

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

### **Huntsville Town Building Permit Checklist**

- Site Plan Approval from Huntsville Planning Commission with a Land Use Permit. You will need to request to be on the planning commission agenda a minimum of 10 days prior to the scheduled meeting. Contact Shannon at 801-745-3420 or [ssmith@huntsvilleutah.gov](mailto:ssmith@huntsvilleutah.gov)
- Submit for a building permit. With your engineered plans, stamped calcs and architectural plans, manual D&J and Res Check, along with signed Building Permit Application to Shannon at [ssmith@huntsvilleutah.gov](mailto:ssmith@huntsvilleutah.gov). Building Permit Application at: [www.huntsvilletown.com/residents/buildingpermits](http://www.huntsvilletown.com/residents/buildingpermits). Plans available onsite.

\* All exterior lighting must be compliant with Huntsville Town Code \_\_\_\_\_ (initials)  
[https://www.huntsvilleutah.gov/documents/270/15.22\\_Lighting\\_reformatted.pdf](https://www.huntsvilleutah.gov/documents/270/15.22_Lighting_reformatted.pdf)

- Huntsville Town will submit your plans for review to our Town Engineer. At the same time, we also submit your plans to Weber Fire District. A separate review and fee will be applied.

#### **(Fire suppression system needed Y/N)**

\* If you are adding on to your home or building a new home, you will need to have wastewater/septic approval from Weber County. We recommend this process be started as soon as possible. A will serve letter will be issued by Huntsville Town. Please contact Weber Morgan Health Dept, 801-399-7100. The wastewater certificate from Weber County will need to be emailed to [ssmith@huntsvilleutah.gov](mailto:ssmith@huntsvilleutah.gov) BEFORE a building permit can be issued.

\*If you are building a new home on a vacant lot, you will need secondary water shares. Please contact Cathy Stoker at 801-745-3721 to purchase two shares of secondary water.

\*Once the engineer has approved the plans, fee's will be calculated. Once the fee's are paid the Building permit can be issued.

\* All inspections will be conducted through Sunrise Engineering. The homeowner or Contractor will be responsible for scheduling needed inspections ( See list of inspections on the other side) Please call Sunrise at 800-560-6151 and have the permit number hand when scheduling inspections. **Please have this Checklist onsite with Plans.**

\*For any questions, please contact Shannon Smith @ 810-745-3420 or [ssmith@huntsvilleutah.gov](mailto:ssmith@huntsvilleutah.gov).

### **List of needed Inspections**

- 1- Footings**
- 2- Foundation ( Temp power)**
- 3- Underground Plumbing**
- 4- Sher wall (drywall as needed)**
- 5- 4 way/gas line**
- 6- Installation**
- 7- Power to panel ( structure is lockable- Perm Power)**
- 8- Weather barrier**
- 9- Final**

**For water meter installation you will need to coordinate with Huntsville Town and/or approved water system contractor. Please contact Shannon about this as needed.**