

**Town of Charleston**  
**Building Permit Application\***, \*\*\*  
 3454 West 3400 South, Charleston, Utah  
 84032 Phone: 435-654-7177 Fax: 435-654-9005  
 Building Inspector: 801-602-2117

Date Received \_\_\_\_\_ Receipt No. \_\_\_\_\_

Date Issued: \_\_\_\_\_ Permit No. \_\_\_\_\_

Date of Application: \_\_\_\_\_

Permit Fee Total: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

See Attached Worksheet for Breakdown

Owner's Address & Phone: \_\_\_\_\_

**Building Information (to be filled in by Town):**

What Do you Propose to Build? \_\_\_\_\_

Sq. Ft. 2<sup>nd</sup> Floor \_\_\_\_\_ Bldg. Use \_\_\_\_\_

Address of New Structure: \_\_\_\_\_

Sq. Ft. 1st Floor \_\_\_\_\_ Occ. Group \_\_\_\_\_

Subdivision & Lot No. \_\_\_\_\_

Sq. Ft. Fin. Bsmt. \_\_\_\_\_ Type of Const. \_\_\_\_\_

Parcel Tax Serial No. \_\_\_\_\_

Sq. Ft. Unfin Bsmt. \_\_\_\_\_ No. Stories \_\_\_\_\_

Sq. Ft. Crawl Space \_\_\_\_\_ No. Bedrooms \_\_\_\_\_

Sq. ft. Garage \_\_\_\_\_ Fire Sp. Required \_\_\_\_\_

Sq. Ft. Other \_\_\_\_\_ 5/8 Type "X" Gyp. Board Required \_\_\_\_\_

General Contractor\*\* \_\_\_\_\_ Phone No. \_\_\_\_\_

**WASARCH CITY/COUNTY HEALTH DEPT. APPROVAL:**

The applicant agrees to construct private sewage facilities in conformity with Wasatch City/County Health Dept. and Utah State regulations. Septic tank size gallons. Absorption field \_\_\_\_\_ lineal feet of 3-foot wide trench or other approved alternate system (attach approval to this application form).

Address \_\_\_\_\_ State License No. \_\_\_\_\_

Electrical Contractor\*\* \_\_\_\_\_ Phone No. \_\_\_\_\_

Approval of Wasatch City/County Health Department \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ State License No. \_\_\_\_\_

**Zoning Approval :**

Plumbing Contractor\*\* \_\_\_\_\_ Phone No. \_\_\_\_\_

Zone of Property: \_\_\_\_\_ Use Allowed: \_\_\_\_\_

Address \_\_\_\_\_ State License No. \_\_\_\_\_

PC Site Plan Approval (if commercial) Date: \_\_\_\_\_

Heating Contractor\*\* \_\_\_\_\_ Phone No. \_\_\_\_\_

Conditional Use Permit (if needed) Date: \_\_\_\_\_

Address \_\_\_\_\_ State License No. \_\_\_\_\_

Variance Granted (if needed): \_\_\_\_\_ Date: \_\_\_\_\_

Min. Setbacks: Front: \_\_\_ Rear: \_\_\_ Left: \_\_\_ Right \_\_\_

\*Becomes a permit when signed by building inspector.

Zoning Administrator \_\_\_\_\_ Date: \_\_\_\_\_

\*\* If you are an Owner/Builder, write that in the line. In accordance with Utah State Code Section 58-55-305, in order to be issued a building permit without a licensed general contractor, you must own and live at the property, fill out the State Owner/Builder Certification, have your signature notarized and then turn it in with this application.

\*\*\*The Town of Charleston has a part-time Building Inspector and inspections are likely to be performed after normal business hours.

-Governing Codes: 2018 I-Codes, except the 2015 IRC remains in effect for single-family dwellings.

**-Design Criteria:**

- Ground Snow Load 60 psf--see 7-1-19 State Amendment

-Seismic Zone D1

-Wind 105 mph w/3 second gusts-Exposure C

-Frost Depth-36 inches

**-Documents Checklist**

-Site Plan

-2 Sets of Paper Building Plans

-2 Sets of Engineering (Stamp-wet or electronic)

-Res/Check or Com/Check(2 Copies)

-State Owner/Builder Form (If Applicable)

-Wasatch County Health Dept. Approval & Signature

-Water District Approval & Fees Paid

**Applicant Statement and Disclosure:**

Applicant understands that it is unlawful to occupy the structure without a written Certificate of Occupancy. Any change in use must be approved by the Town of Charleston and applicable permits granted. The permit becomes null and void if work on construction authorized is not commenced within 180 days or if work is suspended for a period of 180 days after time that work commences. I hereby certify that I have read this application and the items filled in are true and correct, to the best of my knowledge and I will obey and follow all applicable Town, State, and Federal ordinances and laws. And the granting of the permit applied for under this application does not give authority to the same. I understand that the applicable building codes, as approved by of State of Utah, govern even if approved plans vary from these codes. I acknowledge that I make this statement under penalty of perjury.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

OR

Signature of Contractor or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

**Town of Charleston Building Permit Approval\***

Plan Check Approval : \_\_\_\_\_ Date \_\_\_\_\_

Building Permit Approval \* \_\_\_\_\_ Date \_\_\_\_\_



DEPARTMENT OF COMMERCE  
 Division of Occupational  
 & Professional Licensing  
 160 E 300 S, Fourth Floor  
 P O Box 146741  
 Salt Lake City UT 84114-6741  
 (801) 530-6628

OWNER/BUILDER CERTIFICATION  
 and  
 AGREEMENT TO COMPLY WITH  
 THE CONSTRUCTION TRADES  
 LICENSING ACT

Fax a copy of this Form and Permit to (801) 530-6301 attn: Jody

Name of Owner/Builder: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

LOCATION OF CONSTRUCTION SITE

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot # \_\_\_\_\_

CERTIFICATION

I, \_\_\_\_\_, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

1. I am the sole owner of the property and construction project at the above described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.
2. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use.
3. I understand that work performed on the project must be performed by the following:
  - a. myself as the sole property owner; or
  - b. a licensed contractor; or
  - c. my employee(s) for whom I have worker's compensation insurance coverage, for whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
  - d. any other person working under my supervision as owner/builder to whom no compensation or only token compensation is paid; and
4. I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an Administrative fine in the maximum of \$2,000 for each day I violate the law.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
 Signature of Owner/Builder

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ , in the county of \_\_\_\_\_ State of Utah.

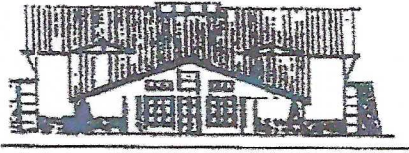
\_\_\_\_\_  
 Notary Public



2021  
Building Permit Application Procedure 2019 - Applicant

1. Pick up the following from the Clerk:
  - a. Application Packet
  - b. Owner/Builder Certification for Self Contractors
  - c. Designation of Agent Affidavit if Contracting Out Work
  
2. Bring Clerk the following:
  - a. Building Permit Form completed except for inspector's information
  - b. 2 sets of Building Plans, 2 sets of stamped engineering plans, site plan with setback measurements
  - c. Receipt from Heber Light and Power, and Charleston Water for impact fee payment.
  - d. Wasatch County Health Department, etc. approvals if septic tank is needed
  - e. Building Permit Ordinance #2005-04 (2 copies):
    - (1). Sign both copies
    - (2). Return one copy to the clerk and keep one for your files and information
  - f. Owner/Builder Certification or Agent Affidavit depending on circumstances
  
3. The Clerk will give the information to:
  - a. Vaughn Rasband, Zoning Administrator for setback approval
  - b. Brian Preece, who will calculate the building permit amount and give the building permit and your set of plans to the clerk. Brian's cell phone number is 1-801-602-2117
  - c. This process should take less than 2 weeks
  
4. Pay building permit fees to clerk and pick up your set of the plans.

\*\*\*\*The building inspector keeps 1 set of plans which he gives the clerk for filing after the final inspection. Residential building plans are kept for 1 year. Commercial building plans must be kept longer.\*\*\*\*



**Building Permit - Clerk's Checklist**

Clerk Receives Completed Application: \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Approval From Wasatch Co. Health Dept.       Water District Receipt

Wasatch County Fire District Impact Fee Receipt Verification

2 Stamped Engineering     2 Building Plans     Site Plan with Setbacks

Vaughn Rasband \_\_\_\_\_

Brian Preece \_\_\_\_\_

Permit # \_\_\_\_\_ Date \_\_\_\_\_

Fees Paid:

Registered: UT Const. Registry

Faxed to: Heber Power & Light

Wasatch Cnty Assessors

SCR Report & Surcharge



**02.0605 Yards to be Un-obstructed --- Exceptions**

Every part of a required yard shall be open to the sky and unobstructed except for permitted accessory buildings and except for ordinary and customary projection of sills, belt courses, cornices, and other ornamental features and unenclosed steps and un-walled stoops, porches, and carports, which may project up to three feet into a required yard. No projection into a required court which is provided in connection with a court apartment shall be constructed except for customary sills, belt courses, and cornices which may extend into the court not more than sixteen inches.

**02.0606 Area of Accessory Building**

Accessory buildings in any residential zone shall cover not more than twenty-five percent (25%) of the rear yard.

**02.0607 Accessory Building Prohibited as Living Quarters**

Living quarters in any building other than the main residential building is prohibited, except as specifically otherwise allowed within this Ordinance.

**02.0608 Storage of Commercial Vehicles in Residential Zones**

The storage and/or continuous parking of commercial and construction equipment not to exceed one (1) tractor-trailer combination shall be permitted in residential zones, provided that equipment must be stored on or in front of the driver's premises and at least 6 feet off the pavement. The restrictions may be different for Premise Occupations.

**02.0609 Storage of Junk and Debris:**

See requirements within the Charleston Town Nuisance Abatement Ordinance

**02.0610 Additional Height Allowed for Public Buildings**

Public buildings and churches may be erected to a height of 35 feet exclusive of spires and steeples, which may be built to a maximum of 50 feet high, provided the building is set back from required building setback lines a distance of at least one (1) foot for each additional foot of steeple or spire height above the maximum height otherwise permitted in the zone in which the building is located.

**02.0611 Height of Dwellings and Fences**

No dwelling shall be erected which has a ceiling height of less than 7'6" or one story above natural grade, whichever is greater. No fence or wall shall be constructed higher than four feet above the ground in any required front or side yard that fronts on a street, except that in agricultural zones such fences may be constructed to a height of six feet. In no case shall any fence or wall exceed 6 feet in height.

**02.0612 Location of Barns**

No barn, corral, or coop shall be constructed closer than 100 feet from any existing dwelling on a neighbor's property or a public street, nor 30 feet from owner's dwelling, nor shall any corral, pen or coop be constructed or maintained closer than 20 feet to any open waterway that drains into a natural stream. Surface drainage from corrals, pens or coops shall not be permitted to drain into a waterway that drains into a natural stream.



### **02.0910.03 Area Requirements**

Except within an approved Cluster and Farm Subdivision, as defined in Section 02.0910.08, the minimum building site area shall be one recorded lot or parcel of land not less than one acre in area for each one-family dwelling and not less than one and one-half acres for each two-family dwelling, day-care nursery, or rest home.

### **02.0910.04 Width Requirements**

Except within an approved Cluster and Farm Subdivision, as defined in Section 02.0910.08, the minimum width requirements for any building site shall be 200 feet.

### **02.0910.05 Location Requirements**

Except within an approved Cluster and Farm Subdivision, as defined in Section 02.0910.08, the location requirements shall be as follows:

#### **Front Setback**

All buildings and structures shall be set back at least thirty (30) feet from the front lot line, or fifty-five feet (55) from the centerline of the road, whichever is greater.

#### **Side Setback**

All dwellings shall be set back from the side property line a distance of at least ten (10) feet, and the total distance of the two side setbacks shall be at least twenty-four (24) feet. The minimum side setback for accessory buildings shall be the same as for main buildings, except that a three (3) foot side setback shall be required for accessory buildings which are located more than one hundred (100) feet from the front lot line and at least twelve (12) feet in the rear of any dwelling. On corner lots, the side setback from any street shall not be less than thirty (30) feet for both main and accessory buildings.

#### **Rear Setback**

For interior lots, all dwellings and other main buildings shall be set back from the rear property line a distance of at least thirty (30) feet. Accessory buildings on interior lots shall be set back not less than ten (10) feet from the rear property line, except that no rear setback shall be required for accessory buildings having fire-resistive walls of two (2) hours or more. For corner lots, all dwellings and other main buildings shall be setback from the rear property line a distance of at least thirty (30) feet, except that for dwellings having an attached garage or carport, the setback shall not be less than twenty (20) feet. Accessory buildings on corner lots shall be setback from the rear property line a distance of not less than three (3) feet.

### **02.0910.06 Size of Dwellings**

The ground floor area of any one and two family dwelling shall be not less than one thousand (1,000) square feet.

### **2.0910.07 Special Provisions**

For the purpose of determining front, side, and rear setback requirements, any separate building situated within twelve (12) feet from a dwelling, or other main building, shall be considered as a part of the main building and not as an accessory building.

## CHARLESTON TOWN

### Building Permit Ordinance # 2005-04

Effective Date: November 3, 2005

1. Owner/general contractor shall supply portable toilets facilities for workers at any time work is being performed onsite.
2. Dumpsters shall be provided onsite for all refuse disposal. Regular cleanup of site is required to avoid trash blowing onto adjoining properties.
3. Site must be cleaned up. Tracking mud and dirt off the site onto adjoining roads/streets will not be tolerated. No "drive-off" area will be required, but adequate precautions will have to be taken. If the problem persists, the Town reserves the right to levy a fine on a day-by-day basis if the roads/streets are not cleaned up.
4. Working hours for outside work are limited to 7 am to 8 pm, Monday through Friday and 8 am to 8 pm on Saturday. Generating noise on Sundays due to work being performed is not allowed. These limitations on hours are to restrict generating noise affecting adjoining properties and their owners. Penalties will be imposed for failure to follow these guidelines. The first offense will result in a \$ 50 fine. The second offense would result in a fine of \$150. Subsequent violation would result in the Town's charging the offender with a Class B misdemeanor. Inspections will be withheld until the fines are paid and/or a court settlement is reached.

I have received a copy of this ordinance \_\_\_\_\_

Date: \_\_\_\_\_



## CHARLESTON TOWN

### Building Permit Ordinance # 2005-04

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