



HOW TO OBTAIN A BUILDING PERMIT?

The City of Wendover has adopted the regulations from the 2021 International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), 2023 No Exposure Certification (NEC) 2009 The American National Standards Institute (ANSI) and all other codes set in place by the International Code Council (ICC). The provisions set in place apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Completion of the application process for a Building Permit averages at a minimum of 3 weeks from the date it is turned in to the City for review.

Things needed:

- Proof of ownership of the property. If you do not own the property, we will need proof from the owner allowing you to work on the property.

- An **accurate** property site plan. Site Plan must show the following:
 - ✓ Direction North
 - ✓ Lot lines / Property boundaries, adjacent streets, roads, set backs, easements or right-of-ways
 - ✓ Location of all existing structures
 - ✓ Distances from **ALL** structures including any new additions
 - ✓ Location of proposed construction and improvements
 - ✓ Motor vehicle access, such as driveway

- * If there are any distances or dimensions missing or inaccurate, it will delay the processing of your application.*

- Two (2) sets of detailed construction plan. Plan should be detailed enough for someone else to build or put together the structure in question. Details may include:
 - ✓ Framing Specifications
 - ✓ Lumber Type/ Size/ Placement
 - ✓ Cement placement / Footings
 - ✓ Stucco Specifications
 - ✓ Electric/Plumbing/Mechanical Info
 - ✓ Anchoring Information
 - ✓ Span Distances
 - ✓ Pier Distances / Placement
 - ✓ Foundation Specifications

These drawings must be correct in the specifications of the structure that is proposed. Any alteration of these drawings after they have been approved will require resubmission and another payment of the plan review fee. The structure must be built or put together as presented on the drawings.

- Complete Building Permit Application (attached).

- Utility Connection Approval Form, if applicable. (Gas, Electric, Sewer, Water.)

The Utility Approval form applies to new homes or structures receiving service for the first time. You will need to receive approval by the utility companies indicating that they can and will supply service to your property. The following companies service the Wendover area.

Wendover City
920 E. Wendover Blvd.
P.O. Box 430
Wendover Utah 84083-0430
435.665.7771

Wells Rural Electric(WREC)
P.O. Box 3699
Wendover Nevada 89883-3699
702.664.2204

Propane of Wendover
P.O. Box 274
Wendover, Utah 84083-0274
775.664.2291

AmeriGas (Commercial Only)
1212 N. Beck Street
Salt Lake City, Utah 84116
801.322.5878

- Architectural Control Committee Approval, if applicable. (Required in subdivisions where applicable)

PROCESS FOR BUILDING PERMIT:

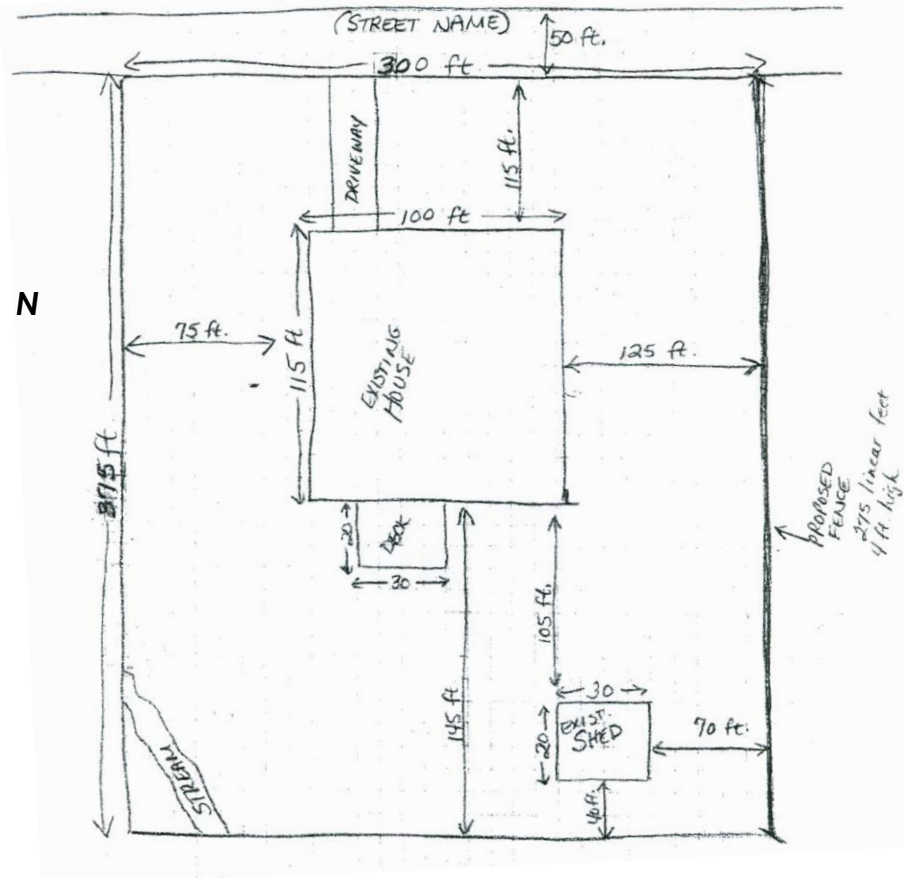
- 1. Completed Application**
- 2. Plan Review.**
A Plan Review fee will be collected at the time of application. This fee is based on the value of the project. Remaining fees will be collected at issuance.
- 3. Planning & Zoning Approval**
Must fill out a P&Z application and pay a \$25 fee to be placed on the P&Z Agenda. The P&Z Board meets the first Tuesday of every month at 5:30pm at the Wendover City Office Building. Deadline to be placed on the agenda is 2 weeks prior to the meeting.
- 4. City Council Approval**
City Council meetings are normally held the first and third Wednesday of every month starting at 6:30PM at the Wendover City Office Building. If you are placed on the agenda for P&Z you will automatically be placed on the agenda for the City Council Meeting.
- 5. Issuance of Building Permit**
Additional fees or charges will be issued at this point. One copy of the submitted and reviewed plans will be returned to applicant.
- 6. Issuance of Certificate of Occupancy** (if applicable)

Once the Building Permit is issued the applicant is responsible for contacting the Wendover City Office or Building Inspector for required inspections.

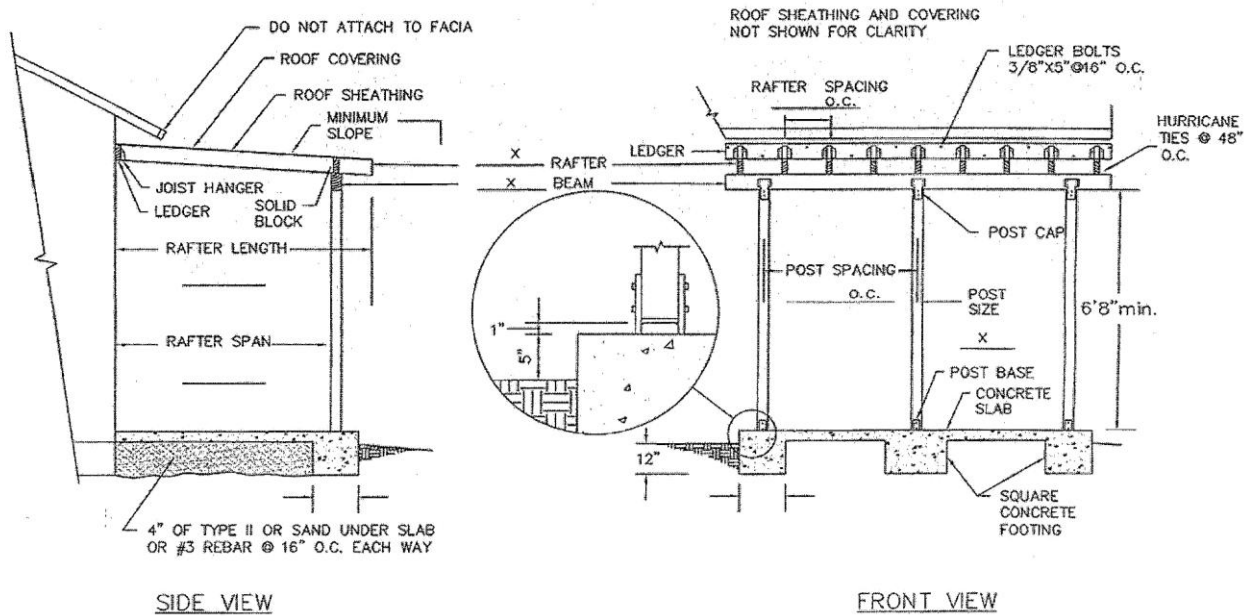
City of Wendover: 435-665-7771

Tooele County Records Office: 435-843-3180

Property Site Plan Example



Construction Plan Example (for a porch)



INSPECTION REQUESTS

1. The person doing the work is responsible for calling for the inspection and knowing what work shall be done and ready for that particular inspection.
2. You will need the following information to request an Inspection.
 - A. Building Permit Number
 - B. Site address (specify you live in Wendover, if applicable)
 - C. The type of inspection needed.

LIST OF POSSIBLE INSPECTIONS NEEDED

** Other inspections may be required by the Building Inspector **

- ✓ **FOOTING INSPECTION** Call for prior to pouring concrete.
- ✓ **FOUNDATION INSPECTION** Call for prior to pouring concrete.
- ✓ **UNDERGROUND ROUGH PLUMBING, CONCRETE SLAB OR UNDER-FLOOR INSPECTION** After piping, conduit, ducts, moisture vapor retarder, foundation waterproofing and damp proofing, etc. are in place, but before pouring concrete floor.
- ✓ **SEWER LATERAL & WATER LATERAL INSPECTION** Apply test and call prior to backfilling.
- ✓ **FRAMING (4-WAY) INSPECTION** Call for after roof, all framing, fire blocking and bracing are in place; all pipes, chimneys and vents are complete; and the rough electrical, plumbing, mechanical are in.
- ✓ **INSULATION INSPECTION** Call for after floor, wall and ceiling are installed. (Ceiling may be inspected at final for blow-in insulation).
- ✓ **DRYWALL INSPECTION** Call for after nailing, but prior to taping.
- ✓ **WEATHER BARRIER** Call for prior to exterior veneer being installed.
- ✓ **FINAL INSPECTION** Call for after finish grading and the building are completed and ready for occupancy.

920 WENDOVER BLVD, PO BOX 430
WENDOVER, UT 84083



PHONE: (435) 665-7771
FAX: (435) 665-2523

BUILDING PERMIT APPLICATION

Notice: The following items **MUST** be completed for building permit applications. The permit will become null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. A progress inspection **MUST be made within 180 days of issuance of the building permit** or it becomes null and void. No work may commence until the building permit is issued.
This application does in no way grant such privilege.

PROPERTY INFORMATION AND LOCATION

(City Office can help with the following information if unknown)

Property Address: _____

Parcel # _____ - _____ - _____ - _____

*REQUIRED

(book - page - letter - #of parcel)

PROPERTY OWNERS CONTACT INFORMATION

Owner of Property: _____

(NOT THE CONTRACTOR)

Mailing Address: _____

City

State

Zip

Phone: _____ Other: _____

PROJECT INFORMATION

Type of Improvement/Kind of Construction

Sign Build Remodel Addition

Repair Move Convert Use Demolish

Proposed Use of Structure: _____

Date Work Starts: _____

Estimated Cost: \$ _____ (Including: Labor, Materials & Construction)

(If the property owner is going to build the structure, mark the General Contractor space "Self" and complete the Owner/Builder Exemption form.)

OTHERWISE: Include copies of contractor licenses for all contractors being used.

General Contractor: _____

Complete Address: _____

License #: _____ Expires: _____
REQUIRED REQUIRED

Phone: _____ Bonded: Yes No

Fax: _____ E-mail: _____

Electrical Contractor: _____

Complete Address: _____

License #: _____ Expires: _____
REQUIRED REQUIRED

Phone: _____ Bonded: Yes No

Fax: _____ E-mail: _____

Plumbing Contractor: _____

Complete Address: _____

License #: _____ Expires: _____
REQUIRED REQUIRED

Phone: _____ Bonded: Yes No

Fax: _____ E-mail: _____

Mechanical Contractor: _____

Complete Address: _____

License #: _____ Expires: _____
REQUIRED REQUIRED

Phone: _____ Bonded: Yes No

Fax: _____ E-mail: _____

Proof of Ownership or a documentation of permission by owner of property, property site plan and a detailed construction plan must be submitted with this application. All blanks above must be filled in before the application will be accepted.



LICENSED CONTRACTOR DECLARATION:

I hereby affirm that all work will be performed by contractors licensed under the Construction Trades Licensing Act (58-55-310, UCA) whose licenses are in full force and effect.



*** LICENSED CONTRACTOR EXEMPTION DECLARATION:**

I hereby claim exception from the requirement for licensing under the Construction Trades Licensing Act (58-55-308, UCA) as a _____
(contractor exemption category)

* An Owner Builder Exemption Form will need to be notarized with this option.

I hereby certify that I have read and examined this permit application and that the information provided by me is true and correct.

Signature

Date

Receipt # _____

Payment Received: \$ _____

Date Received: _____

OFFICE USE ONLY

UTILITY CONNECTION APPROVAL FORM

This form is to affirm that the utility company/agency may be able to provide service to this project

Building Permit Application #: _____

Property Address: _____

Lot #: _____ Subdivision: _____

Property Owner: _____

Property Agent (if applicable): _____

Approving Utility / Agency: _____

Approved By: _____ Date: _____

(Signature of authorized person signifies that plans and request for connection have been reviewed and approved subject to conditions or restrictions as listed unless otherwise noted)

ELECTRIC _____ APPROVED DISAPPROVED

GAS _____ APPROVED DISAPPROVED

WATER _____ APPROVED DISAPPROVED

SEWER _____ APPROVED DISAPPROVED

ROADS _____ APPROVED DISAPPROVED

FIRE _____ APPROVED DISAPPROVED

ZONING _____ APPROVED DISAPPROVED

HEALTH _____ APPROVED DISAPPROVED

Conditions, Restrictions or Comments of Connection:

Connections of Service Utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official. (IBC111 & IRC111) This is not the release to connect the utility. Release is obtained only by county inspection.