



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 / (801) 845-4008
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
- Building Permit Submittal Checklist
- Land Use Permit Application
- Fire Protection Plan Approval
- Memorandum of Understanding
- Owner/Builder Certification and Agreement
- Escrow Agreement for Public Improvements
- Public Improvements Agreement Form
- Required Inspection Checklist
- Building Permit Fees
- 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 Checklist (incomplete applications will not be accepted).
- 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.