

VIRGIN TOWN COMMERCIAL BUILDING PERMIT Pre-Application Check list

A Complete Packet MUST include the following, or the application will be rejected:

- Application **Fee of \$100.00.**
- Every page must be completed.
- ALL signatures**, both owner and contractor, must be completed, seven (7) different locations.
- REScheck.**
- Site Plan**, to Scale, two (2) full size copies and one (1) digital copy (if available) of a formal or informal concept showing.
- Soils Profile.**
- Fire District Receipt** – Hurricane Valley Fire District: 202 E State St, Hurricane, UT 84737 Phone Number: (435) 635-9562.
- An approved **Septic Tank Permit** from County Health Department, location must be noted on site plan.

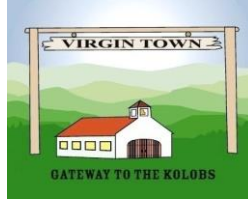


Type or Print Clearly. Entire application must be completed.

Town of Virgin Building Permit Application

Date of Application	Phone	Date Issued	Permit Number	Paid:	
*Name of Applicant		*Building Total Sq. Ft.	*Valuation	Check #:	
*Assessor's Parcel No.	*Have you reviewed and do you agree to comply with all VULU ordinances? YES [] NO []	*Main Floor Sq. Ft.	*No of Bldgs & No. of Floors	Staff Initial:	
*Bldg Address		Fees:			
Construction: New ___ Add ___ Alter ___		Application Fee - \$100.00 (TO BE PAID WHEN SUBMITTED)		\$	
*Property Owner	Phone	Water Connection - \$500.00		\$	
*Mailing Address	City, State	Excavation Permit (see grading schedule for additional fees) PER TABLE		\$	
*General Contractor	Phone	Building Permit - Based on Valuation. 10 inspections included - (Additional inspections are \$50.00 per inspection paid to the Town by the property owner)		\$	
*Business Location	*State Lic#	*City/City Lic#	1% DOPL Dee Surcharge on B.P. Fee		
Minimum Setbacks In Feet From Property Line		Zoning Administrator Fee for 4 reviews - \$800.00 and \$20.00 per hour (as needed)		\$	
		Plan Check - 40% of Building Permit		\$	
Front	Side	Impact Fees - Note Fee Schedule		\$	
Side	Rear	Special permits must be obtained from the appropriate agencies to cut up streets in making utility connections, driveways, curbs, etc. Water connections shall be assigned and paid for in conjunction with Building Permits. This permit becomes null and void if work authorized is not commenced within 90 days of issue, or if work is suspended or abandoned for 90 days at any time after work is commenced. I hereby certify that I have read this application and verify that it is correct. All provisions of laws and ordinances governing this work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulation construction or the performance of construction.			
<p>..... Signature of Owner</p> <p>..... Signature of Contractor or Authorized Agent</p> <p>..... Printed Name of Contractor or Authorized Agent</p>		Fire Protection Impact Fee	Paid to the Fire District - Receipt Required		
		Other: Third Party Review Deposit is \$1500.00. The need for the review and the final cost of the review will be determined by Building Inspector based on Project/Building size.		\$	
		Total Fees:		\$	
		Signatures of Approval		Date:	
		Zoning Administrator:			
		Town of Virgin Clerk:			
		Plan Check & Permit Approval/Building Inspector Signature:			
Document Check List:					
	Res Check:	Soils Profile	Septic Approval from County Health Department, Location must be noted on site plan:		
	Site Plan, to Scale:	Fire District Receipt:	Engineered Plans, 2 full Sets and 1 Electronic:		

Zoning Administrator: Chris Holm - Phone: (W) 435-635-4695 (C) 435-632-8305
Building Inspector: Lance Gifford - Phone: 435-635-2811 ext. 109



VIRGIN TOWN COMMERCIAL BUILDING PERMIT POLICY

PRE-PERMIT DESIGN REVIEW

Applicants must submit 2 copies and one digital copy (if available) of a formal or informal concept showing:

1. parcel location & size;
2. setback measurements;
3. dimensions for all structures;
4. location and general types of all outdoor lighting fixtures;
5. number and approximate locations of all plumbing fixtures; and
6. location of the septic tank and leach field

BUILDING PERMIT REQUIREMENTS

All requirements shall be met prior to issuance of a Building Permit. All provisions and ordinances governing this work shall be complied with whether specified herein or not. **If work is not started on structure within 90 days from Building Permit purchase, a new Building Permit will be required. The Building Permit, shall be null and void one year from issue date, and shall have to be re-issued. Approval for extension lies with Town Council.**

Certificate of Occupancy is ONLY issued by the Town of Virgin.

CHECK LIST:

- _____ 1. For building permit application, schedule preliminary review by Zoning Administrator building plans and site plans, before presentation of application to the Building Inspector.
- _____ 2. Virgin Town Zoning Administrator shall approve or disapprove building application after review, and shall refer applicant to Building Inspector for approval of building permit for issuance.
- _____ 3. The Building Inspector shall review plans for all buildings, prior to issuance of residential building permit.
- _____ 4. An approved Septic Tank Permit based upon a provisionally issued water availability letter shall be provided before a Building Permit is issued.
- _____ **5. A final Water Availability letter will be issued when all Building Permit fees are paid in full.**
- _____ 6. A documented fire flow test prior to the commencement of construction is required to be performed by the Virgin Town Fire Chief, or his designee, on the closest fire hydrant designated under Virgin Town fire codes to serve the proposed building(s) under this permit. Failure of a measured fire flow to meet Virgin Town standards will require the applicant to be financially responsible for upgrading facilities in order to achieve fire

flows that satisfy those standards at the fire hydrant in question.

- _____ 7. If the Virgin Town Fire Chief, or his designee, determines that a new fire hydrant is required to be installed under Virgin Town fire codes to service a proposed building covered by this permit, such a fire hydrant is required to be installed prior to commencement of construction of the structure(s) covered by this permit. The applicant will also be financially responsible for installation of water lines and the new hydrant required by Virgin Town fire codes.
- _____ 8. Verification of zone, is to be issued by the Zoning Administrator.
- _____ 9. Flood plain review.
- _____ 10. . **Application fee shall be paid at the time the Building Permit Application is submitted.** Application shall be signed by the Owner/Builder or Contractor and the Building Inspector. The Exemption Disclosure Form shall be signed if the Owner/Builder is acting as his own contractor. **All signatures are required, or the application will be returned.**
- _____ 11. a. Verification of ownership or verification, as acting legal agent for property owner.
_____ b. Verify status of contractor's license.
- _____ 12. Copies of the following shall be submitted to:
_____ One set of copies for the Zoning Administrator,
_____ One set of copies for the Building Inspector
_____ One set of copies for the Virgin Town Office.
Submitted Plans need to show:
A. Location of septic tank and leech fields.
B. Foundation and footing detail.
C. Floor plan to scale, complete with windows, doors, electrical, plumbing, etc.
D. Wall section showing foundation, floors, walls, and roof details.
E. Location of existing utilities to be connected to residence, i.e., electrical, gas, and water.
F. Maximum heights are listed in the appropriate Zone Requirements and Town Standards for commercial buildings and for all accessory buildings.
- _____ 13. . Building permit fees, shall be charged in accordance with the Uniform Building Code, and determined by the Building Inspector. Impact Fees, and water connection fees, established by the Virgin Town Board, shall be paid in full at the time of issuance. The Building Inspector shall determine the cost of the permit. The Building Inspector shall make no inspections, beyond the initial plan check, until the permit is issued. A permit shall be required for any work which, according to U.B.C., requires inspection. **Original plan changes shall require Owner /Builder to be approved by the Building Inspector and Zoning Administrator. The Zone Administrator shall adjust the additional fees, if applicable, which shall be paid to the Town Clerk. No refunds will be given for downsizing original plans.**
- _____ 14. The inspection record, which is the actual permit, shall be issued in triplicate. One copy shall be forwarded to the Building Inspector. Inspections as they are completed, shall be recorded on the Inspection Record, which shall be kept on file in the town office.
- _____ 15. Builder will request Zoning Administrator conduct and document additional review during construction stages, at footings, at 4-way, and certificate of occupancy inspection. **The Certificate Occupancy will not be granted without it.**
- _____ 16. **If any re-inspections due to non-compliance are necessary, the builder shall pay the extra fees to the Virgin Town Clerk prior to the Town issuing your Certificate of Occupancy.**
- _____ 17. **A certificate of occupancy shall be issued by the Virgin Town Zoning Administrator, NOT THE BUILDING INSPECTOR, prior to occupancy of the building.** Occupying said dwelling be for issuance of Certificate of Occupancy will result in Utility disconnection and/or fines of up to, but not limited to, \$300.00 per day.

Dumpster/Porta Potty policy:

A dumpster and Porta Potty shall be on site before permitting.

A dumpster with 4-yard capacity and a lid or cover shall be located at the building site during all phases of construction. Said dumpster shall be serviced on a regular basis to avoid overloading.

A sanitary facility, “porta-potty” device, shall be required at each construction site in the Town of Virgin. Said facility shall be maintained daily at the site, i.e., (toilet paper checked, debris picked up inside) and dumped as needed, until construction is completed or until alternate facilities, through construction, can be made available.

ADDITIONAL TOWN BUILDING REQUIREMENTS, PER IBC, THAT ARE REQUIRED:

1. Two sets of Architect drawn plans. To be posted at the construction site, in water tight container for easy access.
2. Geotechnical investigation and compliance letter will need to be done, and turned into the building official before certificate of occupancy is given.
3. Because of flooding concerns, the floor of the house must be set at least 1’ above the crown of the road.
4. An account with Rocky Mountain Power will need to be set up, in order to obtain a work order number, to be given to the building official so that temporary power can be called in, and hooked up. When permanent power is requested, Rocky Mountain Power will need to be called again and a permanent power work number will need to be obtained, and given to building official.
5. Building issues to be aware of:
 - a. Shear Strapping is required.
 - b. 1/8” gap is required on all exterior plywood.
 - c. Weather stripping around windows (all 4 sides).
 - d. Concerning roof overbuilds, the rafters coming off the ridge board are required to land on a ledger board the same size as the angle cut.
 - e. Vents used for free air need to have the amount of free air space stamped on them.
 - f. House numbers need to be placed on outside of building residential/commercial so service vehicles can easily see them.

PAYMENT OF ENGINEERING AND ATTORNEY'S FEES

The Town of Virgin requires that all applicants agree to pay the actual out-of-pocket attorney and engineering costs, or fees incurred by the Town. These fees are the actual cost for legal and engineering review to ensure that all plats, businesses, and plans are in compliance with Town Standards. These fees shall be paid prior to release of permits/licenses. Failure to pay these fees shall cause the approval process to be suspended until such time as the fees are paid.

I have read and understand the requirements herein set forth.

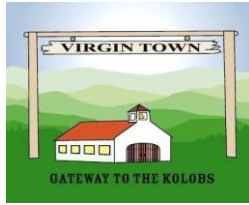
APPLICANT: _____ **DATE:** _____

ZONING ADMINISTRATOR (Approval prior to Building Inspector review): _____ **DATE:** _____

APPROVAL OF PLANS BY BLDG. INSPECTOR: _____ **DATE:** _____

BUILDING OFFICIAL: _____ **DATE:** _____

PERMIT HOLDER/OWNER if different: _____ **DATE:** _____



VIRGIN TOWN OCCUPANCY WATER AND POWER AGREEMENT

Regarding the Building at: _____

Owner of Property: _____

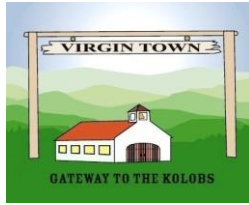
SHOULD THIS BUILDING BE OCCUPIED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY~DEFINED AS THE USE OF THE BUILDING OR ANY PART THEREOF, OTHER THAN BY CONSTRUCTION PERSONNEL AND CONSTRUCTION EQUIPMENT, DURING TIMES WHEN CONSTRUCTION IS TAKING PLACE~VIRGIN TOWN MAY DISCONNECT WATER AND/CAUSE TO HAVE ELECTRIC SERVICE TO THIS BUILDING DISCONNECTED, AND IS NOT LIABLE FOR DAMAGE RESULTING FROM THE DISCONNECTION OF WATER AND/OR ELECTRICITY AUTHORIZED BY THIS DOCUMENT. ALL COST ASSOCIATED WITH SUCH DISCONNECTION SHALL BE PAID BY THE UNDERSIGNED CONTRACTOR/OWNER. THE CONTRACTOR/OWNER MAY ALSO LOSE THE PRIVILEGE OF HAVING WATER/ELECTRICITY ON THIS OR OTHER PROJECTS PRIOR TO FINAL INSPECTION AND ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

*****Your okay to occupy from the Building Inspector is NOT your Certificate of Occupancy.*****

*****That will be issued by the Town Office AFTER they receive the inspectors okay to occupy.*****

Permit Holder/Contractor: _____ Date: _____

Owner, if different: _____ Date: _____



VIRGIN TOWN OWNER/BUILDER EXEMPTION DISCLOSURE FORM

Date: _____ Permit # _____

Name of Owner/Builder: _____

Address: _____

City, State, Zip: _____

Address of Construction Site: _____

Lot # _____ Subdivision Name: _____

State of Utah
County of Washington

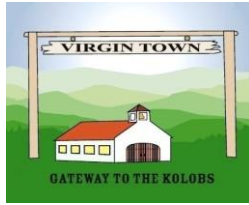
State of Utah)
 ss
County of _____

I, _____, certify under penalty of perjury that I am exempt from licensure under UCA 58-55-6 (7) (d) because I am the sole owner of the above property and I am personally building a residential structure for my own private, non-commercial and non-public use. I understand and acknowledge that any other person that engages in building this structure must be licensed under the provisions of the Construction Trades Licensing Act if he/she is otherwise required to be so licensed and I may be subject to prosecution under the provisions thereof.

Dated this _____ day of _____, 20__.

Signature: _____, the owner of the above described property, who executed the same.

Notary public



VIRGIN TOWN APPLICATION FOR COMMERCIAL UTILITY SERVICES

WASH CO ID # _____ PROPERTY ADDRESS: _____

OWNERS NAME: _____ PHONE: _____

BUSINESS NAME: _____ PHONE: _____

BUSINESS MAILING ADDRESS: _____

SERVICES REQUESTED: _____ CONNECTION FEES: _____

WATER SERVICE: _____ GARBAGE SERVICE: N/A. Must have a dumpster.

TWO EMERGENCY CONTACTS:

CONTACT 1: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

CONTACT 2: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

APPLICANT/OWNER RESPONSIBILITY:

I, _____, hereby make application to the municipality of Virgin for utility services located at the above property address, which is within the Virgin Town limits, and hereby agree to do the following:

1. The applicant agrees to pay monthly for the utility services rendered by the Town of Virgin, as determined by the governing body, by Resolution or Ordinance.
2. Payment for services is due immediately upon billing and shall be delinquent if not paid by 25th day of the month in which they are billed. **A penalty of 1.5% monthly and 18% of the unpaid balance will be added to delinquent accounts.** The applicant agrees to pay reasonable expenses of collection, including attorney's fees and court costs should it become necessary to use such measures to collect the charges made to the applicants account. The Town shall terminate service on delinquent accounts not paid within 60 days following the charges. The Town shall not be liable for any damage resulting from such termination. In order to restore service, the customer must bring current all delinquent charges and pay a reinstatement charge of \$100.00.

3. The application shall permit the Town's authorized representatives to enter on the customer's premises at all reasonable times for purpose connected with rendering, billing, or disconnecting utility services.

Should a customer change locations and occupy a subsequent or an additional location with the Town, the customer shall notify the Town promptly of such changes of address, and hereby authorize the Town to note such change of point of delivery in the Town's records. This contract, the applicant's, and/or the owners of the property obligation to pay for the service furnished shall continue to be binding upon the applicant and/or the owner of the property at all subsequent and additional locations within the Town. In the case of the applicant's being tenants of the rental property, the property owner shall provide a written statement authorizing the tenant to open a utility account with the Town. In the event the tenant fails to make payments for the utility account, **THE OWNER OF THE PROPERTY WILL BE COMPLETELY RESPONSIBLE FOR THE UTILITY SERVICE PAYMENT IN FULL.**

The applicant warrants that all the information supplied in this contract is true and correct, and understands that any false and misleading information shall be cause of the Town to deny or cancel service and demand immediate payment of any amounts due.

The Town shall use reasonable diligence to provide constant and uninterrupted services to the customer. But if such services shall fail or be interrupted or become irregular through any cause beyond reasonable control of the Town, the Town shall not be liable for any damages resulting from such failure, interruption or irregularity. The customer agrees to the above terms and conditions and to be bound by the Rules and Regulations adopted from time to time by Virgin Town, and acknowledges that each of the undersigned has joint and several liabilities to the Town for all obligations incurred at the location during the term of the contract.

Customer's Acknowledgement: I HAVE READ THIS CONTRACT AND HAVE RECEIVED A COPY FOR MY RECORDS.

Applicants Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Total Amount Paid: _____ Check #: _____ Cash: _____

Site Plan and Soils Profile are REQUIRED Prior to Excavation Permitting

TABLE A-33-A - GRADING PLAN REVIEW FEES

UBC – 1997

50 cubic yards (38.2m) or less	No fee
51 to 100 cubic yards (40 m to 76.5m)	\$23.50
101 to 1,000 cubic yards (77.2m to 764.6m)	\$37.00
1,001 to 10,000 cubic yards (765.3m to 7,645.6m)	\$49.25
10,001 to 100,000 cubic yards (7,646.3m to 76,455m)	\$49.25 for the first 10,000 cubic yards (7,645.5m) plus \$13.25 for each additional cubic yards (7,645.5m) or fraction thereof.
100,0001 to 200,000 cubic yards (76,456m to 152,911 m)	\$269.75 for the first 1000,000 cubic yards (76,455 m) plus \$13.25 for each additional 10,000 cubic yards (7,645.5 m) or fraction thereof.

Other fees:

Additional plan review required by changes, additions, or revisions to approved plans: \$50.50 per hour. Minimum charge is ½ hour, or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervisor, overhead, equipment, hourly wages, and fringe benefits of the employee involved.

TABLE A-33-B - GRADING PERMIT FEES

UBC - 1997

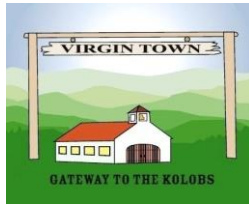
50 cubic yards (38.2m) or less	\$23.50
51 to 100 cubic yards (40 m to 76.5m)	\$37.00
101 to 1,000 cubic yards (77.2m to 764.6m)	\$37.00 for the first 100 cubic yards (76.5m) plus \$17.50 for each additional 100 cubic yards (76.5 m) or fraction thereof.
1,001 to 10,000 cubic yards (765.3m to 7,645.6m)	\$194.50 for first 1,000 cubic yards (764.6 m) plus \$14.50 for each additional 1,000 cubic yards (764.5 m) or fraction thereof.
10,001 to 100,000 cubic yards (7,646.3m to 76,455m)	\$325.00 for the first 10,000 cubic yards (7,645.5m) plus \$66.00 for each additional cubic yards (7,645.5m) or fraction thereof.
100,0001 or more cubic yards (76,456m to 152,911 m)	\$919.00 for the first 1000,000 cubic yards (76,455 m) plus \$36.50 for each additional 10,000 cubic yards (7,645.5 m) or fraction there of.

Other fees:

1. Inspections outside of normal business hours: \$50.50 per hour Minimum charge is 2 hours
2. Re-inspection fees assessed under provisions of Section 108.8: \$50.50 per hour
3. Inspections for which no fee is specifically indicated: \$50.50 per hour – Minimum charge is ½ hour

1. The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

2. Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead equipment, hourly wages, and fringe benefits of the employees involved.



EXCAVATION/FILL PERMIT APPLICATION

Site Plan and Soils Profile are REQUIRED Prior to Excavation Permitting

DATE: _____ PARCEL #: _____ PERMIT #: _____

Zone Classification of Property: () Commercial () Residential () Rural Residential () Agricultural

Property Owner: _____ Phone #: _____

Address: _____

City State Zip Code

Contractor's Name: _____ Phone #: _____

Address: _____

City State Zip Code

Contractor's License #: _____

1. Location of Work: _____

2. Amount of Excavation/Fill _____ cubic yards

3. Date Work Begins: _____ Completion Date: _____

4. EXPIRATION DATE: _____ one year from Date work begins.

5. Engineered Grading – all grading/fill work in excess of 5,000 cubic yards requires a grading plan prepared and stamped by a civil engineer.

- a. Provide two copies of the grading plan with this application.
- b. Grading plan must be prepared in accordance with the requirements contained in Section 3309 of the 1997 Uniform Building Code.
- c. Grading plan must be reviewed and approved prior to the issuance of the excavation permit.

2. Regular Grading – all grading/fill work which is less than 5,000 cubic yards.

- a. Provide two copies of a plan which satisfies the following requirements;

1. Clearly indicate the nature, propose and extent of work,
2. Indicate the general vicinity and location of the work site,
3. indicate the dimensions and depth of the cut and fill, and
4. Indicate the location of all buildings or structures within fifteen (15) feet of the work site.

7. Building Permit # _____ or Planning Approval: _____

8. Grading Plan Review Fee: _____ (according to the plan review fee schedule in the Uniform Building Code).

9. Grading Permit Fee: _____ (according to the grading permit fee schedule in the Uniform Building Code).

10. Total Fees: _____

11. Permit Approved: _____

12. Permit Denied: _____

Applicants Signature:

Date:

Zoning Administrator:

Date:



When Recorded Return to:

Town of Virgin
PO Box 790008
114 S Mill Street
Virgin, UT 84779

Permanent Deed Restriction

Parcel ID # _____

The parcel identified above located at: _____

Virgin, Utah was granted a Building Permit for main living quarters and guest house or casita. Owners acknowledge this main living quarters and guest house or casita is for the use of family members, guests only and no rent may be collected for the use of said guest house or casita. Any portion of the main living quarters and guest house or casita may not be leased or rented separately and the guest house or casita is not considered a separate dwelling unit.

No short term (thirty days or less) leasing of this property is permitted.

Failure to abide by the conditions of this restriction may result in prosecution for the property owner.

This restriction shall run with the land.

I agree to the recording of this restriction in the office of the Washington County Recorder.

_____ Owner

_____ Owner

State of Utah)

ss

County of _____

The foregoing Permanent Deed Restriction was acknowledged before me this _____ day of

_____, 20__, by _____

_____, the
owner of the above described property, who executed the same.

Notary Public

**ACKNOWLEDGEMENT AND AGREEMENT FOR
PAYMENT OF ADDITIONAL PROFESSIONAL FEES**

Name of Owner/Applicant: _____

Type of Application: _____

The Town of Virgin requires that all applicants agree to pay the actual out-of-pocket professional fees incurred by the Town in relation your application/request. These professional fees include all fees paid by the Town to Engineers, Surveyors, Attorneys, Planning & Zoning Consultants and Administrators, etc. The Town may be able to give you an estimate of these costs, but because of differences in each application and situation it is not a quotation of a fixed amount. Because of the size of the Town and its budgetary constraints many of these professional services must be outsourced to third parties who charge for their services on an hourly basis. In instances of applications for a variance or applications for administrative appeals where the request will be heard and determined by the Town's Appeal Authority (a single member body who is a practicing municipal attorney other than the Town Attorney) the legal fees incurred by the Town will include both those of the Appeal Authority and the Town's Attorney who will be involved in the matter to represent the Town's interest in ensuring compliance with Town Standards. These fees shall be paid prior to the release of permits/licenses and any approvals for a variance or positive appeal decisions will be suspended and not become effective unless and until payment in full has been received by the Town. In the event an applicant fails to pay any aforementioned fees, the Town may recover all costs of collection including reasonable attorney's fees and costs.

AGREED TO BY:

OWNER/APPLICANT: _____ **DATE:** _____

OWNER/APPLICANT: _____ **DATE:** _____

STATE OF UTAH)
)s:
COUNTY OF WASHINGTON)

On this _____ day of _____, in the year 20____, before me personally appeared _____, proved on the basis of satisfactory evidence to be the person(s) whose name(s) (is/are) subscribed to this instrument, and acknowledged (he/she/they) executed the same. Witness my hand and official seal.

SEAL:

Notary Public