breaker protecting that panel cannot exceed **100%** of the rating of that panel. For example: If the panel being tied *into is rated for 100 amps and is protected by a 100 amp main breaker*; in order for a 30 amp PV tie-in-breaker to backfeed the panel, the main breaker protecting the panel must be reduced down to 70 amps (30+70=100). In order for this to be allowed, the home's existing electrical loads on that panel (calculated as per *NEC 220*) cannot exceed the rating of the new 70 amp breaker. *NEC 705.12(D)(7)*.
- d. Conductor (wire) protection. The sum of the ratings of all overcurrent protection devices supplying power to any conductor cannot exceed 120% of the rating of that conductor (the regular conductor breaker rating + the PV breaker(s) rating cannot exceed 120% of the ampacity rating of the conductor being fed by both sources). *NEC 705.12(D)(2)*

6.5.2 Feeder taps. If a feeder tap is going to be performed in order to tie the PV system into the home's electrical system, the following must be submitted or noted on the plans and complied with during installation:

- a. The PV breaker or fused disconnect must be located **immediately next to** where the conductors tap the feeder wires (the feeder tap distance rules of section 240.21(B) in the *NEC* were not designed for PV systems and should not be used).
- b. The sum of the rating of the main breaker protecting the feeder conductors and the rating of the PV breaker (or fuses) cannot exceed **120%** of the ampacity rating of the feeder conductors being tapped, *NEC 705.12(D)(2)*.

Note: the 120% allowance rule can only be utilized if the home's existing electrical loads on the feeder wires do not exceed the ampacity of the feeder wires (*NEC 215.2(A)(1)*) or the feeder wires' main breaker rating. A load calculation as per article 220 in the *NEC* may need to be submitted showing that this is the case. *NEC 705.12(D)(2)*

6.6 Additional comments: \_\_\_\_\_

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## 7. Disconnects

7.1 A main PV system disconnect is required by the *NEC* to be able to completely disconnect the PV system from the home's AC electrical system and must be located at a readily accessible location, see *NEC* 690.14(D). Note: The PV system disconnect is the first readily accessible disconnect. This is usually the breaker that ties the PV system into the home's electrical system.

The utility company may require that a PV disconnect be accessible from the exterior of the home- contact utility for their additional requirements.

7.2 Additional comments: \_\_\_\_\_

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## 8. Grounding

8.1 Equipment grounding:

8.1.1 All metal parts of all modules (solar panels), module supports, system equipment, and conductor enclosures shall be bonded together and connected to the grounding system. Provide detailed info on the types of connectors and/or devices that will be used for bonding modules, supports, and boxes to the equipment grounding conductor. All devices used for bonding frames of PV modules or other equipment to the grounding system must be listed and identified for the purpose. *NEC* 690.43

8.1.2 Provide info showing that if the metallic mounting structures (rails, supports etc.) for the PV modules that are also going to be used for grounding purposes, are identified as equipment grounding conductors or shall have identified bonding jumpers connected between each separate metallic section and be bonded to the grounding system. *NEC* 690.43 (C)

8.1.3 Lugs for bonding aluminum rails and modules must be listed for outdoor use and also for bonding PV rails and modules. Burndy CL50.1TN lugs, ILSCO GBL4 DBT lugs, and WEEBL 6.7 lug and clip assemblies are all ok for this purpose if installed per manufacture requirements. Must provide info on any other types of connectors if used.

8.2 Equipment grounding conductors: *NEC* 690.43

8.2.1 Equipment grounding conductors shall be ran with the associated circuit conductors when those conductors leave the vicinity of the PV array, *NEC* 690.43(F).

8.2.2 Show the size of all equipment grounding conductors on plans. Equipment grounding conductors shall be sized per *NEC* table 250.122 based on the size of the fuse or breaker protecting the circuit, *NEC* 690.45(A).

**8.3** Grounding electrode conductors: *NEC* 690.47

8.3.1 Show the grounding electrode conductor on plans. A grounding electrode conductor must originate at the grounding electrode conductor connection point located on the surface of the micro inverters, and ran to the building's grounding electrode per one of three methods listed in *NEC* 690.47 (C)(1)-(C)(3). If the building's grounding electrode (UFER, ground rod, metal water pipe, etc.) are not accessible then the grounding electrode conductor can connect to the electrical service panel's grounding busbar.

8.3.2 Show the size of the PV grounding electrode conductor on plans. The grounding electrode conductor must be sized per *NEC* 250.166 which for a micro inverter system would require at least a #8 AWG copper wire to be used. If the grounding electrode conductor will be exposed at any point, then a minimum of a #6 AWG copper wire must be used. If the equipment grounding conductor from the inverters to the existing **AC** electrical service panel is also going to be used for the PV system grounding electrode conductor, then the larger required size of either *NEC* 250.122 or 250.166 must be used (note: please also read section 8.3.3 regarding combined grounding conductors.). 2011 *NEC* 690.47(C)(1)-(C)(3)

8.3.3 Grounding electrode conductors must be installed per *NEC* 250.64(E). **Notice:** *NEC* Section 250.64(E) makes it very difficult to use the **AC** equipment grounding conductors as also the PV system grounding electrode conductor due to the fact that the wire must be bonded every time the conductor enters, and bonded again when it leaves a ferrous metal (containing iron) conduit or enclosure-see *NEC* 250.64(E) for full requirements. The conductor must also remain continuous or be irreversibly spiced.

*NEC* 690.47(C)(3)

**8.4** Ground wire protection. Indicate how the equipment grounding conductors and the grounding electrode conductor will be ran and protected from damage. If grounding conductors are exposed then a minimum of #6 copper conductors must installed. All grounding conductors must be protected from damage or be installed in conduit. *NEC* 690.46, 250.120(C), and 250.64(B)

**8.5** Grounding electrodes:

8.5.1 Note on plans the type of grounding electrode the PV system's grounding electrode conductor will be connecting to (UFER, copper water pipe, ground rod, etc.). If no grounding electrodes are accessible then please note that the conductor will be ran to the home's service panel and connect to the grounding busbar. Grounding electrodes are required to be one of the types given in *NEC* 250.52.

8.5.2 If a new grounding electrode is installed for the PV system, then it must be bonded to the home's existing grounding electrode to form a grounding electrode system. *NEC* 250.50

8.6 Additional comments: \_\_\_\_\_

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**9. Signage**

9.1 Signs at the home's utility service panel:

9.1.1 A sign is required at the service panel stating that the home has a PV system as an additional power source. *NEC 705.10*

9.1.2 A sign is required at the home's service panel giving the location of the main PV system disconnect (see section 7.1 in this plan check) if the disconnect is not located next to the utility electrical service panel. *NEC 690.4(H)* and *NEC 705.10*

9.2 Signs at main system disconnect(s):

9.2.1 A sign is required at the main PV system disconnect labeling it as such. *NEC 690.14(C)(2)*

9.3 Signs at the interconnection point between the PV system and the home's electrical system:

9.3.1 A sign is required at the PV tie-in-breaker location giving the total maximum rated **AC** output current (amps) and voltage provided from the micro inverters, *NEC 690.54*.

9.3.2 A sign is required at the PV tie-in-breaker if the breaker is located at the end of the panel opposite to the panels main feeder wire connections, and the 120% rule of *NEC 705.12 (D)(2)* and *(D)(7)* is utilized. See section 6.5.1(b) in this plan check for more information.

9.4 All signage must be securely mounted in place and be able to endure the environment they are located in.

9.5 Additional comments: \_\_\_\_\_

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**10. Any Additional Comments Concerning This Proposed PV System:** \_\_\_\_\_

**11. Validity of Permit**

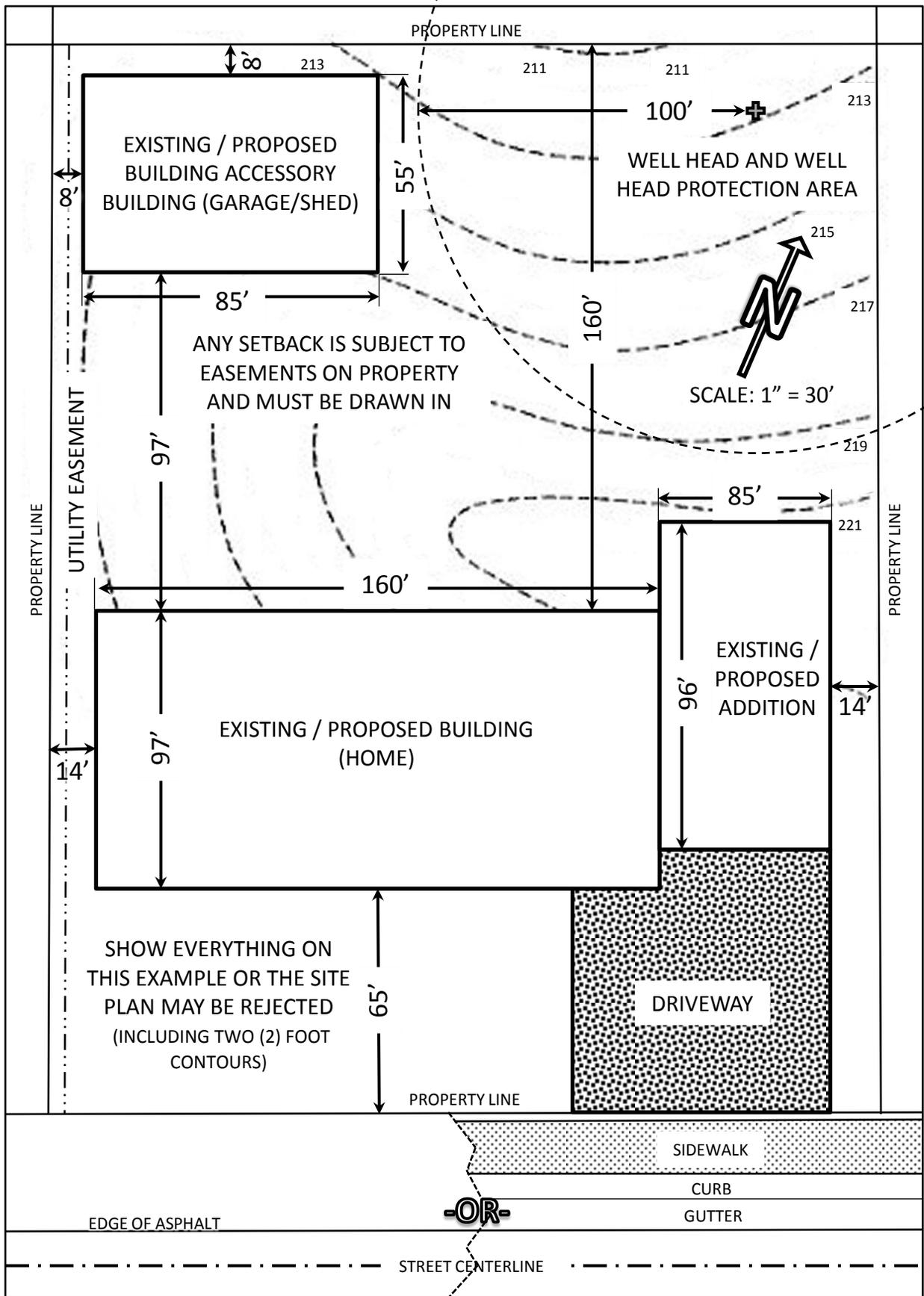
- 11.1** The issuance or granting of a permit or approval of plans, specifications, and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of any state adopted code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code, national codes, or other ordinances of the jurisdiction shall not be valid.
  
- 11.2** The issuance of a permit based upon plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building or installing operations being carried on thereunder when in violation of this code, national codes, or of any other ordinances of this jurisdiction.

---

Contractor or Owner Signature

---

Date



### SITE PLAN EXAMPLE

THIS IS AN EXAMPLE ONLY & IS NOT DRAWN TO SCALE  
 SITE PLANS SHOULD BE DRAWN TO SCALE, & ZONING WILL DETERMINE SETBACKS



Application Date	Water/Well Approval	Sewer/Septic Approval	Access Permit	Occupant Load	Occupancy or Use	Construction Type	Building Permit #		
							MRG		Year
							Month	Day	#

<b>Box to be filled in by applicant-Please type or print legibly in ink</b>					<b>For Office Use Only</b>														
Property Owner:			Home Phone#	Cell#	SITE ADDRESS: (Assigned by Zoning Official)														
Owner's Mailing Address			City	State	Zip	Plans Examiner Signature			Date										
Subdivision	Lot#	Lot Size	Tax Roll Serial #	Tax Roll Parcel#		Zone	Section	Township	Range										
State type of land use or construction intended; <i>Explain</i>					Wildland-Urban Interface		Fire Sprinklers Required?		Conditional Use Permit Required?										
Residential					(Yes) (No)		(Yes) (No)		(Yes) (No)										
Commercial/Industrial																			
Agricultural					Valuation – (Building Official) \$														
Accessory Building					<b>DESCRIPTION</b>														
Utility					<b>FEE'S</b>														
OTHER:					Building Permit														
Will any part of the structure be used as a business?		Yes/No			Electrical														
Contractor's Business Name:			Total valuation by applicant, as requested (labor and materials): \$		Plumbing														
Mailing Address:			Telephone #		Mechanical														
Contractor's License #					<b>Sub-Total</b> (A)														
Architect/Engineer		Mailing Address	Telephone #		<b>1% State Tax</b> (B + C)														
Architect/Engineer License #					<b>Plan Review</b> (D)														
Electrical Contractor		Mailing Address	Telephone #		<b>TOTAL FEE</b>														
Electrical Contractor License #					<b>Deposit</b> < > (E)														
Mechanical Contractor		Mailing Address	Telephone #		<b>PERMIT BALANCE</b> \$														
Mechanical Contractor License #					<b>IMPACT FEES</b> Yes / No														
Plumbing Contractor		Mailing Address	Telephone #		Transportation														
Plumbing Contractor License #					Fire														
# of Dwellings Now on Lot		Restricted Lot? Yes or No	Geotechnical Review Required? Yes No		EMS														
List Other Buildings Now on Lot					Police														
Previous Use of Land/Structure:		Building Dimensions X	Carport/Garage Dimensions X		Reg. Parks														
Is Basement to be Finished? Yes / No / Partial					Comm. Parks														
Retaining Walls? Yes / No Height:					<b>IMPACT FEE BALANCE</b> \$ (F)														
<p align="center"><b>APPLICANT: PLEASE READ CAREFULLY</b></p> <p>I agree to comply with all County and State Building laws and ordinances, and the representation in this application of a building permit are true and accurate, and any misrepresentations or errors herein are the sole responsibility of the applicant, and shall in no way incur or accrue the liability or obligation to enforcing officers or agents. This permit becomes null and void if work on construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.</p> <p align="center"><b>USE OR OCCUPANCY OF A STRUCTURE IS PROHIBITED UNTIL AFTER FINAL INSPECTION IS APPROVED AND "CERTIFICATE OF OCCUPANCY" IS ISSUED</b></p>					<b>Improvement Bond</b> Yes / No \$ (G)														
					ft @ \$15.00/ft (\$2500 min)														
Owner's Signature _____ Date _____					<b>TOTAL BALANCE DUE</b> \$ (H)														
Email Owner: _____ Email Contractor: _____					<b>RECIPT NUMBER</b>														
Or Contractor's Signature _____ Date _____					FLOORS														
Printed Name _____ Owner/Contractor (circle)					SQUARE FEET														
Type of Improvement/Kind of Construction:					Basement-Finished														
<input type="checkbox"/> Sign <input type="checkbox"/> Build <input type="checkbox"/> Remodel <input type="checkbox"/> Addition					Basement-Unfinished														
<input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Convert Use <input type="checkbox"/> Demolish					Main Floor														
Issued By:					Second Floor														
Date:					Carport or Garage														
Zoning Official:					Number of off-street parking spaces: Covered : _____ Uncovered : _____														
Date:					<p align="center"><b>Zoning Compliance</b> <span style="float:right"><b>Minimum Setbacks</b></span></p> <table border="1"> <tr> <td>Front</td> <td>Rear</td> <td>Side</td> <td>Side Street</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					Front	Rear	Side	Side Street						
Front	Rear	Side	Side Street																
Comments/Conditions:																			

Utah Code 15A-1-209 (4) Decisions relative to this application are subject to review by the chief executive officer of the municipal or county entity issuing the single-family residential permit and appeal under the International Residential Code as adopted by the Legislature.



# MORGAN C O U N T Y

## Land Use Permit Application

DATE \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

PARCEL# \_\_\_\_\_ SERIAL# \_\_\_\_\_ SECTION: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

PROPOSED USE OF PROPERTY/STRUCTURE \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ OWNER PHONE \_\_\_\_\_

OWNER MAILING ADDRESS \_\_\_\_\_

GENERAL CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

**Submission Requirements if separate from building permit application:**

\_\_\_ County Plat Map    \_\_\_ County Tax Roll

**General Property Information:**

Zone: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Total Square Footage (acreage x 43,560):..... \_\_\_\_\_

Square footage of footprint of existing and proposed buildings on lot: ..... \_\_\_\_\_

Proposed % Lot Coverage:.....% \_\_\_\_\_

Total proposed square feet of footprint of buildings divided by total square footage of lot multiplied by 100) \_\_\_\_\_

Number of Dwelling Units now on lot: \_\_\_\_\_ Number of Accessory Buildings now on lot \_\_\_\_\_

Number of off street parking spaces: \_\_\_\_\_ Covered: \_\_\_\_\_ Uncovered: \_\_\_\_\_

### Land Use Permit Checklist

**Building (General)**

*Yes/No*

- \_\_\_\_\_ Will there be plumbing in the structure?
- \_\_\_\_\_ Will there be electrical in the structure?
- \_\_\_\_\_ Property connected to public sewer (current or proposed)?
- \_\_\_\_\_ Property connected to septic system (current or proposed)?

**Legal Building Lot:**

*Check One*

- \_\_\_\_\_ Lot of Record with valid address.  
(See tax role for valid property information):  
Frontage along County Right of Way: \_\_\_\_\_ Feet
- \_\_\_\_\_ Subdivision Lot.  
Subdivision Name \_\_\_\_\_
- \_\_\_\_\_ Lot# \_\_\_\_\_

*Check all that apply*

- \_\_\_\_\_ Meets notes on plat.
- \_\_\_\_\_ Meets Development Agreement.
- \_\_\_\_\_ Reviewed by Architectural Review Committee (as applicable):  
Date: \_\_\_\_\_

**Setback Requirements (see supporting information):**

*Check One*

- \_\_\_\_\_ Meets setbacks per ordinance #: \_\_\_\_\_  
Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Side Street: \_\_\_\_\_
- \_\_\_\_\_ Meets setback requirements per Development Agreement: \_\_\_\_\_  
Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Side Street: \_\_\_\_\_
- \_\_\_\_\_ Meets setback requirements per recorded plat:  
\_\_\_\_\_
- \_\_\_\_\_ Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Side Street: \_\_\_\_\_

**Height Requirements (see supporting information):**

*Check One*

- \_\_\_\_\_ Meets maximum height requirements per ordinance (see supporting documents):  
#: \_\_\_\_\_
- \_\_\_\_\_ Meets max. height requirements per Development Agreement: \_\_\_\_\_
- \_\_\_\_\_ Meets height requirements per recorded plat:  
\_\_\_\_\_
- \_\_\_\_\_ Received special exception approval for additional height.  
Approved height: \_\_\_\_\_

**Geologic Hazards (see supporting information):**

*Check One*

- The lot is a lot of record and **IS NOT** encumbered by potentially hazardous geologic units.
- The lot is in a subdivision and **DOES NOT** have geologic restrictions.
- The lot **IS** encumbered by potentially hazardous geologic units as indicated by local geologic maps (lots of record) or restrictions on the plat (subdivisions).

*Yes/No*

A Geologic Hazards Report and Geotechnical report is part of the submittal.

**Flood Plain (see supporting information):**

*Yes/No*

- Is the lot in a flood plain or on wetlands?
- Yes/No*
- If yes, are requirements of MMC 9 met?

**Wildland Urban Interface (see supporting information):**

*Check One*

- The lot **EXEMPT** from the Wildland Urban Interface.
- The lot is **NOT EXEMPT** from the Wildland Urban Interface.

*Yes/No*

An approved fire protection plan is part of the submittal.

**Fees and Taxes:**

*Yes/No*

- All County fees and taxes are paid current including, but not limited to:
  - Geologic Hazards Review
  - Conditional Use Permit
  - Subdivision
  - Building Permit Deposit
  - Land Use Permit
  - Taxes
  - Contracted Services Fees

---

**SITE PLAN REQUIRED**

A SITE PLAN IS REQUIRED TO BE SUBMITTED WITH ALL LAND USE PERMITS. SITE PLANS SHALL BE DESIGNED WITH THE FOLLOWING MINIMUM ELEMENTS: SCALE; NORTH ARROW; EXISTING AND PROPOSED BUILDINGS WITH SETBACKS; 2 FOOT TOPOGRAPHIC CONTOURS; PROPOSED SITE DEVELOPMENT AND LIMITS OF DISTURBANCE; EXISTING EASEMENTS; ALL CURRENT AND PROPOSED MANMADE STRUCTURES; FLOOD PLAIN LIMITS; AND GEOGRAPHIC UNIT DELINEATION.

**NOTICE TO APPLICANT**

PROPOSALS FOR THE INSTALLATION OF AN INDIVIDUAL WATER SUPPLY AND FOR A SANITARY WASTE DISPOSAL SYSTEM (SEPTIC TANK) FOR ANY STRUCTURE DESIGNED FOR HUMAN OCCUPATION MUST BE APPROVED BY THE COUNTY HEALTH DEPARTMENT PRIOR TO INSTALLATION.

THIS PERMIT BECOMES NULL AND VOID IF USE OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN **180 DAYS FOR LAND USE PERMIT (1 YEAR FOR CONDITIONAL USE) OR ZONE CHANGE AFFECTING THIS PROPERTY.** I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS LAND USE WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. I MAKE THIS STATEMENT UNDER PENALTY OF PERJURY. I HEREBY AGREE TO MEET THE REQUIREMENTS AS SPECIFIED ON THIS PERMIT ISSUED TO THE OWNER OF LAND AS SIGNED BELOW.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

THE FOLLOWING CONDITIONS MUST BE ADHERED TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPROVAL-PLANNING/BUILDING DEPARTMENT DATE

## Supporting Documentation and Information:

- **Setbacks** can be found either in adopted ordinance, in a development agreement, or on an approved subdivision plat.
  - Setbacks in adopted ordinances can be found in the Codified Morgan County Code (MCC). A link to the code is on the County website at [www.morgan-county.net](http://www.morgan-county.net).
    - Setbacks for lots in the F-1, MU-160, A-20, RR-10, RR-5, and RR-1 zones can be found in MCC § 8-5A-6.
    - Setbacks in the R1-20, R1-12, R1-8, RM-7, and RM-15 zones can be found in MCC § 8-5B-7.
    - Setbacks for commercial and manufacturing zones can be found in MCC § 8-5C-5.
    - Setbacks for the CD zone can be found in MCC § 8-5D-5(C).
  - A list of County recorded development agreements is below. Full copies of development agreements and adopted plat can be purchased from the County Recorder's Office.
- **Height limitations** can be found either in adopted ordinance, in a development agreement, or on an approved subdivision plat.
  - Height limitations in adopted ordinances can be found in the Codified Morgan County Code (MCC). A link to the code is on the County website at [www.morgan-county.net](http://www.morgan-county.net).
    - Height limitations for lots in the F-1, MU-160, A-20, RR-10, RR-5, and RR-1 zones can be found in MCC § 8-5A-7.
    - Height limitations in the R1-20, R1-12, R1-8, RM-7, and RM-15 zones can be found in MCC § 8-5B-8.
    - Height limitations for commercial and manufacturing zones can be found in MCC § 8-5C-4.
    - Height limitations for the CD zone can be found in MCC § 8-5D-5(D).
  - A list of County recorded development agreements is below. Full copies of development agreements and adopted plat can be purchased from the County Recorder's Office.
  - A special exception ordinance to maximum height of the main building can be found in MCC § 8-6-13
- Flood Plain maps can be obtained through the FEMA website: [www.msc.fema.gov](http://www.msc.fema.gov).
- Geologic Hazards are determined by existing geologic mapping of Morgan County. Maps can be obtained from the Utah Geologic Survey (UGS) website: [geology.utah.gov](http://geology.utah.gov).
- Wildland Urban Interface (WUI) area is determined by existing County maps. A link to the WUI map is on the Planning and Development Services webpage on the Morgan County website: [www.morgan-county.net](http://www.morgan-county.net).

### List of Recorded Development Agreements:

Aspen Meadows PUD  
Cottonwoods  
Coventry Cove  
Mountain Brook Estates  
Rivala  
Rollins Ranch  
Whisper Ridge



## FIRE PROTECTION PLAN APPROVAL

Applicant name: \_\_\_\_\_

Site address: \_\_\_\_\_

Project type: \_\_\_\_\_

Before being granted any occupancy of a home or business in Morgan County, this form must be filled out, signed by the appropriate fire code official, and returned to the Morgan County Planning and Development Services Department.

**THIS BUILDING COMPLIES WITH THE INTERNATIONAL FIRE CODE SECTION 507 "FIRE PROTECTION WATER SUPPLIES" AND WITH MORGAN COUNTY ORDINANCES SPECIFIC TO FIRE PROTECTION WATER SUPPLIES, INCLUDING THE WILDLAND URBAN INTERFACE CODE.**

Conditions (If any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date



## Morgan County Wildland Urban Interface Fire Protection Plan Application

A supplement of the building, conditional use, land use, subdivision, and MPDR permits

All applications for building and development in the Wildland Urban Interface Area are required to receive approval of a wildfire protection plan from the local fire code official. This packet is supplemental instruction to help you prepare a wildfire protection plan in accordance with the 2006 Utah Wildland Urban Interface Code. A wildfire protection plan can be designed and incorporated into the overall building and/or development plan, or it can be submitted separately as its own plan. Depending on plan complexity, the Fire Code Official may require plans to be designed by a licensed architect or engineer. Prior to approval of permits, the attached Wildland Urban Interface Code Fire District Approval Form must be signed and submitted to the County with the stamped approved fire protection plan.

A wildland fire hazard assessment will be conducted by the Fire Code Official to determine the wildfire hazard potential of the proposed building/development site. Proposed plans should be designed in accordance with this assessment. Call the District Fire Chief to schedule an assessment:

Mountain Green Fire Chief, Les Stone: 801-829-2023

Morgan Fire Chief, Dave Rich: 801-829-2027

A copy of the 2006 Wildland Urban Interface Code can be obtained from the Planning and Development Services webpage on the Morgan County website ([www.morgan-county.net](http://www.morgan-county.net)), or from the Planning and Development Services Department front office.

Project Name: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone # ( \_ ) \_\_\_\_\_ Fax # ( \_ ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Name of Applicant or Authorized Agent(s): \_\_\_\_\_

Agent Address: \_\_\_\_\_

Agent Mailing Address (if different): \_\_\_\_\_

Phone # ( \_ ) \_\_\_\_\_ Fax # ( \_ ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Owners Signature of Authorization to file:(may attach) \_\_\_\_\_

General Description of Project: \_\_\_\_\_

The wildfire protection plan should include the following:

1. Written narrative including a general description of the plan and how it conforms to applicable requirements of the Wildland Urban Interface Code (WUIC) with respect to:
  - a. Conforming water supply—WUIC section 404;
  - b. Conforming defensible space—WUIC section 603;
  - c. Access—WUIC section 403;
  - d. Driveways—WUIC section 403;
  - e. Fire apparatus road—WUIC section 403;
  - f. Marking of roads;
  - g. Marking of fire protection equipment;
  - h. Address markers;
  - i. Vegetation management plan—WUIC appendix B; and
  - j. Proposed ignition resistant construction—WUIC Chapter 5.
  
2. Graphical representation including:
  - a. Scaled site plan;
  - b. Distance from proposed building(s) to road;
  - c. Driveways:
    - i. If the distance from proposed buildings to a fire apparatus access road exceeds 150 feet, driveways must be engineered to support a 75,000 lbs fire apparatus; be 12.5 feet wide; have an unobstructed height of 13.5 feet; and have an approved turnaround with a radius of 45 feet.
    - ii. In addition, turnouts are required for driveways that exceed 200 feet in length and are less than 20 feet wide.
  - d. Location of existing and proposed posted vehicle load limit signs for driveways, private roads, and bridges.
  - e. Location of existing and proposed street signs.
  - f. Location of existing and proposed permanently posted address markers that are visible from both directions.
  - g. Proposed defensible space around structures and/or building sites.
  - h. Location and specification of proposed water supply system.
  - i. Location of permanent fire protection equipment, and their markers.
  - j. Site topography.
  - k. Proposed grade of driveways and access roads—not to exceed 12%.
  - l. Proposed and existing landscape and vegetation details.
  - m. Locations of proposed and existing structures and building envelopes, with annotation of occupancy ratings of proposed and existing structures.
  - n. Existing overhead utility lines.
  - o. Existing and proposed ignition resistant construction materials.
  - p. Proposed roof fire rating classification.
  - q. A vicinity plan that includes: Area within 300 feet of the site; Property lines; Other structures; Slope; Vegetation; Fire breaks; Other water supply systems; Access roads.



## Fire District Approval Form

Wildland Urban Interface Code

Applicant Name \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Reviewed by \_\_\_\_\_

The fire protection plan submitted for the:

\_\_\_\_\_ application

conforms to the requirements of the 2006 Utah Urban Wildland Interface Code with the following conditions:

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\_\_\_\_\_  
Fire Code Official Approval Signature

\_\_\_\_\_  
Date



# Memorandum of Understanding

Morgan County Planning and Development Services Department  
48 West Young Street, P.O. Box 886  
Morgan, UT 84050 (801)845-4008/4015

**Permit #:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

***Please read and initial the following statements:***

\_\_\_\_\_ Inspection request must be made a minimum of 24 hours in advance; this does not guarantee next day inspections. Requests should be made by calling the planning and development services office at (801)845-4008. Be prepared with Permit #, building site address, owner & contractor names, and type of inspection.

\_\_\_\_\_ Every effort will be made to accommodate inspections as scheduled with specific times. However, due to weather, time constraints, work load, location or other factors inspections may occur earlier or later than the requested appointment time. For these reasons inspection requests should not be made until the work is ready for inspection.

\_\_\_\_\_ A re-inspection fee will be charged if approved plans are not on the job site for EACH inspection.

\_\_\_\_\_ A re-inspection fee will be charged if the job site is not ready for the requested inspection, inspections canceled after 8:30 a.m. on the day of inspection, or if the inspector cannot obtain entry to the structure and/or property.

\_\_\_\_\_ A re-inspection fee must be paid in the office. Inspector cannot take fees in the field.

\_\_\_\_\_ If a re-inspection fee is assessed, no additional inspections will be scheduled until such time that the fee has been paid in the office.

\_\_\_\_\_ Building plans altered after issuance of permit shall require that 2 copies of the changes be submitted to the Planning and Development Services office for approval prior to the change being made. Additional review fees may be assessed.

\_\_\_\_\_ Morgan county ordinances prohibit the occupancy of a dwelling until such time as a Certificate of Occupancy has been issued after final inspection approval. This precludes moving any furniture into the structure until such issuance.

\_\_\_\_\_ Performance bonds for curb, gutter, and sidewalk are required per the County's fee schedule. Documentation of any pre-existing damage is the responsibility of the property owner.

\_\_\_\_\_ Certificate of Occupancy will be issued only after final building inspection has been approved and after verification that curb, gutter, and/or sidewalk, where existing, is in good repair. Accommodations may be made due to climate.

\_\_\_\_\_ The issuance of your Certificate of Occupancy may take between 24-48 hours after final building inspection approval. Mortgage closings should be scheduled accordingly.

\_\_\_\_\_ Temporary occupancies are reviewed on a case by case basis and will not be issued if there are any outstanding issues concerning an immediate risk to health, life, or limb. A cash bond and agreement is required to be posted in the amount of \$1025.00 of which \$1,000 will be refunded when final occupancy is obtained and \$25.00 will be retained by the County to pay office administrative expenses.

\_\_\_\_\_ There are no special requirements for mechanical systems for a residence at the plan review and permitting stage, but the County does require a complete and accurate gas line schematic to be submitted to review and approve prior to meter set.

***The following applies ONLY to building permits to be issued in The Cottonwoods PUD***

\_\_\_\_\_ No building permit application will be accepted by the Planning and Development Service Department unless two (2) sets of plans are submitted that have the approval stamp of the Development's Architectural Review Committee. This is to ensure that the building plans and materials used are in conformance with the adopted architectural covenants and development agreement.

\_\_\_\_\_ Construction Access: Due to the load design of Willow Creek Road, it is not approved to be used as a construction access into the Cottonwoods. All delivery of materials and construction traffic shall be via Silver Leaf Dr. Any owner/contractor found to be in violation of this prohibition may be ticketed by the Morgan County Sheriff. Recurrent violations shall necessitate the use of stop work orders on the project and/or additional violation fines.

\_\_\_\_\_ The storage of building materials, supplies, equipment, rocks, gravel, dumpsters, etc. upon streets is prohibited.

\_\_\_\_\_ ALL CONTRACTORS and OWNERS shall be responsible to clean and remove any mud, dirt, or other debris from the street each day.

THESE PLANS HAVE BEEN REVIEWED BY MORGAN COUNTY. CORRECTIONS ARE NOTED IN RED. THERE ARE ALSO ILLUSTRATIONS TO HELP CLARIFY SOME, BUT NOT ALL CODE REQUIREMENTS.

I, THE UNDERSIGNED, CONFIRM THAT ALL CONTRACTORS AND WORKERS READ AND **COMPLY WITH THESE PLANS FOR THE PORTION OF WORK THEY ARE DOING**. I ALSO UNDERSTAND AND ACKNOWLEDGE THAT ANY OTHER PERSON WHO ENGAGES IN BUILDING THIS STRUCTURE MUST BE LICENSED UNDER THE PROVISIONS OF THE CONSTRUCTION TRADES LICENSING ACT. I UNDERSTAND THAT I AM PERSONALLY RESPONSIBLE IN ASSURING THAT SUCH INDIVIDUAL IS LICENSED, AND MAYBE SUBJECT TO PROSECUTION FOR ANY VIOLATION OF THE ABOVE ACT.

\_\_\_\_\_  
Contractor/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness by (Morgan County Official)



**DEPARTMENT OF COMMERCE**  
**Division of Occupational**  
**& Professional Licensing**  
**160 E 300 S Fourth Floor**  
**PO Box 146741**  
**Salt Lake City, UT 84114-6741**  
**(801) 530-6628**

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

Name of Owner/Builder: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**LOCATION OF CONSTRUCTION SITE**

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot # \_\_\_\_\_

**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. 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.
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 property owner; or**
  - b. **A licensed contractor; or**
  - c. **My employee(s) for whom I have worker's compensation insurance coverage, for who 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 a 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 quality of a Class A Misdemeanor and may be additionally subject to an Administrative fine in the maximum of \$2,000 for each day I violate the law.

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

\_\_\_\_\_  
 Notary Public

OWNERS ACKNOWLEDGEMENTS OF  
RESPONSIBILITY AND INDEMNIFICATION

STATE OF UTAH            )  
  )  
COUNTY OF MORGAN    )

We, \_\_\_\_\_ are the said owners of the property located at:

also known as:

We agree to indemnify and hold Morgan County harmless from any claim, damages, or liability that may arise against the County or its employees, agents or representatives related to improvements constructed on the property that may be damaged due to geologic hazards, regardless of level of identification of said hazard. We further acknowledge that failure of the County or any agents of the County to observe or recognize hazardous, unknown or unsightly conditions, or to recommend denial of this use because of said unrecognized hazardous, unknown or unsightly conditions shall not relieve the developer or owner from responsibility for the condition or damages resulting there from and shall not result in the County, its officer or agents being responsible for the conditions and damages resulting there from.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me, \_\_\_\_\_, being the signer(s) of the instrument herein and who duly acknowledged to me that the (he/she/they/said Trust) executed the same.

\_\_\_\_\_  
Notary Public

# Required Inspection Checklist

**IMPORTANT NOTICE:** Make sure that all the insulation, lumber size, windows, etc. (including brand names and specifications) are **EXACTLY AS SPECIFIED** in your approved Energy Report Analysis or it could be very costly to fix or adjust. **NOTE:** All approved plans, including the MecCheck/ResCheck/energy analysis, engineering calculations, plot plan, building plans, specifications, engineer stamped truss sheets, etc. are required to be on site for all inspections.

- TEMPORARY POWER:** Pedestal must be in place with grounding equipment installed and visible. All receptacles must be GFCI protected. The neutral bus must be bonded to the grounding system.
- FOOTING/SPOT FOOTINGS/SETBACK/ELECTRICAL UNDER GROUND:** Formed-with steel hung in place, on natural ground, without fill material, without ice or standing water, with property lines clearly identified.
- FOUNDATION/PIER/COLUMN/ELECTRICAL UFER GROUND:** Formed-with steel tied in place-including all concrete-to-structure straps required by the plans. (It should be noted that straps that have to span a floor joist system are required to be longer than those that don't).
- UNDER SLAB PLUMBING:** All piping must be exposed and supported (full length). This inspection requires a 10' head of water or an air pressure test.
- UNDER SLAB HEATING:** Any under slab heat duct material shall be listed for the specific way it is being used or installed as per the International Residential Code or the International Mechanical Code. All material must be left fully exposed until after the inspection. Hydronic systems must be tied in place and left fully exposed until after the inspection. Hydronic systems must be tied in place and left fully exposed until after the inspection.
- UNDER SLAB ELECTRICAL:** Any electrical systems that are to be covered by concrete must be left totally exposed and inspected before covering. This includes ground wiring going to ground rods.
- SUSPENDED CONCRETE SLAB:** all suspended concrete slabs require inspection with all steel and shoring properly spaced and secured in place as per approved engineering.
- ANY OTHER STUCTURAL CONCRETE:** All structural concrete must be inspected with all steel and forms in place.
- ALL RETAINING WALLS:** **NOTE:** **ALL** retaining walls that are over four (4') feet high are required to be **ENGINEERED** and the design must be submitted to the Building Department office, and approved prior to any construction!! **(THIS INCLUDES ALL "ROCK" RETAINMENT OVER 4' HIGH.)** Concrete retaining walls must be inspected with all steel and forms in place. **ROCK RETAINING WALLS MUST BE INSPECTED "DURING CONSTRUCTION" BY THE DESIGN ENGINEER AND APPROVED BY THE DESIGN ENGINEER AT COMPLETION.** A copy of the engineers report showing approval must be received by our office within two (2) working days of completion of the retaining wall.
- LOG AND BEAM GRADING:** Note: This includes ALL "structural" rough cut lumber. This inspection is done for all logs, rough cut beams and lumber when they are delivered to the site and before they are installed. Note that each piece of lumber must have a visible ink stamp from a 'nationally recognized lumber grading organization.'

- ❑ **EXTERIOR SHEATHING AND WINDOW FLASHING**: this inspection is required to be done prior to any material being installed over the structural sheathing of the structure. This inspection requires the proper size, type, and spacing of fasteners. It also requires any concrete-to-structure, floor-to-floor, and any other straps to be in place and properly fastened. Note that the fasteners in structural panels are approved to be driven flush only. Counter sinking fasteners may require the exterior sheathing to be re-fastened or replaced. The window flashing inspection requires the use of approval flashing material that is installed as required by the window manufacturer. The window flashing material must be 9” wide minimum. This inspection will be done with the 4-way rough inspection if possible.
- ❑ **MASONRY AND STUCCO FLASHING**: This inspection is usually done with the 4-way rough inspection but can be done at any time after the exterior sheathing and shear walls.
- ❑ **GAS LINE SIZING AND PRESSURE TEST**: This inspection is usually done with the four-way rough inspection but can be done at any time after the gas lines are installed. There needs to be a gas line schematic drawing on site that is drawn by the heating contractor. This should include all of the gas piping lengths, sizes, specific type of pipe, pressure reduction valve information and locations, appliance type, location, and BTU requirement. Also include the property owner’s name, general contractor’s name, heating contractor’s name and phone number, the permit number, the building address, subdivision, and lot number.
- ❑ **4-WAY ROUGH**: This inspection is to be done before any insulation is installed. All rough framing, electrical, heating, air-conditioning, and plumbing should be complete. The project should be ready for insulation and sheetrock before calling for this inspection. All plumbing should have either water or an air test ready for inspection at this time.
- ❑ **HYDRONIC/PLUMBED HEATING SYSTEMS IN OR ON FRAMED FLOORS**: This inspection is done when the plumbing is in place and pressurized but prior to concrete or insulation coverage.
- ❑ **POWER – TO- PANEL**: This inspection is done after the 4-way rough inspection has been completed and approved and when the electrical wiring is complete enough for at least one circuit on each floor to function properly when the power company meters (or energizes) the meter base. All grounding systems must be in place at this time and the building must be able to be locked and secured.
- ❑ **INSULATION**: This inspection is done after the walls, floors, heat ducts, around windows, floor penetrations, etc. (this includes the basement and crawlspaces) have been insulated and before any sheetrock or wall covering of any kind has been applied. Note: Make sure that you have your approved MecCheck, ResCheck, or other energy calculations on site for the inspector to review!
- ❑ **DRYWALL/LATH/SHEETROCK**: This inspection is done when all of the sheetrock is glued and nailed in place but prior to the taping and mudding of the sheetrock. Don’t forget to sheetrock the ceiling and walls under the stairs if the space is accessible.
- ❑ **FINAL**: This inspection is done when all items are complete and the structure is ready to be occupied (this includes drainage systems, retaining walls and any other geotechnical/geological required items must be in place and approved in writing by the design engineers). There is to be NO personal items in the structure at this time and until an occupancy has been issued to the structure.
- ❑ **OTHER INSPECTIONS**: As required by the Building/Planning/Engineering departments.

NOTE: All approved plans, including the MecCheck/ResCheck/energy analysis, engineering calculations, plot plan, building plans, specifications, engineer stamped truss sheets, etc. are required to be on site for all inspections.

# Design criteria for Morgan County

- SNOW: Site specific depending on elevation. The chart below may be used to find the minimum loads at higher elevations.

$$\text{Ground Snow} = P_g - [P_o^2 + S^2 (A - A_o)^2]^{1/2}$$

P<sub>o</sub>=57

S=63

A<sub>o</sub> = 4.5

Normal or Common roof snow loads = ground snow (P<sub>g</sub>) x .7

Sheltered or Protected roof snow loads = ground snow (P<sub>g</sub>) x .9

A= Elevation x .001

Elevation	Location	Ground Snow	Sheltered Roof	Common roof
4800'	Mountain Green Exit	60	54	42
4900'	Lamb's subdivision	62	56	44
	Kent Smith Memorial Park			
	Heinz Quick Stop			
5000'	Trappers Loop/Old Highway intersection	65	59	46
5100'	Morgan County Fairgrounds	68	62	48
	Young Street/Morgan Valley Dr. Intersection			
5200'	Trappers Pointe Subdivision	72	65	50
	Mountain Green Airport			
	Enterprise-low areas			
	Stoddard lane			
	Peterson Exit			
	Richville Lane			
	Hardscrabble/Morgan Valley Dr. Intersection			
	Round Valley Golf Course			
	Taggarts Camp			
	Highway 66/Morgan Valley Drive Intersection			
	Cottonwoods Phse II - IV			
5300'	Top of Woodland Heights	76	68	53
	White's Crossing			
5400'	Croydon Park	80	72	56
5500'	Croydon Cemetary	85	76	59
	Holcim Cement Plant			
5700'	East Canyon Reservoir Spillway	95	85	66
5800'	East Canyon Resort	100	90	70
6000'	Lost Creek Reservoir Spillway	110	99	77
9300'	Top of Strawberry Bowl Ski Lift	308	277	215

## Design Criteria for Morgan County (continued)

- WIND
  - Speed: 90 MPH, 3-second wind gust.
  - Exposure: Site specific
- SEISMIC:
  - Seismic Design Category: Site specific.
- SOILS:
  - Frost depth: 36 inches minimum
  - Site class: Site specific
  - Geotechnical information: All commercial projects require site-specific geotechnical reports meeting the requirements of Section 1802.2.7 of the IBC. Many of the residential (and other) projects require site specific geotechnical reports. Information regarding possible geotechnical requirements should be asked for before designing any structures in Morgan County.
- MISCELLANEOUS:
  - All professionally designed plans must be wet signed, on the first page only, by the architect or engineer of record who drew them. All other sheets shall be stamped, signed, and dated but may be electronically reproduced.
  - Commercial remodels over 3,000 square feet must be designed by an architect, stamped, signed and dated.
  - All commercial additions, regardless of size, must be signed by an architect, stamped, signed and dated.
  - All commercial site plans must be engineered. Many residential (and other) site plans are required to be engineered and inquiries should be made prior to designing a structure about site plan requirements.

# UTILITY COMPANIES OPERATING IN MORGAN COUNTY

## Morgan County Water Companies

- **Cottonwood Mutual Water Company**  
4000 W Old Highway Rd Mtn. Green  
Secretary – Jenalee (801)876-3895  
Manager- Mike Johanson (801) 876-3895  
[mike@cottonwoodwater.com](mailto:mike@cottonwoodwater.com)  
Monday-Thursday 9 a.m. – 1 p.m.  
Service is provided to the following:  
Cottonwoods Phases 1-9; Old Highway to Rollins Ranch; Mountain Brook Subdivision; Canyon Rd. to Airport; Lamb Subdivision; Coventry Cove; Rollins Ranch (all Phases); Portions of Powder Horn Road.
- **Highlands Water Company**  
5880 Highland Drive Mtn. Green  
(801) 876-2510 24-hour message service  
Provides service to the following: Nye’s Glass building; First Bank; Kent Smith Park; Whisper Ridge Subdivision; Highlands; Highlands West; Trapper’s Pointe; Woodland Heights; Old Highway to Highland Drive.
- **Monte Verde Water System**  
5890 W 5900 S Mtn. Green  
Bill Weaver – (801)791-9269  
Provides service to: Monte Verde Subdivision
- **Peterson Pipeline Association**  
Trevor Kobe, President (801)876-2525  
Provides service to: Along Morgan Valley Drive from Bigler Lane North to Sessions Lane
- **Central Enterprise Water Association**  
Kent Poll, President, (801)876-3143  
Provides service along: Old Highway Rd from the Summer Ridge Subdivision to Spring Hollow Subdivision.
- **Richville (Porterville) Water System**  
Robert Kilmer, President (801)791-9577  
2537 S Morgan Valley Drive, Porterville
- **Hidden Hollow Water**  
Jeffrey Haberstick, President (435) 720-3058  
Water Engineer- Ken Orton (801)725-8004

## Sewer – Fire – Health - Utilities

- **Mtn. Green Sewer District**  
Dennis Baldwin, Administrator,(801) 645-5636  
Janet Boudero, Secretary (801) 876-3416  
Monday-Friday 1 p.m. to 5:30 p.m.
- **Morgan County Fire District**  
Dave Rich, Chief – (801)845-4049
- **Mtn. Green Fire District**  
Fire Station (801)876-2277  
4565 West Old Highway Mtn. Green  
Les Stone, Chief – (801)829-2023
- **Weber Morgan Health Department**  
477 23<sup>rd</sup> St., Ogden, UT 84401  
Brian Cowen - (801) 399-7176 (Septic systems)  
Michelle Cook – (801) 399-7167 (Wells)
- **Rocky Mountain Power**  
Customer Service 888-221-7070
- **Questar Gas**  
Customer Service (801)621-3262  
Pipeline (800) 300-2025
- **Weber Basin Water**  
Collette (801) 771-4350
- **Fema**  
Judy Watanabe (801) 538-3400
- **U.D.O.T.**  
Permit to enter highway  
Tom Vigil (801)791-4988
- **Croydon Water System**  
Steve Pentz – (801)829-3378  
Logan Wilde (801)940-2995
- **Blue Stakes**  
(800)622-4111

# Morgan County Building Permit and Construction Review Flowchart

