

# HUNTSVILLE TOWN

P.O. Box 267  
Huntsville, Utah 84317

## BUILDERS GUIDELINES

The following must be submitted to the Huntsville Town Building Permit Official for the building plan review. A building plan review must be completed in order to receive a building permit.

1. Two (2) sets of complete building plans. With current stamps, signatures and dates. The plans should include:
  - a. Plot plan - showing all structures to be on the lot, including the septic tank location. Please note points of water tie-ins if possible.
  - b. Copy of the Weber County plat map for your property. This can be obtained from the Weber County Recorders office at 2380 Washington Blvd.
  - c. Building elevations – front, rear, and both side elevations.
  - d. Floor plans for each floor, wall types, (bearing walls, shear walls, fire walls (listing information). Exterior/interior walls, etc. Include footing & foundation details where appropriate.
  - e. Framing details, (e.g., roofs, floors, stairs, ramps, guardrails, etc)
  - f. Electrical, plumbing, mechanical for each floor
  - g. ResCheck 2003 IECC Version 3.6 (*Available on the internet at [www.energycodes.gov](http://www.energycodes.gov) ) This is the State of Utah required calculation of estimated energy efficiency.*
2. Septic tank permit – obtained from the Weber/Morgan Health Dept. 477 23<sup>rd</sup> Street, Ogden, 399-7160
3. Culinary water/Garbage Collection application- fees paid - provide copy of receipt. This fee can be paid with building permit – separate check required. For hookup questions contact the Huntsville Water Department, 745-3420
4. Secondary water certified – fees paid. – provide copy of receipt. For hookup questions contact the Huntsville Waterworks Corporation , 745-3721
5. Weber County Fire District Impact fee paid – provide copy of receipt – Contact Weber County Fire Marshall. 782-3580
6. Owner Builder Statement of responsibility signed if applicable. This is a State of Utah Requirement. For Information contact the Utah State Division of Occupational and Professional Licensing. 801-530-6457
7. Building application signed and completed.

**NOTE: SINGLE FAMILY DWELLINGS LARGER THAN 5000 SQ. FT. INCLUDING BASEMENT REQUIRES FIRE SPRINKLERS. CONTACT WEBER COUNTY FIRE DISTRICT 782-3580.**

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- If any questions on set backs arise, a survey may be required. The figure attached shows the minimum setbacks.
  - All building permits will include a copy of the applicable land use ordinances.
  - All above mentioned fees must be paid in full before a building permit is issued
  - Inspections:
    1. List of required inspections attached.
    2. Final inspections, either conditional or final, must be completed before home is occupied.
    3. Homeowner and/or builder are required to be at final inspections.
    4. Approved plans must be on site for **EVERY** inspection.
    5. Dirt and mud is not allowed on public streets. Please keep your construction site clean
    6. If you, your contractor, or subcontractors damage the street, you are required to fix the street. This includes any concrete trucks, large dump trucks, backhoes, etc.