



# Memorandum of Understanding

Morgan County Planning and Development Services Department 48 West  
Young Street, P. O. Box 886  
Morgan, UT 84050 (801)845-4015

**Permit #:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

***Please read and initial the following statements:***

\_\_\_\_\_ Inspection requests must be made a minimum of 24 hours in advance; this will not guarantee next day inspections. Requests should be made by either an online request or by calling the Planning and Development Services Office at (801)845-4015. Be prepared with Permit number, the building site address and the type of inspection.

\_\_\_\_\_ Every effort will be made to accommodate inspections at the requested time. However, due to weather, travel times, work load or other factors, inspections may occur earlier or later than the requested time. For this reason, inspection requests should not be made until the work is ready for inspection.

\_\_\_\_\_ The placement or storage of building materials, supplies, equipment, dumpsters, rocks or gravel, etc., in the right of way (street and/or sidewalk) is prohibited.

\_\_\_\_\_ A re-inspection fee may be charged if the work is not ready for inspection or if the site or building is not accessible to the inspector. No further inspections will be made until the fee has been paid, in person, at the County Offices.

\_\_\_\_\_ Revisions or addendums to the reviewed plan must be submitted to the Planning and Development Services Office for re-review. Additional review and/or permit fees may be required.

\_\_\_\_\_ A complete and accurate fuel gas piping system plan (diagram) must be provided at the gas pipe inspection. The diagram must be reviewed by the building department before the meter can be set.

\_\_\_\_\_ A Work Order Number or Reference number will need to be provided at the time of the Power Clearance inspection is called in.

\_\_\_\_\_ Morgan County Ordinance prohibits the use or occupancy of any structure until such time as a Certificate of Occupancy has been issued by the Building Official. This precludes moving any personal property into the structure.

\_\_\_\_\_ A Certificate of Occupancy will be issued only after the final inspection has been approved and the building inspector has verified that the curb, gutter and sidewalk, where existing, are in good repair. Under some circumstances a performance bond may be paid to guarantee the repair of the curb, gutter and sidewalk at a later date.

\_\_\_\_\_ A Temporary Certificate of Occupancy may be issued, under certain circumstances, when approved by the Building Official. Such certificates will not be issued unless there are no immediate risks to health, life or safety. Such certificates will be valid for 180 days or less. A cash bond and an administrative fee must be paid prior to the issuance of a Temporary Certificate of Occupancy.

\_\_\_\_\_ The issuance of a Certificate of Occupancy may take up to 48 hours. Mortgage closings should be scheduled accordingly.

\_\_\_\_\_ The building department's hours of operation are 8:00 am to 5:00 pm, Monday through Friday. Inspections can be scheduled between 8:00 am to 4:30 pm. Please plan inspection schedules accordingly.

***The following applies ONLY to building permits issued in The Cottonwoods PUD***

\_\_\_\_\_ The Planning and Development Services Department will not accept a building permit application unless the plan has been approved and stamped by the Architectural Review Committee. This is to ensure compliance with the PUD Development Agreement.

\_\_\_\_\_ Willow Creek Road is not approved for construction access into the Cottonwoods PUD. All delivery of materials and construction traffic shall be via Silver Leaf Drive.

\_\_\_\_\_ All contractors and owners shall be responsible to clean and remove any mud, dirt, or other debris from the right of way daily.

I confirm that all contractors and workers will comply with these statements for the portion of work they are doing.

\_\_\_\_\_  
Contractor/Owner

\_\_\_\_\_  
Date