



Building Permit Application

Remodel, Addition, Accessory Structures, etc.

20 North Main Alpine, UT 84004 • 801-756-6347 extension 5 (Building Department) • www.alpinecity.org

Building Address _____ Parcel # _____

Subdivision _____ Lot # _____ Plat _____

Owner _____

Owner Mailing
Address _____

Owner Cell Phone _____ Email _____

Contractor _____ License # _____

Contractor Address _____ City _____ State _____ Zip Code _____

Contractor Cell Phone _____ Email _____

Intended Use (check one) ☐ Accessory Bldg ☐ Remodel/Addition ☐ Swimming Pool ☐ Other _____

Project Estimated Value
\$ _____

Applicant or Contractor Signature _____

Date _____

DEPARTMENT APPROVALS

City Planner _____

Date _____

City Fire Marshall _____

Date _____

Public Works Director _____

Date _____

City Engineer (SWPPP) _____

Date _____



Site Plan Instructions

Remodel, Addition, Accessory Structures, etc.

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • www.alpinecity.org

Two (2) copies of a detailed site plan, drawn to scale (1" = 20' min.), two (2) copies of the building plans, and any required engineering shall be filed with the Building Department. If site plans are incomplete or inaccurate, the building permit application may be delayed until such information is forthcoming. The site plan shall clearly show the following:

1.	Lot lines & their dimensions (conform to legal description)
2.	Scale & North arrow
4.	Adjacent streets
5.	Easements and Rights-of-way
6.	Location of all proposed structures being applied for with this permit. Any structures that are not a part of this permit should be left off the site plan or clearly labeled as future plans
7.	Location of any existing structures
8.	Total height (measured from the average finished grade of the ground surface adjacent to the foundation of the structure to the top of the ridge line) as outlined on page 4.
9.	Setbacks as outlined on page 3
10.	Building location must comply with all Alpine zoning regulations
11.	Building cannot be located on any easement or right-of-way
12.	Any retaining walls over 4 feet in height from the footing to the top of the wall shall be designed by a professional engineer licensed in the State of Utah, and be designed in accordance with Article 3.32 of the Alpine City Development Code. A separate building permit and peer review will be required.
13.	Fences are required to get a separate building permit. Under no condition shall a privacy fence and retaining wall exceed nine (9) feet on the same plane. If a privacy fence that is on top of a retaining wall would exceed nine (9) feet, the fence shall be set back at least four (4) feet from the back side of the retaining wall. Open style fences including but not limited to rail fences, field fences, or chain link fences are permitted to be on the same plane as a retaining wall. (Section 3.21.6 of the Alpine City Development Code)
14.	Cuts or fills are not permitted within 2 feet of the property line.
15.	Drainage from the property may not exceed that which existed prior to development. Paved areas and roof drains may need to be supplied with appropriate sumps or other means of mitigation
16.	Driveway shall have an all-weather driving surface. Slope of driveway may not exceed 12%. (Alpine City Development Code 3.1.11.5f)
17.	A report from a soils engineer is required.
18.	Utility laterals and meters must be shown on the plans and cannot be located in the driveway, sidewalk or similar area. These items must be located in a landscaping area.
18.	If located in the PUE, a letter of consent from utility companies is required. *
* Only applicable for moveable structures under 200 square feet.	

If site plans are incomplete or inaccurate, the building permit application may be delayed until such information is forthcoming.



SETBACK REGULATIONS FOR ACCESSORY STRUCTURES

Accessory buildings which are located twelve (12) feet or closer to a main building and are attached to the main building by a common roof or a wall shall be considered as part of the main building and shall meet the same setbacks as the main building (see setback regulations for dwellings).

TR-10,000 Zone

- Front: Not less than forty (40) feet from the front property line.
- Rear: Not less than ten (10) feet from the rear property line.
- Sides: Not less than five (5) feet from the side property line.
- Corner lots: Not less than forty (40) feet from the property line that abuts on a street.

CR-20,000, CR-40,000 and CE-5 Zones

- Front: Not less than forty (40) feet from the front property line.
- Rear: Not less than fifteen (15) feet from the rear property line.
- Sides: Not less than ten (10) feet from the side property line.
- Corner lots: Not less than forty (40) feet from the property line that abuts on a street.

Exception (All Zones):

A two (2) foot minimum rear or side setback shall be required when all of the following conditions are met:

- a. The accessory building is located more than twelve (12) feet from an existing dwelling on the same or adjacent lot;
- b. The accessory building contains no openings on the side contiguous to the lot line;
- c. No drainage from the roof will be discharged onto an adjacent lot;
- d. The accessory building shall be constructed of non-combustive materials or have fire resistive walls rated at one (1) hour or more;
- e. The building will not be placed on land designated as a recorded easement, such as a utility or trail easement, unless the owner(s) of said easement agree(s) to allow the encroachment. Documentation of the agreement shall be provided to the City;
 - i. When utilities are present in an easement, the building shall not be permanently attached to the ground and can be moved or relocated within 24 hours. Fines shall be issued for buildings that cannot be moved within 24 hours.
 - ii. The owner acknowledges that they bear all costs of moving a building, including damage to the property, in the event an easement needs to be accessed.
- f. The building will not be taller than twelve (12) feet six (6) inches to the top of the roof line;
- g. The building will not exceed 200 square feet in size;
- h. The City Council may grant additional exceptions to the above conditions if the accessory building will be located adjacent to a non-residential property; and

- i. No minimum rear or side setback shall be required if the building will not be taller than ten (10) feet to the top of the roof line.

Height (All Zones):

The maximum height of any accessory building shall be twenty (20) feet as measured from the average finished grade of the ground surface adjacent to the foundation of the structure to the top of the ridgeline. For every one (1) foot of additional height above twenty (20) feet, an additional two (2) feet of side yard and rear yard setback will be required. The maximum height of an accessory building as measured to the ridgeline shall be thirty (30) feet.

Taken from Alpine City Development Code:

Sections 3.2.5, 3.2.6, 3.3.5, 3.3.8, 3.4.5, 3.4.8, 3.5.5, 3.5.8

ADDENDUM "A"

TO BE COMPLETED & SIGNED AS PART OF THE BUILDING PERMIT APPLICATION.

Owner _____ Phone _____ Email _____

Owners Mailing Address _____

Contractor _____ Phone _____ Fax _____

Contractor's Mailing Address _____

Subdivision _____ Lot # _____ Zone _____

Job Site Address _____

1. I am fully aware of and understand any deed restrictions and restrictive covenants that may apply to the above lot.
2. I have checked the sewer depth of the above lot and will take any and all responsibility for setting the building accordingly.
3. I have inspected the street, curb and gutter, sidewalk, valves, hydrants, manholes and (where applicable) adjacent open space/trail and have noted any existing damage. I will be responsible for any new damage incurred during construction.
4. I understand that the infrastructure bond and open space bond (where applicable) will be released when any damage incurred during construction and/or landscaping is repaired and the landscaping is complete.
5. The existing drive approach will line up with the driveway of the proposed building. If not, it will be replaced with the standard curb and gutter as required by Alpine City.
6. **I understand that before I can use ALPINE CITY CULINARY WATER, I will make a formal application to Alpine City's Water Department to have a meter set. I understand that if I use the culinary water without having the meter set, it will constitute a citation for theft of service and a possible fine of \$299.00. I understand that I will be responsible for all cost and expenses, including reasonable attorney fee's resulting from damages to the lines, ring, lid, can and setter.**

(NOTE: it is unlawful for any water service user to permit any person from other remises or any unauthorized person to use or obtain water services regularly from his premises or water facilities, either outside or inside his premises).

7. My signature below indicates I have read all the above items and except the responsibility of complying with them.

Owner Signature _____ Date _____

Contractor's Signature _____ Date _____

Contractor's License # _____



ADDENDUM “B”

TO BE SIGNED AS PART OF THE BUILDING PERMIT APPLICATION.

1. I understand that excavation of the lot prior to issuance of a building permit is prohibited.
2. Temporary curb ramps must be constructed of wood, steel or asphalt. Dirt or gravel “drive-overs” are **not allowed**.
3. Dirt, debris and construction material shall be kept out of the gutter and off the street and sidewalk during the construction period.
4. Construction debris will be cleaned up on a regular basis and an on-site waste receptacle will be provided for this purpose.
5. A sanitary toilet facility will be placed on the site behind the curb and not on the sidewalk for those working on the site.
6. Temporary plastic fencing will be erected on the property line adjacent to open space and/or trails.
7. No burning is allowed on construction site without a permit issued by the Alpine City Fire Marshall.
8. Indiscriminate tracking of mud, etc. onto streets will not be allowed. If it is necessary to drive through the lot during wet weather, a temporary gravel drive will be constructed.
9. Storage of sand, gravel, or other construction or landscaping materials or equipment on the street is prohibited.
10. My signature below indicates I have read all of the above items and have read the attached Clean Street Ordinance (Section 14-405) and accept responsibility for complying with them.
11. I understand that it is my responsibility to comply with Alpine City Zoning Ordinances and the I.R.C. 2015 code as adopted by Alpine City.

Disregard of any of the above, will cause inspections to be withheld and a citation may be issued if appropriate.

Owner Signature _____ Date _____

Contractor's Signature _____ Date _____

Revised 05/10/22

DEPARTMENT OF COMMERCE
CERTIFICATION



BP# _____
OWNER/BUILDER

Division of Occupational and
Professional Licensing
160 E 300 S, Fourth Floor
PO Box 146741
Salt Lake City UT 84114-6741
(801) 530-6628

and
**AGREEMENT TO COMPLY WITH
THE CONSTRUCTION TRADES
LICENSING ACT**

Fax a copy of this Form and Permit to (801) 530-6301 attn: Jody

Name of Owner/Builder: _____

Address: _____

City, State, Zip: _____

LOCATION OF CONSTRUCTION SITE

Address: _____

City, State, Zip: _____

Subdivision Name: _____ Lot # _____

CERTIFICATION

I, _____, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

1. I am the sole owner of the property and construction project at the above described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.
2. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use.
3. I understand that work performed on the project must be performed by the following:
 - a. myself as the sole property owner; or
 - b. a licensed contractor; or
 - c. my employee(s) for whom I have worker's compensation insurance coverage, for whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
 - d. any other person working under my supervision as owner/builder to whom no compensation or only token compensation is paid; and
4. I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an Administrative fine in the maximum of \$2,000 for each day I violate the law.

Dated this _____ Day of _____ 20__

Signature of Owner/Builder

Subscribed and sworn before me this _____ day of _____ 20__, in the county of _____ State of Utah.

Notary Public



INFRASTRUCTURE PROTECTION BOND INFORMATION

During site plan review, an inspection will be made of the job site. The inspection includes the street, sidewalk, curb and gutter, valves, hydrants, manholes, the pressurized irrigation box, and where applicable, adjacent open space and trails.

The purpose of the inspection is to note any existing damage to the infrastructure. The developer will be held responsible for existing damage.

Any damage incurred during construction and landscaping will be the responsibility of the builder/homeowner.

If the initial inspection cannot be made because snow, dirt or some other material is covering the sidewalk, curb, PI box, etc., the building permit will not be issued.

The street, gutter and sidewalks must be kept clear at all times. Dumpsters and portable bathroom facilities are required at the job site. They may not be located on the sidewalk or street. Curb ramps are required and shall be constructed of wood, metal, asphalt or $\frac{3}{4}$ " washed gravel. Dirt ramps are prohibited because they clog the storm drain system.

Public or private open space and vacant lots shall not be used for the storage of equipment, building and/or landscaping materials, dumpsters, sanitary facilities or any other material related to the project. Access to the building site across open space or adjacent vacant lots is prohibited.

Inspections will be withheld if there is a violation of the Clean Street Ordinance or other Ordinance. Continuing violations will be red-tagged.

Clean Street Ordinance Section 14-405
Infrastructure Protection Bond - Ordinance No. 2008-14
Open Space Ordinance No. 2007-12
Trail Ordinance No. 2009-06