

Applicant: _____ Phone #: _____
Email: _____
Property Address _____ Parcel #: _____

Huntsville Town Building Permit Checklist

- **Develop a site plan for the building project.** It must have the dimensions of the building in relation to the front, side and back property lines. The measurements must be on the site plan.
- **Obtain a Land Use Permit** – This must be done for all building projects that have any kind of foundation, out buildings included.

There is no application for a Land Use Permit, but you must request to be on the Planning Commission Agenda for approval of a Land Use Permit. Please call Shannon at 801-745-3420 to get on the agenda. The Planning Commission meets the 4th Thursday of the month.

- Once a Land Use Permit is approved, you will be able to **submit for a building permit**. You can find the Building Permit Application on our website at www.huntsvilletown.com/residents/buildingpermits.
- **Submit a copy of your engineered plans and a building permit application** (with the left side completed) to Beckki at clerk@huntsvilletown.com.

Huntsville Town will submit your plans for review to our Town Engineer. At the same time, she will also submit your plans to Weber Fire District.

- There will be an impact fee to pay to Weber Fire District for all new homes. If this project is an addition, you will still need a review, but you will not have to **pay the impact fee**. You will need to pay online at their site <https://www.weberfiredistrict.com/fees>. Please email your receipt to Beckki at clerk@huntsvilletown.com.

- 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. Please forward a copy of these secondary water share certificates to Beckki at clerk@huntsvilletown.com.
- **If you are adding on to your home, or building a new home, you will need to have wastewater or septic approval. Please start this process early, even prior to obtaining a building permit. The wastewater approval certificate will come through Weber-Morgan Health Department. Please contact them for the review 801-399-7100. Beckki will also have to provide you with a Will Serve Letter in that process. Please contact her at 801-745-3420 or clerk@huntsvilletown.com. She will send the will serve to you and to Weber-Morgan Health Department.**
- **Email Wastewater Certificate to Beckki**
clerk@huntsvilletown.com.
- Once the plan review is done, and the items listed above are received, **we can issue a building permit** upon payment of the fees.
- Fees will include the building permit, inspections, electrical, plumbing, and mechanical permits, state tax and impact fees. The fees are based on the IRC as well as the valuation of the project. The fees must be paid by check or cash.
- Inspections will be done through Sunrise Engineering and you will be responsible for scheduling them through your contractor. You will need your permit number in order to schedule the inspection. We have found inspections to be very timely.
- If you need help with an electrical or gas clearance, please call Beckki at 801-745-3420 or email at clerk@huntsvilletown.com.