



Building Permit Submittal Checklist

*Incomplete applications will not be processed.
All required documents must be submitted at one time.*

_____ **Building Permit Application** - Completed and signed (*including property serial and parcel numbers, email address, Utah State license numbers of the general contractor and all major sub-contractors listed on the permit*)

_____ **Land Use Permit** - Completed and signed

_____ **Memorandum of Understanding** - Complete and signed

_____ **Morgan County Hold Harmless Agreement** - Completed, signed and notarized. *Only applicable if the lot is listed on the recorded plat as 'restricted lot' for geologic or geotechnical reasons, or when otherwise required by Morgan County.*

_____ **Escrow Agreement for Public Improvement** - Completed and signed. *Only required if a public sidewalk and/or curb and gutter are present.*

_____ **Public Improvement Agreement** - Completed, signed and notarized. *Only required if a public sidewalk and/or curb and gutter are present.*

_____ **U.D.O.T. "Permit to Enter the Highway"** - Completed and signed. *Only applicable if the property is fronting a State Highway.*

_____ **Fire Protection Plan** - Completed and signed by Morgan County Fire Chief

_____ **Wildland Urban Interface Fire Protection Plan** - Complete and signed by Morgan County Fire Chief

_____ **Proof of Fire District impact fees have been paid** *Mountain Green area only.*

_____ **Proof of water connection from approved water company or well approved for culinary use by the State of Utah and/or Weber-Morgan Health Department.**

_____ **Septic Tank permit through Weber-Morgan Health Department or proof of sewer connection through local sewer district.**

_____ **Digital Plans** Prepared by an Architect licensed by the State of Utah. The following must be included to be considered a complete plan:

A. Footing/Foundation Plan

B. Site Plan - with dimensions from structure to the property lines (Including well location, protection easements, right-of-ways, structure locations, and driveways). If a geotechnical and/or geological report is required for your project, an 'engineered site plan' will be required in place of the 'plot plan'.

C. Floor Plan

D. Elevation Drawings

E. Section Drawings

F. Structural Plans

G. Structural Calculations - (including retaining walls over 4') stamped, signed, and dated by a Utah State Licensed engineer or architect. All engineering must be site specific.

H. Electrical Plan

I. Mechanical Plan (if applicable)

J. Plumbing Plan (if applicable)

K. Details

L. Comcheck - (Commercial) energy code analysis or other energy analysis method approved by Utah State law. **(if applicable)**

_____ **Deposit Payment Proof** - \$750.00 non-refundable pre-plan review deposit is due at the time the permit is applied for. *All other fees, i.e. building permit fees, balance due of plan review fees, Morgan County impact fees and any other pertinent fees are due at the time the 'Building Permit' is issued.

_____ **All DOCUMENTS are to be digitally submitted in PDF file format**

*On January 1st 2016, ALL Building Permits will ONLY be accepted digitally. If you are **NOT ABLE** to scan documents into a digital PDF file format there will be a processing fee of \$100.00 added to your permit. Morgan County retains the right to dispose of documents as allowed by Utah State Archive Law.*