

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
- 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. Building Permit Application at: 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

- 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 ssmit@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.

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.