



**ELK RIDGE CITY  
IMPROVEMENT BUILDING  
PERMIT APPLICATION**

**PERMIT #**

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

**PERMIT TYPE**

\_\_\_\_\_ Out Building \_\_\_\_\_ Pool \_\_\_\_\_ Addition \_\_\_\_\_ Other Please Specify: \_\_\_\_\_

**HOMEOWNER DETAILS**

Name \_\_\_\_\_ Tax Serial # \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**CONTRACTOR DETAILS**

Name \_\_\_\_\_ Contractor License# \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

A Contractor Registration Form must be filled out and turned in with the contractor's license each year. The form is at [elkridgecity.org](http://elkridgecity.org).

**PROJECT DETAILS**

VALUATION \_\_\_\_\_ Square Feet (at Completion) \_\_\_\_\_  
Number of Bathrooms \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_ Brief Description of project \_\_\_\_\_

**APPLICANT SIGNATURE-PLEASE READ CAREFULLY**

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. (initial) \_\_\_\_\_

2. Building permits must be paid **within 60 days** after the preliminary permit has been issued or the permit application will become void. (initial) \_\_\_\_\_

3. 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. (initial) \_\_\_\_\_

4. I agree to print a copy of the approved plans to have on site and will have the plans available to inspectors during all inspections. (Initial) \_\_\_\_\_

5. I am aware of the inspections necessary to finish a basement and will be responsible for passing all inspections before receiving a Certificate of Occupancy. (Initial) \_\_\_\_\_

6. I understand construction equipment, including dumpsters and sanitary facilities, cannot be stored on the road. (Initial) \_\_\_\_\_

7. I will comply with the requirements set forth in the Improvement Building Permit Overview. (initial) \_\_\_\_\_

**OCCUPANCY OR USE OF STRUCTURE IS PROHIBITED UNTIL AFTER FINAL INSPECTION AND  
CERTIFICATE OF OCCUPANCY IS ISSUED.**

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**PERMIT FEES**

TYPE	FEE	RECEIPT #
Plan Check Fee		
Plan Check Deposit		
Building Permit Fee		
1% Building Permit Fee		
Performance Bond		
Other		
Total Fee		



# IMPROVEMENT BUILDING PERMIT OVERVIEW

## OVERVIEW

The City has compiled an overview for you of the process for adding improvements to a home in the City of 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 a safe and structurally sound structure. The following items are absolutely necessary in order to start the permit process and are required before plans will be accepted and forwarded to the Building Inspector for a Plan Check Review.

## STEP ONE: PERMIT APPLICATION

- A. **Email** the following to [permits@elkridgecity.org](mailto:permits@elkridgecity.org):
1. Completed Building Permit Application
  2. Plans drawn to scale with electrical indicated
  3. Site plan **10-12-37 (I)(4) required on site plan** drainage, contours and setbacks are required (required for pool, addition, and out building)
  4. Stamped Structural Engineering (pool, addition, out building)
  5. Any additional items needed to understand scope of project.
- B. Plan Check Fee of **\$200 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.

## STEP TWO: PERMIT FEES

After the plan review is completed you will be contacted regarding the fees needed in order to obtain the building permit. The **permit number** will be assigned upon receipt of permit fees. The permit number is needed to schedule inspections. **Building permits must be paid within 60 days after the preliminary permit has been issued.**

## STEP THREE: INSPECTIONS

Inspections are done through **Sunrise Engineering**. **Please contact them directly to schedule your inspections: 435-743-6151.** The inspections required vary based on project. A printed copy of the approved plans needs to be on site and available for the inspector at the time of inspection.

## STEP FOUR: CERTIFICATE OF OCCUPANCY/COMPLETION

Upon City approval after the passing of the final inspection a Certificate of Occupancy or Certificate of Completion is issued and emailed to the email address listed on the application.

**BUILDING PERMIT PACKET**  
**ELK RIDGE CITY DARK SKY COMPLIANCE MEMO**  
**(Page 1 of 2)**

To: Property Owner

All structures built 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**

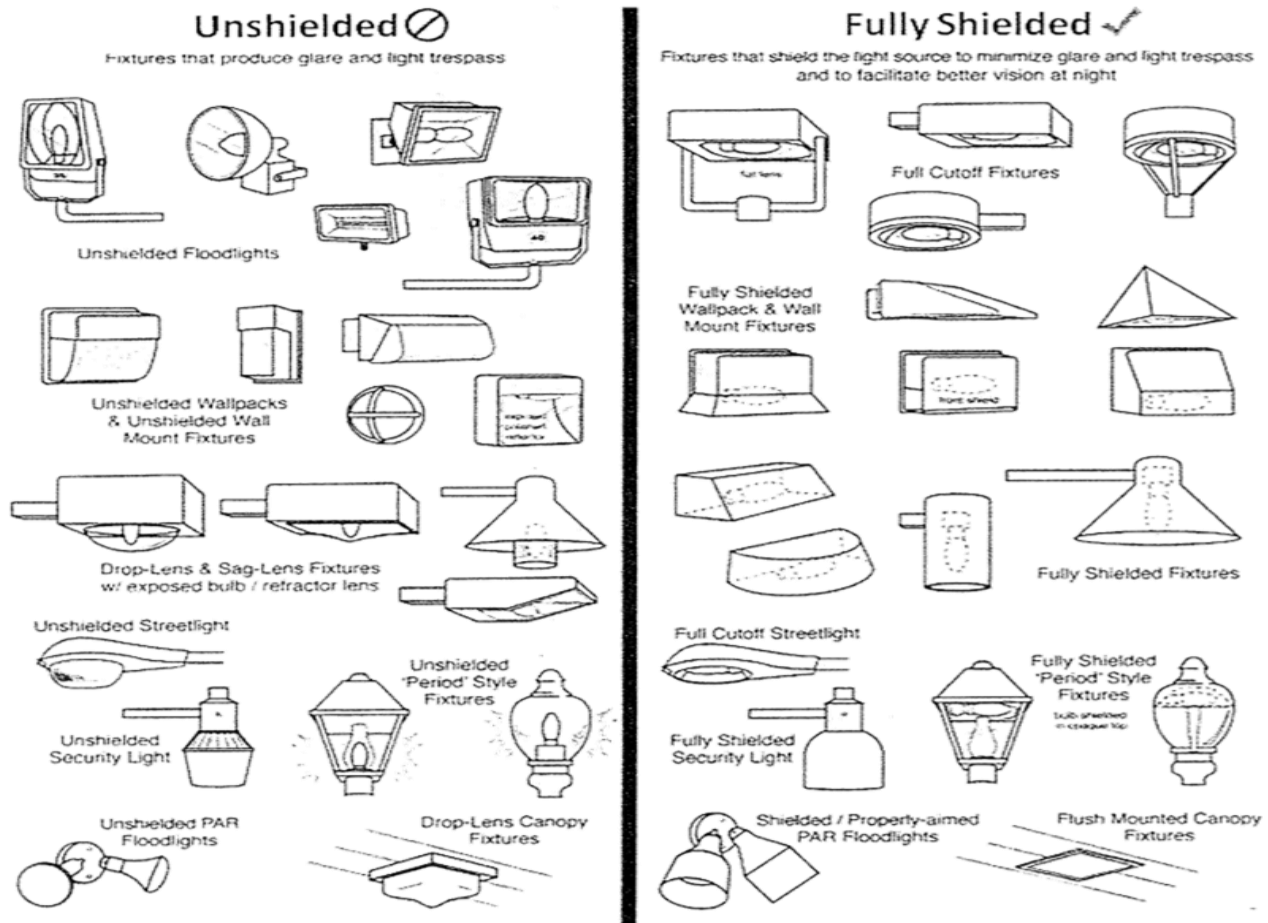
New residential construction shall meet the following requirements:

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.

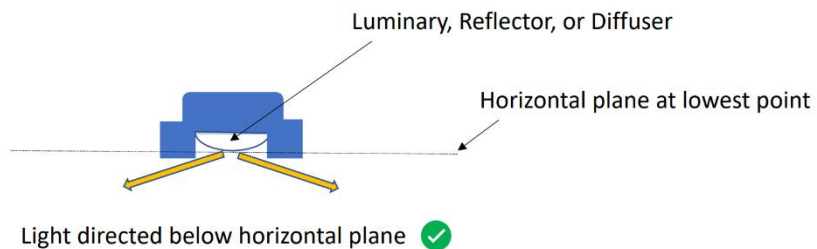
# BUILDING PERMIT PACKET

## ELK RIDGE CITY DARK SKY COMPLIANCE MEMO

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### EAVE LIGHTING EXPLANATION



Eave lighting that meets shielding code

Eave lighting that does NOT meets shielding code

