



Revised May 2014

#### CONTACT INFORMATION:

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Office Manager	Tammy Nelson	801-774-1040
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Schedule Inspections (Phone only)		801-774-1040

## How to obtain a building permit for **ONE AND TWO FAMILY DWELLINGS.**

### **PERMIT APPLICATION**    **2 copies for submittal required**

1. Permit application filled out with proper contact numbers, contractor licensing numbers and use of building information.    Sample #1
2. Site plan / plot plan (8 1/2 inches by 11 inches or bigger)    Sample #2
3. Footing and foundation plan
4. Floor plan for each floor    Sample #3
5. Elevations (Front, side, and rear views)    Sample #4
6. Wall cross sections and details    Sample #5
7. Plumbing, electrical, and mechanical layouts
8. Species and grade of lumber (size of joists and beams)

- 1. The above items are the MINIMUM requirements that must be shown on your plans.**
- 2. Submitted plans are held for review a minimum of one week for residential structures and two weeks for commercial.**
- 3. Roy City does not have online permitting at this time. Permit applications are available at the counter of the planning and Zoning office.**
- 4. Below are sample drawings to assist you in your preparation for applying for a building permit.**

# Sample #1

OR PRINT CLEARLY - PRESS DOWN YOU ARE MAKING SEVERAL COPIES



ALL ITEMS WITH ASTERISK ★ MUST BE FILLED OUT

## BUILDING PERMIT APPLICATION

BECOMES PERMIT WHEN SIGNED

ROY CITY

Date of Application		Date Work Starts	
Proposed Use of Structure			
Bldg. Address			
Address Certificate No.		Assessors Parcel No.	
Lot #	*Block	* Subd. Name & Number	
Property Location			
Total Property Area - In Acres or Sq. Ft.		Total Bldg. Site Area Used	
Owner of Property		Phone	
Mailing Address		City - Zip	
Business Name Address		Business Lic. No.	
Architect or Engineer		Phone	
General Contractor		Phone	
Business Address - City - Zip		* State Lic. No.	* City/Co. Lic. No.
Electrical Contractor		Phone	
Business Address - City - Zip		* State Lic. No.	* City/Co. Lic. No.
Plumbing Contractor		Phone	
Business Address - City - Zip		* State Lic. No.	* City/Co. Lic. No.
Mechanical Contractor		Phone	
Business Address - City - Zip		* State Lic. No.	* City/Co. Lic. No.

*Applicant fills out*

*Building Department fills out*

Receipt No.	Date Issued	Permit Number
<b>BUILDING FEE SCHEDULE</b>		
Square Ft. of Building		Valuation
<input type="checkbox"/> Rough Basement		Building Fees
<input type="checkbox"/> Finish Basement		Plan Check Fees
Carport sq. ft.		Electrical Fees
Garage sq. ft.		Plumbing Fees
Type of Bldg.	Occ. Group	Mechanical Fees
No. of Bldgs.	R. Value Walls	Subtotal
No. of Stories	Roof	Water
No. of Bedrooms	R	Sewer
No. of Dwellings	R	Storm Sewer
Type of Construction		Moving or Demo.
<input type="checkbox"/> Frame <input type="checkbox"/> Brick Var.		Temporary Conn.
<input type="checkbox"/> Brick <input type="checkbox"/> Block <input type="checkbox"/> Concrete <input type="checkbox"/> Steel		Inspection Fee
Max. Occ. Load		
Fire Sprinkler <input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Approvals	Required	Approved
Board of Adjustment		
Health Dept.		
Fire Dept.		
Soil Report		
Water or Well Permit		
Traffic Engineer		
Flood Control		
Sewer or Septic Tank		
City Engineer (off site)		
Gas		
Comments:		
Land Use Cert.		
Electrical Dept.		
HiBack C.G. & S.		
Other		
Bond Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount	
This application does not become a permit until signed below.		
Plan Chk. OK by		
Signature of Approval		Date

\* Previous Usage of Land or Structure (Past 3 yrs.)

\* Dwell. Units Now on Lot      \* Accessory Bldgs. Now on Lot

\* Type of Improvement/Kind of Const.

Sign       Build       Remodel       Addition

Repair       Move       Convert Use       Demolish

\* No. of offstreet parking spaces:

Covered	Uncovered
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SUB-CHECK		Zone	Zone Approved By
Disapproved			
Approved _____ Date _____ Sub-Ck. By _____			
Minimum Setbacks in Feet			
Front	Side	Side	Rear
		( ) Prop. Line	( ) Prop. Line
Indicate Street If Corner Lot		House or House & Garage if	

This permit becomes 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. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

*Applicant signs*

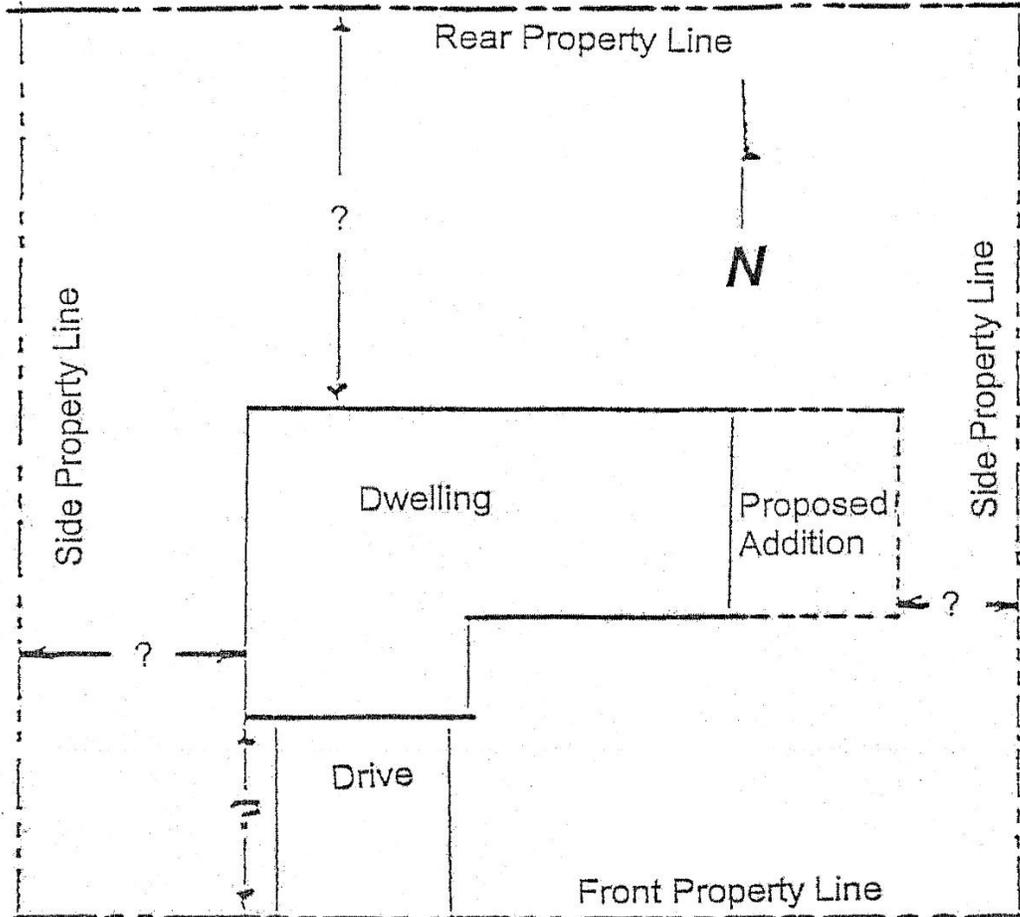
\* Signature of Contractor or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

\* Signature of Owner (If Owner) \_\_\_\_\_ (Date) \_\_\_\_\_

Census Tract.	Traffic Zone	Coordinate Ident. No.
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# Sample #2

## Site plan



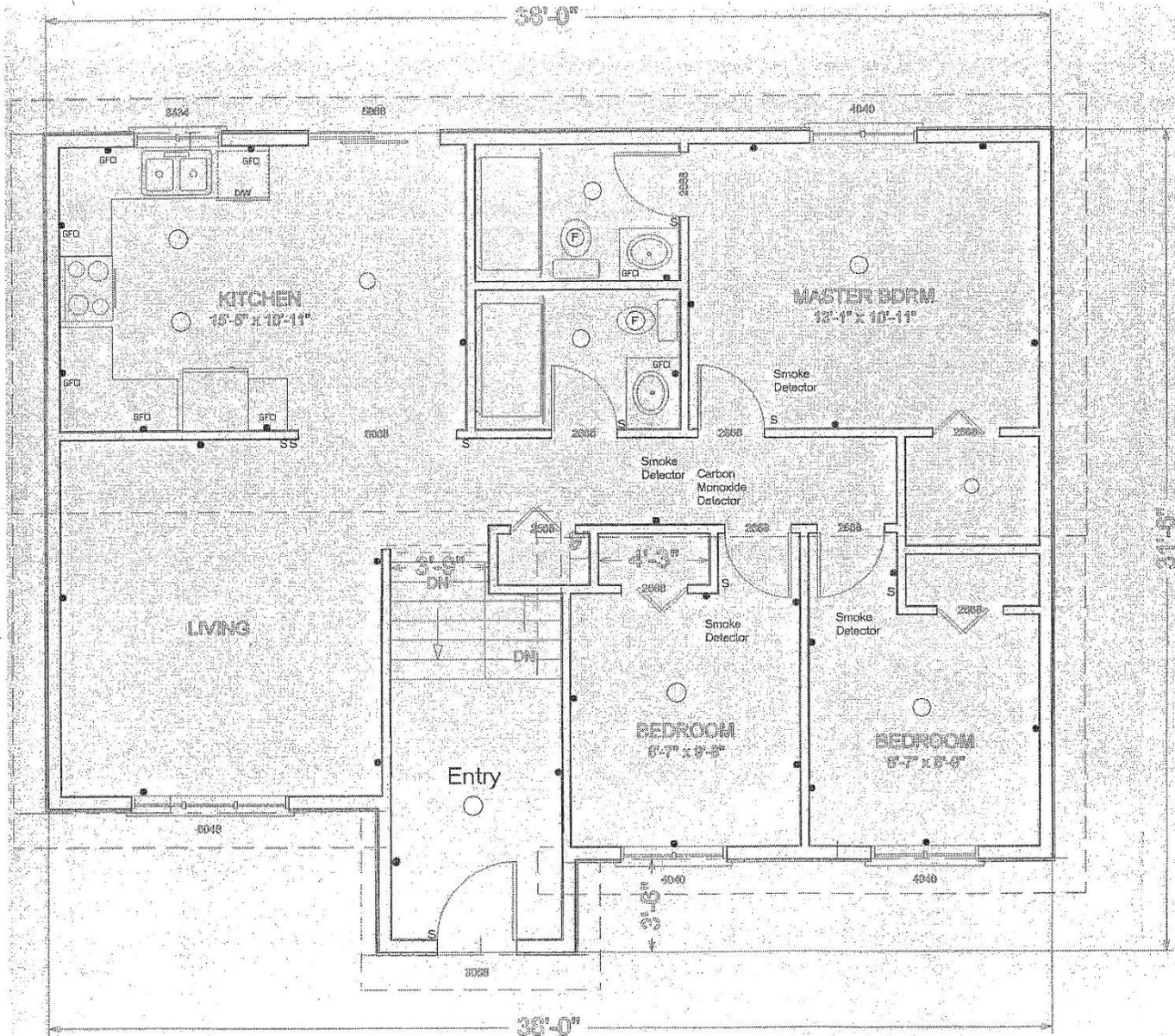
### Show and describe:

- A. Distance from Building to Property lines
- B. All existing structures presently on lot.
- C. Address and street.
- D. Indicate North

**NOTE:** setbacks and side yards are measured from the property line, not the sidewalk. (property lines are typically one foot inside the sidewalk.)

# Sample #3

# Floor Plan



LIVING AREA  
1300 Sq. Ft.

## Show and describe:

- Location of doors, window's and openings.
- Electrical outlets, lights and smoke detectors. Also location of meter main and interior circuit panel.
- Appliances, vanities, tubs, showers, toilets, furnace and water heater.
- Dimensions of overall home as well as individual rooms.
- Attic Access, stairways, landings, patio's, and egress components.

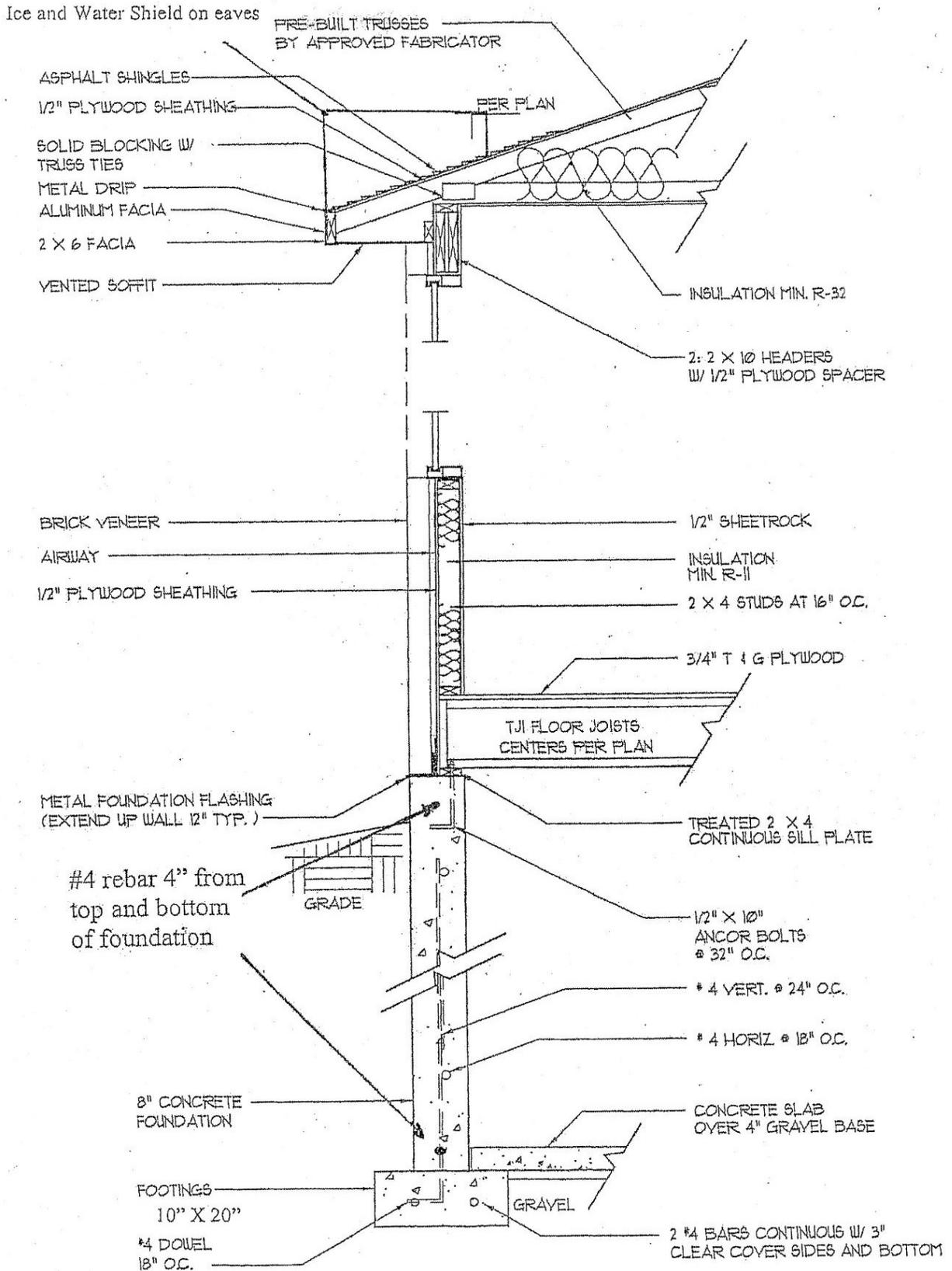
# Sample #4

# Elevation views



# Sample #5

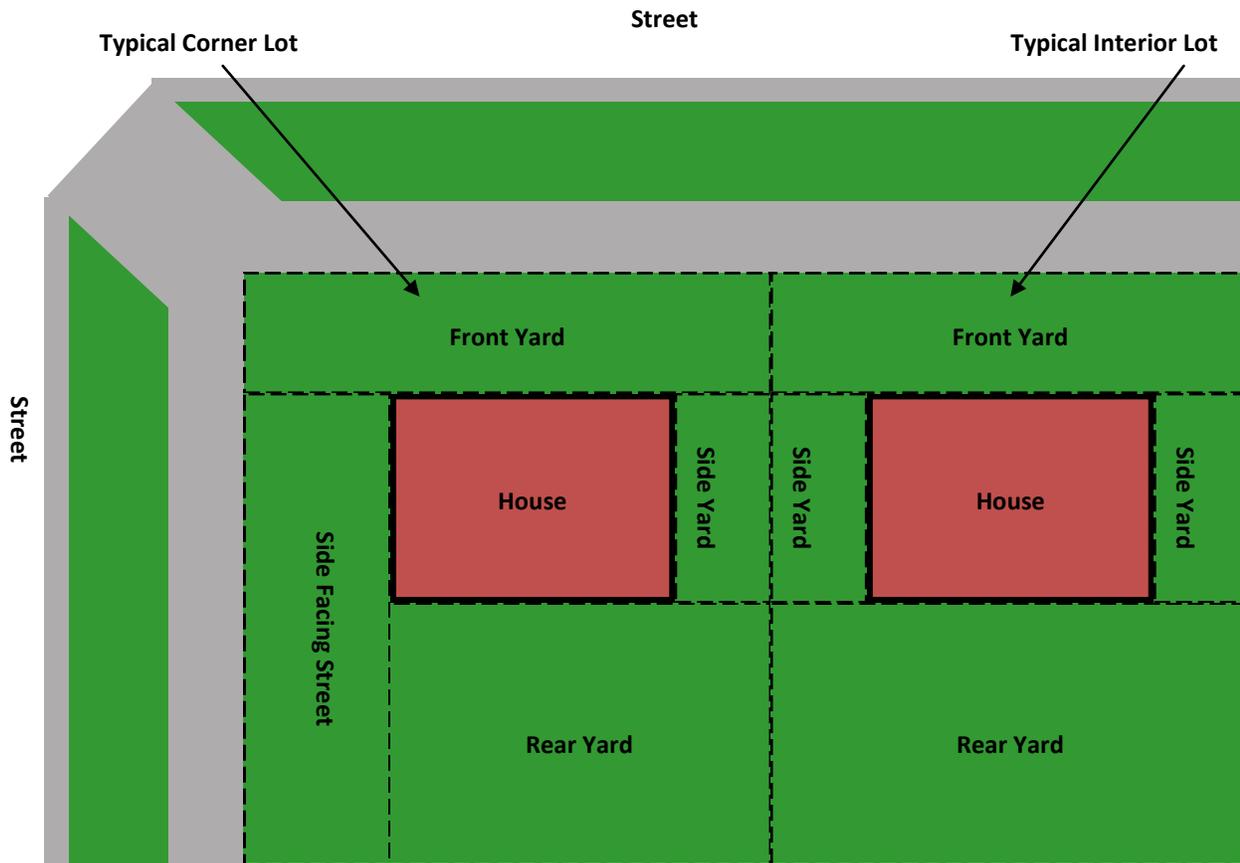
# Section view



State Ammendment

# Zoning Requirements

## RESIDENTIAL SET BACK REQUIREMENTS



### Minimum Yard Setback Requirements (feet)

Zone	CORNER LOT			INTERIOR LOT		
	FRONT	SIDE	REAR	FRONT	SIDE	REAR
R-1-6	25	8+	15	25	8	25
R-1-7	25	8+	15	25	8	25
R-1-8	25	8+	15	25	8	25
R-1-10	30	8+	15	30	8	25
R-1-15	30	10+	20	30	10	30
RE-20	30	10+	20	30	10	30

- + Side facing the street a minimum of 20 feet.
- Accessory buildings must be located in the rear yard unless they can maintain the required side yard setbacks. If they are located at least 10 feet to the rear of the main building they may be allowed within 3 feet of the side and rear lot lines, provided the exterior walls that are adjacent to the property lines are constructed as a one hour rated fire wall. They should not be located within any easements.