



Building Permit Submittal Checklist

*Incomplete applications will not be accepted or held.
All required items shall be submitted.*

- _____ **Building Permit Application** - Completed and signed (*including property serial and parcel numbers, email address, Utah State license numbers of the general contractor and all major sub-contractors listed on the permit*)
- _____ **Land Use Permit** - Completed and signed
- _____ **Fire Protection Plan** - Completed and signed by Morgan County Fire Chief
- _____ **Wildland Urban Interface Fire Protection Plan** - Complete and signed by Morgan County Fire Chief
- _____ **Memorandum of Understanding** - Complete and signed
- _____ **State of Utah Owner/Builder-Exemption** form - Complete, signed and notarized. *Only applicable if the owner is going to act in place of any contractor-either general or sub-contractor*
- _____ **Morgan County Hold Harmless Agreement** - Completed, signed and notarized. *Only applicable if the lot is listed on the recorded plat as 'restricted lot' for geologic or geotechnical reasons, or when otherwise required by Morgan County.*
- _____ **Escrow Agreement for Public Improvement** - Completed and signed. *Only required if a public sidewalk and/or curb and gutter are present.*
- _____ **Public Improvement Agreement** - Completed, signed and notarized. *Only required if a public sidewalk and/or curb and gutter are present.*
- _____ **U.D.O.T. "Permit to Enter the Highway"** - Completed and signed. *Only applicable if the property is fronting a State Highway.*
- _____ **Proof of water connection or well approved for culinary use by the State of Utah and or Weber-Morgan Health Department.**
- _____ **Septic Tank permit through Weber-Morgan Health Department or proof of sewer connection through local sewer district.**
- _____ **Proof of Fire District impact fees have been paid** *Mountain Green area only.*
- _____ **Architectural Review Committee approval of plans** when required by a "Development Agreement" *(Cottonwoods, Rollins Ranch, and Whisper Ridge.) Must have Architectural Review Committee Stamp on digital plans.*
- _____ **Structural calculations** (including retaining walls over 4') stamped, signed, and dated by a Utah State Licensed engineer or architect. All engineering must be site specific.
- _____ **'Rescheck'** (residential) or **'Comcheck'** (Commercial) energy code analysis or other energy analysis method approved by Utah State law.
- _____ **Geotechnical and/or geological reports** (if required) stamped, signed, and dated by a Utah State Licensed Geotechnical engineer.
- _____ **Elevations**
- _____ **Footing/foundation plans**
- _____ **Floor plans**
- _____ **Wall sections/detail**
- _____ **Specifications** (notes that are added to the plans to describe methods and materials.)
- _____ **Site plan** with dimensions from structure to the property lines (Including well location and protection easements, and right-of-ways, structure locations, and driveways). If a geotechnical and/or geological report is required for your project, an 'engineered site plan' will be required in place of the 'plot plan'. *(Architectural Review Committee approval stamp is required on site plans.)*
- _____ **All plans are to be combined into one PDF file format to scale, with Engineer & Architect Electronic Stamps.**
- _____ **Email to: submit@morgan-county.net**
- _____ **Deposit Payment Proof** (receipt from Morgan County Treasurers Office – you may call to make this payment at 801-845-4030) of **\$500.00** non-refundable pre-plan review deposit for Single Family Homes or a **\$50.00** non-refundable pre-plan review deposit for an accessory building, addition or basement finish is due at the time the permit is applied for. *All other fees, i.e. building permit fees, balance due of plan review fees, Morgan County impact fees, sidewalk/curb & gutter bond payment, and any other pertinent fees are due at the time the 'Building Permit' is issued.

On January 1st 2016, ALL Building Permits will ONLY be accepted digitally. If you are NOT ABLE to scan documents into a digital PDF file format there will be a processing fee of \$25.00 added to your permit. Morgan County retains the right to dispose of documents as allowed by Utah State Archive Law.