

TOWN OF SPRING LAKE

BUILDING PERMIT APPLICATION

Land Use and Development Review & Administration Manual

Form BP-3

Version 1.0

Purpose

Use this form to apply for a building permit from the Town of Spring Lake for construction, alteration, remodeling, demolition, or other work requiring a building permit.

Submission of an application does not authorize construction. Work requiring a building permit may begin only after the Town has issued the permit.

Technical construction-code review and required building inspections are performed by the Town's designated Building Official or professional building-code provider.

Part 1 — Property Information

Property Address:

Parcel Number:

Property Owner:

Owner Mailing Address:

Phone: _____ Email: _____

Applicant, if Different from Property Owner

Applicant:

Relationship to Owner:

Mailing Address:

Phone: _____ **Email:** _____

☐ Owner authorization attached, if required.

Part 2 — Project Information

Type of Work

Check all that apply:

- ☐ New building or structure
- ☐ Addition
- ☐ Interior alteration / remodel
- ☐ Exterior alteration / remodel
- ☐ Accessory building or structure
- ☐ Electrical
- ☐ Plumbing
- ☐ Mechanical / HVAC
- ☐ Demolition
- ☐ Change in use or occupancy
- ☐ Other: _____

Building / Project Type

- ☐ Single-family residential
- ☐ Residential accessory structure
- ☐ Residential remodel alteration
- ☐ Agricultural building/structure
- ☐ Commercial building
- ☐ Commercial remodel/alteration
- ☐ Industrial building/alteration
- ☐ Other: _____

Project Description

Briefly describe the work to be performed:

Existing use of building/property:

Proposed use, if different:

Does the project involve a change in use or occupancy?

- ☐ No
☐ Yes
☐ To be determined by the Building Official/professional provider
-

Part 3 — Project Characteristics

Complete the items applicable to the proposed work.

New building/structure area: _____ sq. ft.

Addition area: _____ sq. ft.

Remodeled/altered area: _____ sq. ft.

Number of stories: _____

Proposed building height: _____ ft.

Utilities / Systems Affected

- ☐ Electrical
☐ Plumbing
☐ Water
☐ Sewer / Septic
☐ Natural Gas / Propane
☐ Mechanical / HVAC
☐ None
☐ Other: _____

Contractor

General Contractor:

Utah Contractor License No.:

Phone / Email:

☐ Owner-builder, if legally applicable

Part 4 — Applicant's Estimated Project Valuation

Estimated value of construction: \$_____

The applicant's estimate is provided for application information and does not establish the valuation used to calculate the Town building permit fee. Permit valuation and fees will be determined in accordance with the Town's adopted Building Permit Fee Schedule and Valuation Table.

Part 5 — Required Application Materials

Submit those materials applicable to the proposed project.

Town / Site Information

- ☐ Completed Building Permit Application
- ☐ Site plan showing proposed construction and relevant property information
- ☐ Building/project plans
- ☐ Owner authorization, if the applicant is not the property owner and authorization is required
- ☐ Other applicable Town permit or approval documentation

Construction-Code Review Materials

- ☐ Construction plans/drawings
- ☐ Structural information or engineering, if required
- ☐ Electrical information, if required
- ☐ Plumbing information, if required
- ☐ Mechanical information, if required
- ☐ Energy-code information, if required
- ☐ Other information required by the Building Official

Other Approvals, if Applicable

- ☐ Septic/health department approval
- ☐ Fire Authority approval
- ☐ Utility-provider approval
- ☐ Road Access Permit

☐ Right-of-Way Permit

☐ Other: _____

Not every item listed above is required for every project. The materials required depend upon the type and scope of work and applicable Town and construction-code requirements.

The Town or Building Official may request additional information reasonably necessary to review the proposed project.

Part 6 — Applicant Certification

I certify that the information provided in this application and accompanying materials is true and complete to the best of my knowledge.

I understand that:

- Submission of this application does not authorize construction;
- The project must comply with applicable Town requirements and construction codes;
- Approval is based upon the plans and information submitted;
- Material changes to the approved project may require additional review or approval;
- Required inspections must be completed as directed by the Building Official; and
- The issuance of a building permit does not authorize work on property not owned or otherwise lawfully controlled by the applicant or resolve private property-boundary, easement, covenant, or other private-property matters.

Applicant Signature: _____

Printed Name: _____

Date: _____

TOWN USE ONLY

Part 7 — Application Receipt

Building Permit Application No.: _____

Date Received: _____

Received By: _____

Related Form BP-1: ☐ Yes ☐ N/A

Related Form BP-2: ☐ Yes ☐ Pending ☐ N/A

Initial Application Status

☐ Sufficient to begin applicable review

☐ Additional information required before applicable review can begin

Additional information requested:

Date requested: _____

Date received: _____

Part 8 — Review Routing

Town Zoning / Land-Use Review

☐ Form BP-2 zoning review required

☐ Form BP-2 completed — zoning compliance confirmed

☐ Form BP-2 pending

☐ Other land-use approval required

☐ Not applicable

Date completed: _____

Building Official / Professional Provider

Application/materials transmitted:

Transmitted to: _____

Date: _____

Professional Review Status

- ☐ Under review
- ☐ Corrections / additional information required
- ☐ Revised materials submitted
- ☐ Construction-code review approved

Approval date: _____

Revisions During Professional Review

- ☐ No material revisions affecting Town zoning/land-use review
- ☐ Revisions may affect prior zoning/land-use determination — return to Form BP-2 for review

BP-2 re-review completed, if required: _____

- ☐ Zoning compliance reconfirmed

Documentation retained in project file: ☐ Yes

Part 9 — Other Required Approvals

- ☐ No additional approvals identified
- ☐ Road Access Permit complete
- ☐ Right-of-Way Permit complete
- ☐ Health / septic approval received
- ☐ Fire Authority approval received
- ☐ Utility approval/documentation received
- ☐ Other: _____

Outstanding items:

Part 10 — Permit Valuation and Fees

Official project valuation: \$ _____

Valuation determined by: _____

Town building permit fee: \$ _____

Plan review fee/cost, if applicable: \$ _____

Inspection/reinspection fee or cost, if applicable: \$ _____

State surcharge, if applicable: \$ _____

Other applicable fee(s) / cost(s): \$ _____

Description: _____

Total amount due: \$ _____

Date paid: _____

Receipt / Reference No.: _____

Part 11 — Ready for Permit Issuance

Before issuing the building permit, verify:

- ☐ Required application information received
- ☐ Town zoning / land-use compliance confirmed
- ☐ Building Official / professional plan review approved
- ☐ Other required Town approvals completed
- ☐ Required outside-agency documentation received
- ☐ Applicable fees paid
- ☐ Approved plans/documents identified and retained
- ☐ No unresolved condition prevents permit issuance

Determination

- ☐ **READY FOR BUILDING PERMIT ISSUANCE**
- ☐ **NOT YET READY FOR ISSUANCE**

Outstanding requirement(s): _____

Reviewed by: _____

Date: _____