



**ELK RIDGE CITY  
SINGLE FAMILY HOME  
BUILDING PERMIT APPLICATION**

|                |
|----------------|
| PERMIT # _____ |
|----------------|

**WORKSITE INFORMATION**

Worksite Address \_\_\_\_\_ Sub&Lot \_\_\_\_\_ Tax Serial # \_\_\_\_\_  
 Owner Occupied: Y/N Rental: Y/N Fire Sprinklers: Y/N Power Amps \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_  
 Number of Bathrooms \_\_\_\_\_ Number of Floors \_\_\_\_\_ Gas Line: Oz \_\_\_\_\_ Line size \_\_\_\_\_ BTU's \_\_\_\_\_  
 Square Feet: Floor1 \_\_\_\_\_ Floor2 \_\_\_\_\_ Basement \_\_\_\_\_ Garage \_\_\_\_\_ Total Square Feet \_\_\_\_\_

**CONTACT INFORMATION**

**Owner** \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
**Contractor** \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**TERMS AND CONDITIONS-Initial each item**

1. I agree to comply with all City, County, and State building Laws, Codes, and Ordinances, and that the representations in this application are true and accurate. Any misrepresentations or errors herein are the sole responsibility of the applicant and shall in no way accrue liability or obligation to enforcing officers or agents.
2. This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction work is suspended or abandoned for a period of 180 days at any time after work is commenced.
3. I have checked the sewer depth of this lot and will take responsibility for setting the building accordingly.
4. Does this property have any Covenants, Conditions and Restrictions (C,C,&Rs)? (Circle One) Yes No
4. If yes to 3, I agree to be familiar with and follow those outlined for this property.
5. I am aware of the Urban/Wildland Interface Zone Requirements for building a home in that zone and will abide by those requirements if applicable.
6. Occupancy of structure is prohibited until after Certificate of Occupancy is issued.
7. I have received and will comply with the Elk Ridge City Warnings Memo, Elk Ridge City Dark Sky Compliance Memo, Elk Ridge City Concrete Memo and Elk Ridge City Back Flow Prevention Device Detail.
8. I understand I must complete a soils geotechnical study and I must have the report onsite during the footings inspection.
9. I understand I am required to have a 24"x36" printed set of approved plans on site for all inspections.
10. I understand the location of the meter cannot be in the driveway and if it is I am responsible to move it.
11. I understand the grading plan is required to be onsite for the final inspection.
12. I certify I have reviewed the Building Permit Overview and will comply with the items contained therein.

**BUILDING PERMIT FEES**

| TYPE                          | FEE                |
|-------------------------------|--------------------|
| WATER CONNECTION              | \$500.00           |
| SEWER CONNECTION              | \$200.00           |
| PLAN CHECK FEE                |                    |
| PLAN CHECK DEPOSIT            | <b>-\$1,000.00</b> |
| UNFINISHED BASEMENT FEE       | \$200.00           |
| CONSTRUCTION WATER            | \$100.00           |
| CONSTRUCTION LICENSE          | \$12.00            |
| PERFORMANCE BOND              | \$2,000.00         |
| LANDSCAPE BOND                | \$2,400.00         |
| LANDSCAPE BOND PROCESSING FEE | \$100.00           |
| WATER IMPACT FEE              | \$5,653.00         |
| SEWER IMPACT FEE              | \$2,545.11         |
| PARK IMPACT FEE               | \$2,393.00         |
| ROAD IMPACT FEE               | \$3,304.00         |
| OTHER _____                   |                    |
| BUILDING PERMIT FEE           |                    |
| 1% STATE FEE                  |                    |
| TOTAL FEE                     |                    |
| <b>TOTAL VALUATION:</b>       |                    |

\_\_\_\_\_  
 Owner's Signature Date  
 \_\_\_\_\_  
 Contractor's Signature Date  
 \_\_\_\_\_  
 Contractor's License Number

APPROVED BY \_\_\_\_\_  
 DATE \_\_\_\_\_



## ELK RIDGE CITY SINGLE FAMILY HOME BUILDING PERMIT OVERVIEW

### OVERVIEW

Welcome to Elk Ridge! This is an overview of the process for building a home in Elk Ridge. **Please read all of the information in this packet. You will be held responsible for the information provided.** The Building Permit process is crucial to make sure structures are safe and structurally sound. Please follow this overview closely to ensure the process goes as smoothly and quickly as possible.

### STEP ONE: PERMIT APPLICATION

The following items are required in order to start the permit process.

- 1. Plan Check Deposit of \$1000 CASH OR CHECK ONLY** (Applied to permit fees). If the office is closed the plan check fee can be dropped off in the green box by the flagpole. Please indicate on the check it is for a building permit and the address of the project.
- 2. Please email** the following items to [ruby@elkridgecity.org](mailto:ruby@elkridgecity.org):
  - A. Completed Building Permit Application**
  - B. Wet Stamped Engineered Plans** for all structural aspects including retaining walls over 30". Special consideration must be given for sloped lots where foundations may be stepped to follow grade. Stepped foundation walls shall be structurally engineered. Calculations are to accompany plans. Engineering shall be In Accordance With (IAW) current IBC, Seismic Zone "D", wind exposure "B", 90 MPH Basic wind speed, 1.0 second spectral response of .4( $S_1=0.4$ ), 0.2 second spectral response of 1.0 ( $S_s=1.0$ )
  - C. Truss Details** which are to be submitted to a Registered Design Professional (RDP) for review, prior to submittal, with a letter from RDP confirming engineering with layout of roof design compatibility.
  - D. REScheck** (International Energy Conservation Code Compliance Report)
  - E. Floor plan manuals**
  - F. Gas Pipe Diagram** which should include; all appliances installed and proposed, British Thermal Unit (BTU) Demand of each appliance, cubic feet/hour (cfh) demand of each appliance, total BTU, total cfh, pipe lengths overall and individual and pipe sizes of each section. Sizing is to be done IAW Dominion Energy, Good Practices for Gas Piping.  $Btu/cf=0.828$ .
  - G. Site Plan** which needs to include setbacks (showing there are no encroachments) and a grading/drainage plan. The grading/drainage plan shall include spot elevations around building and lot sufficient to verify grade around and away from structure, without negatively impacting neighboring properties. If in the HR-1 Zone it must go to the Planning Commission for Approval before the issuance of a permit.

#### Things to note:

- A.** Reverse driveways are not allowed
- B.** Fire Department Approval is required for the Wildland/Urban Interface Zone

### STEP TWO: PERMIT FEES

After the plan review is completed, you will receive an email with a preliminary permit which has the fees indicated. The plan check deposit is applied to the permit at this time. This permit will not have the permit number. The Building Permit Number will be assigned when the Building Permit Fee is paid.

Fees included in building permit are as follows:

- Plan Check and Permit Fee determined by Square Footage of Home.
- Water Connection: \$500
- Sewer Connection: \$200
- Unfinished Basement Fee: \$200

Construction Water: \$100 (From Meter Can Only! Do NOT use Fire Hydrants!)  
Construction License: \$12 (Annual fee paid by contractor, not on all permits)  
Performance Bond: (Refunded upon approval after completion of the project)  
    \$0 - \$10,000 project: \$200  
    \$10,000 - \$100,000 Project: \$1,000  
    \$100,000 Plus Project \$2,000  
Landscape Bond: \$2,400  
Landscape Bond Processing Fee: \$100  
Water Impact Fee: \$5,653  
Sewer Impact Fee: \$2,545.11  
Park Impact Fee: \$2,393  
Road Impact Fee: \$3,304

### **STEP THREE: INSPECTIONS**

Inspections are done through **Sunrise Engineering**. **Please contact them directly to schedule your inspections: 435-743-6151.** The following inspections are required:

- |   |                    |
|---|--------------------|
| a. Footings (A soils report is required at the time of the footing inspection.) | h. Re-4-way        |
| b. Foundation   | i. Sheer           |
| c. Water and Sewer Laterals   | j. Insulation      |
| d. Sub Rough Plumbing   | k. Weather Barrier |
| e. Permanent Power  | l. Stucco/Lathe    |
| f. Gas Line   | m. Shower Pan      |
| g. 4-way  | n. Final           |
|   | o. Re-final        |

\*\* There are 18 inspections covered in the building permit fee. If more are needed there will be an additional fee assessed for each additional inspection. If you are not ready when the inspector gets there a \$75 fee will be assessed and inspections will not be scheduled until the fee is paid. We encourage you to be ready before calling in the inspection. A printed copy of the approved plans is required to be on site in order for the inspection to be completed. If the plans are not on site it will be considered a "Not Ready" inspection and the fee will be assessed.

### **STEP FOUR: CERTIFICATE OF OCCUPANCY**

Upon passing the final inspection a review is completed at the city office. Upon approval from the city office a Certificate of Occupancy is issued and emailed to the email address(es) listed on the application.

**BUILDING PERMIT PACKET  
ELK RIDGE CITY WARNINGS MEMO**

# **WARNINGS**

**1. DO NOT HOOK UP  
CONSTRUCTION  
WATER TO THE FIRE  
HYDRANTS!  
USE THE METER  
BOXES.**

**(Elk Ridge City Code: 8-1-12)**

**2. KEEP DUMPSTERS  
OFF THE ROAD!**

**(Elk Ridge City Code: 4-2A-3-H)**

# BUILDING PERMIT PACKET

## ELK RIDGE CITY DARK SKY COMPLIANCE MEMO

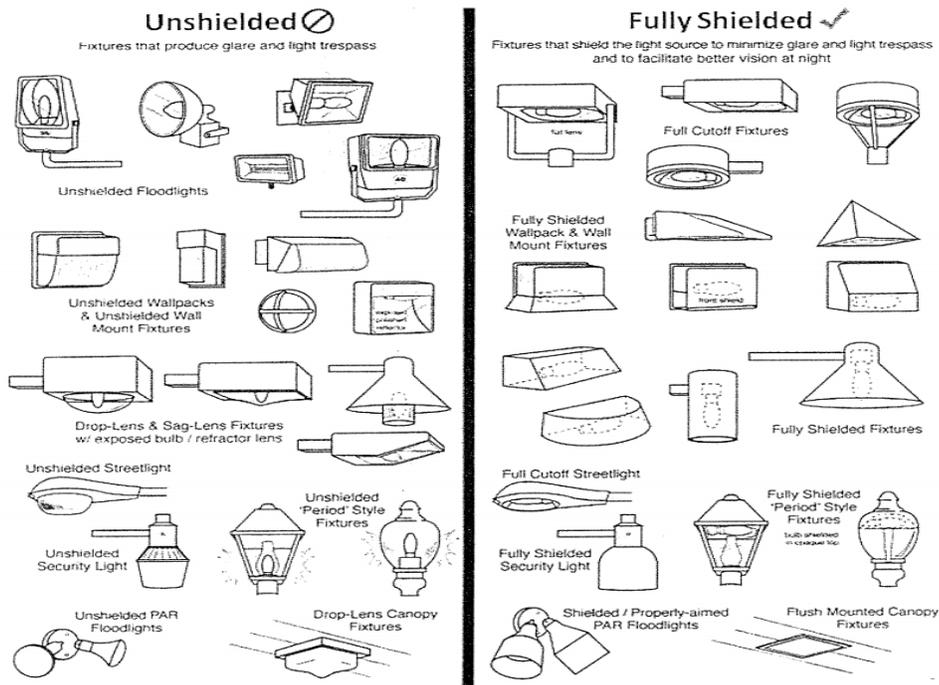
To: Property Owner

All structures build in Elk Ridge City must abide by the city code regarding Dark Sky Lighting. Here is the residential section of the code for your reference:

### Residential Lighting

New residential construction shall meet the following requirements:

1. All exterior structure lighting shall be fully shielded either by the design of the light fixture or by the architectural features of the structure.
2. Upward lighting illuminating a structure may illuminate the walls and under the eaves but shall not be directed to illuminate beyond the eaves.
3. Eave Lighting: Eave Lighting shall be fully shielded and downward directed. Angled eave lighting that directs light beyond the face of the eave is prohibited. Eave lighting shall not create excessive glare due to reflective surfaces on the structure.
4. Flood Lighting: Flood Lighting is permitted meeting the following requirements:
  - a. Shall be downward directed targeting a specific area on the subject property, with no light extending beyond the subject property boundary.
  - b. Flood lighting luminaires shall be shielded and aimed so that direct glare is not visible from adjacent properties.
  - c. Flood lighting shall be installed with a motion or vacancy sensor, where lights shut off no more than 15 minutes after an area is vacated.
5. Landscape Lighting: Landscape lighting is permitted meeting the following requirements:
  - a. Landscape lighting shall be directed inward, away from the subject property boundary
  - b. Landscape lighting of trees, plants, ponds or other ornamental features shall not extend illumination beyond the feature it is intended to illuminate.



**BUILDING PERMIT PACKET  
ELK RIDGE CITY CONCRETE MEMO**

To: Property Owner

From: David Jean, Elk Ridge Public Works Director

Subject: Conditions of Sidewalk and Curb and Gutter

I would like to make you aware and help home owners understand what will be required to receive your Certificate of Occupancy on the Public Works side. What I am looking for at the final inspection is concrete that isn't cracked or chipped. If there is any cracks in the existing concrete, then it will be required that it be replaced before your Certificate of Occupancy is issued. If there is any chips then they will need to be patched.

When a section of concrete is replaced you will be required to drill into the existing concrete and insert #4 rebar. The rebar will go into 4 inches or more and protrude into the patch at least 6 inches. At least 3 pieces will be required on each side of the replacement before the concrete is poured. Before pouring new concrete and after prepping the location please give me a call. If you leave a message please state that you have prepped for replacement concrete and need it inspected. Leave your name, phone number and address of where the new concrete is to be poured. I will inspect and contact you. You are required to call at least 48 hours before you are scheduled to pour concrete. I will have it inspected the next business day.

Please also call if you have any questions with this.

Thank you,  
David Jean  
801-423-2300 Ext 5

# BUILDING PERMIT PACKET

## ELK RIDGE CITY BACK FLOW PREVENTION DEVICE DETAIL

