

Kane County Building
Permit Application Packet
76 N. Main Street, Kanab, UT.
(435)644-4985
Email: bldins@kane.utah.gov

To Whom It May Concern:

Enclosed in the building permit packet for Kane County is a permit application, requirement check list, owner/builder agreement and other information. If you are planning to use a contractor, please disregard the owner/builder application. However, if you are an owner/builder the form needs to be notarized and the original sent to our office. If at any time something changes on the permit application i.e. the general contractor changes to an owner/builder, the owner/builder changes to a general contractor, the engineer or architect changes, etc., a new permit application must be submitted with the correct and updated changes. Only one permit per application is will be issued.

To obtain a permit you must complete and submit the building permit application, signed requirement check list and all other required forms and documents. **An incomplete application will be considered null and void if the required documentation is not submitted within 28 days of the initial submittal date.**

A 10 business day minimum is required for plan review.

It is important that you read and understand this packet and the minimum requirements needed to obtain and hold a building permit. Your signature on the permit application and/or requirement check list states that you have read and understand what is in the packet and that you will build according to the Kane County Ordinance and adopted building codes.

It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by the adopted building codes, or cause the same to be done, in conflict with or in violation of any provisions of the adopted building codes.

48 hour minimum notice is required for all inspection requests. This notice is for scheduling purposes only and is not a guarantee an inspection can be performed the following day. Inspections will be scheduled on the earliest available day unless a later date is requested.

If you have questions you may contact our office between the hours of 8:00 A.M and 4:00 P.M. Monday through Friday at 435-644-4985.

Kane County Building Department

Requirements for Building Permit Application

Kane County Building Department 435-644-4985

Kane County Land Use Authority 435-644-4966

76 North Main Street, Kanab, Utah 84741

Prior to issuance of a building permit a completed application and required supporting documentation must be reviewed and approved by the Kane County Building Department and the Kane County Land Use Authority.

After the completed application is received, please allow 10 business days for review, approval and issuance of the building permit.

Following is a list of required documentation to be attached to the application:

Building Department

- _____ 1. Application (Include Parcel Number)
- _____ 2. Site Plan (1 Hard Copy and 1 Electronic)
- _____ 3. Construction Drawings (1 Hard Copy and 1 Electronic)
- _____ 4. Wildfire Mitigation Plan (WUI)
(Refer to page 12-13 for more info)
- _____ 5. Owner Builder Certificate (if applicable)
- _____ 6. Roadway Disturbance Permit
(Obtained From Kane County Road Dept.)
- _____ 7. Air Leakage Report (see page 6)
- _____ 8. Soils Test
- _____ 9. Septic Permit
- _____ 10. Locate and Stake Property Corner Pins
- _____ 11. Proof of Water
- _____ 12. Res and/or Com check (Insulation)

Land Use Authority

- _____ 1. Parcel properly subdivided
- _____ 2. Recorded means of access
- _____ 3. Approved Water Supply
 - _____ Well (2,000 Gal. Storage tank is also recommended)
 - _____ Private System
 - _____ Public System
- _____ 4. Site Plan, Include easements to parcel
- _____ 5. Land Use Zone _____

Dry Subdivision Requirements

- _____ 1. Water tank
- _____ 2. Proof of water hauling contract, or
- _____ 3. Receipt for tank, trailer and approved water source

Detailed descriptions and additional explanations of requirements are included in this packet.

MY SIGNATURE BELOW INDICATES THAT I HAVE CAREFULLY READ AND UNDERSTAND THE PERMIT PACKET AND VERIFIED THAT ALL OF THE ABOVE ITEMS HAVE BEEN INCLUDED WITH MY PERMIT APPLICATION. I HAVE CHECKED EACH ITEM OR INDICATED N/A FOR ITEMS THAT DO NOT APPLY, AND HAVE INSURED THAT MY APPLICATION AND PLANS ARE COMPLETE. I ALSO UNDERSTAND THAT IF ANY ITEMS ARE DETERMINED TO BE OMITTED OR INCOMPLETE I WILL BE REQUIRED TO CORRECT OR SUPPLY THE DOCUMENT PRIOR TO THE BUILDING PERMIT BEING APPROVED.

Signature _____ Date _____

Adopted Building Codes By Utah Law 58-56-4 and R156-56-701

The following codes together with any amendments have been adopted by Kane County. For regulating the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy and use of all buildings or structures in Kane County.

Effective May 20, 2020

2015 International Residential Code (IRC)
Appendix Q of 2018 International Residential Code (IRC)
Appendix J 2015 International Residential Code (IRC)
Housing and Urban Development Code (HUD)

Effective May 20, 2020

2018 International Building Code (IBC) including Appendix J.
2018 International Plumbing Code (IPC)
2018 International Mechanical Code (IMC)
2018 International Energy Conservation Code (IECC)
2018 International Fuel Gas Code (IFGC)
2006 Utah Wildland Urban Interface Code (UWUI)
2020 National Electrical Code (NEC)

If any of the above codes reference other codes those codes shall be considered part of the requirements of that code to the prescribed extent of each such reference.

Building Permits will only be issued when the following criteria is met

1. Submit all required applications, documents, forms and plans.
2. Approval of the Building Official.
3. Approval of the Land Use Authority.
4. Septic system approved by the Southwest Utah Health Department.
5. Water system approved by the Utah State Water Engineer.
6. Legal access to the property where the easement is specifically reserved and does not go through private property unless an easement is specifically reserved.
7. Proof of ownership, either a recorded deed or contract.
8. Soils test and compaction test performed by a qualified engineer with recommendations, follow up inspection and notice of compliance with recommendations. This must be completed and the report received before or during the footing inspection. There are two geotechnical data and compliance forms in the packet that must be used and submitted along with the qualified engineer's report. Any new commercial, residential and anything attached to them is required to have these test performed and supplied. However, not every project requires a soil and compaction test, if you have any questions or concerns on your project contact our office.
9. Manufactured homes brought into the county must be rated for the area to insure it will meet the current energy provisions outlined in code. They must be in compliance with Utah State Code and the Kane County Ordinance.

Details for the Requirement Check List

Building Department

- A. **Completed Permit Application.** This must include name, address, telephone number of the owner, builder/contractor, engineer, architect, etc.
- B. **Plot/Site Plan (One hard copy and one electronic).**
 1. Scale of plan, and direction of north point.
 2. Lot lines, setbacks, adjacent streets, roads and rights-of-ways.
 3. Location of all existing structures on subject property and adjoining properties, with utility lines, poles, septic tank and field, etc., fully

dimensioned.

4. Location of proposed construction and improvements, with location and dimension of all signs.
 5. Necessary explanatory notes.
- C. **Construction Plans (One hard copy and one electronic).** Depending on the use, location, size, shape, and building official's discretion these plans may be required to be designed and stamped by a licensed engineer. If you have any concerns or question regarding engineering contact our office.
1. Footings Detail
 2. Foundation with structural detail schedule and elevations.
 3. Floor plans, with room size and partitions, cross section
 4. Referenced to use of insulation system proposed R-49 minimum on all ceilings, R-20 in exterior walls, R-30 in floors, R-13 in basements and R10 perimeter of slab on grade
Values increase with elevation.
 5. Roof details
 6. Electrical, plumbing, mechanical, and gas.
 6. Shear walls with tie downs
 8. Porch, entry, stairs, etc., details where they occur referenced from floor, foundation and plat plans. Show sizes and justify specified snow load.
 9. Material schedules, general notes
 10. Any other detail that needs to be included.
- E. **Wildland Urban Interface (WUI) Plan.** More information and general requirements will be discussed further in the packet. WUI roads and driveways must be designed to the Wildland Urban Interface Code. Roads need to be a minimum of 20 feet in width. Driveways need to be a minimum of 12 feet in width and if in excess of 200 ft turnouts must be provided. Both roads and drive ways in excess of 150 feet must be provided with a turnaround. Both shall not exceed a 12 percent grade.
- F. **Owner/Builder Certificate.** This was explained on the first page.
- G. **Air Leakage Report.** This form needs to be completed and submitted with your application for permit.
- H. **Septic Permit.** Clearance from the Health Department for septic system prior to issuance of permit. Please include a copy of septic system permit. Phone numbers and address will be provided at the end of the packet.
- I. **Locate and Stake Property Corner Pins.** All property corners must be visibly marked so we can check the set back requirements. If the corner pins cannot be found or they don't appear to be correct the owner must have the property surveyed.
- J. **Proof of Water.** This will coincide with the Land Use Authority's requirement.
- K. **Res and/or Com Check (two copies).** This report must be provided to insure the property meets or exceeds the energy provisions outlined in code.

Land Use Authority

- A. **Parcel Properly Subdivided.** To be reviewed by the Land Use Authority Administrator for subdivision compliance.
- B. **Recorded Means of Access minimum 28 ft.** Parcels outside of subdivisions need to furnish recorded proof of an easement or right of way to the property that meets the minimum standards.
- C. **Approved Water Supply.** Well must be drilled and functional prior to issuance of a building permit. A 2,000 gallon storage tank is also recommended.
- D. **Site Plan.** See building departments description above.
- E. **Land Use Zone.** Call the Land Use Authority Administrator if you are unsure of your zoning.
- F. **Dry Subdivisions Requirements.** See the Land Use Ordinance for additional information.

Building permits are required for any type of building in Kane County. No building or structure regulated by Kane County Ordinance and any of the current adopted building codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a separate permit for each building has first been obtained from the building official. **Any excavation of county right of way or county roads requires a permit available through the Kane County Road Department.**

If work is not started on a structure or building within 180 days from the issuance of a permit or such work is suspended or abandoned for a period of 180 days, the permit shall become invalid. If work is not performed within the 180 day period you may extend the permit for a fifteen dollar fee before the permit expires. The extension shall be requested in writing and justifiable cause demonstrated. If you let the permit expire all work must stop until you either renew the permit for a one hundred dollar fee, within 30 days of it expiring, or obtain a new permit. If you fail to do so a "Notice of Non-Compliance" will be filled with the Kane County Recorder, stating we were unable to verify code compliance, and the matter will be turned over to the office of the Kane County Attorney for further action. A "Notice of Non-Compliance" can have a negative impact on, but not limited to, insurance claims, property resale and property financing. If you let the permit expire and obtain a new one you will at that time have to follow any and all new changes to the Kane County Ordinance and adopted building codes.

Building Inspections

24 hour minimum notice is required for all inspection requests. This notice is for scheduling purposes only and is not a guarantee an inspection can be performed the following day. Inspections will be scheduled on the earliest available day on a first come basis, unless a later date is requested. We make every effort to schedule inspections for the following day; however, this will not always be the case. After the inspection is completed, if work **is not** marked "Approved" on the inspection form, make the corrections noted in the remarks section of the form and call for another inspection before continuing work. It is fairly common for builders to order cement and then call for an inspection. **We DO NOT recommend this practice.** Often the building inspector is booked and cannot make an inspection before the cement is due to arrive. If this happens the builder will be expected to cancel his order for cement. Pouring cement without an inspection will not be allowed. We recommend waiting until the inspection has been completed and approved before ordering cement.

Required Inspections & Information

1. **Footing & Set Back.** Inspect footing reinforcement before pouring concrete footings. When this inspection is performed, the property set-backs are checked to make sure all zoning property set-backs are correct.
2. **Foundation.** Inspect the foundation wall reinforcement before pouring concrete walls. We will inspect the foundation later for a damp proof coating.
3. **Underground Plumbing.** Inspect the underground plumbing before it is covered and the floor is poured.
4. **Shear Wall & Sheeting.** Inspect the shear wall and sheeting before they are covered by any house wrap or other material.
5. **4-Way.** Inspect the framing, rough plumbing, rough electrical, rough mechanical and rough gas.
6. **Insulation.** Inspect all insulation before it is covered by sheetrock or any other material.
7. **Drywall/Wallboard.** Inspect rough drywall before taping and applying drywall mud.
8. **Meter Base.** (if applicable)
9. **Lath.** (if applicable)
10. **Vapor Barrier/House Wrap.** Inspect vapor barrier/house wrap on exterior before applying siding or other finishes.
11. **Lag.** Inspect lag both roof and wall for manufactured homes.
12. **Jacks & Tie Downs.** Inspect tie downs and jacks on manufactured homes.
13. **WUI Final.** Inspect for Wildland Urban Interface compliance.
14. **Final Inspection.**

General Inspection Rules:

- DO NOT cover up any required inspections until approved by the building official. Approval is granted after calling for and passing an inspection. Failure to do so will result in removal of coverings, or complete condemnation and abatement of work.
- All inspection tests are required. (Electrical, plumbing, mechanical, etc.)
- NO building can be occupied until a final inspection is passed and a certificate of occupancy is granted or a temporary occupancy permit is issued.
- All inspection cards, plans and manufacture's information and instructions must be on the job site during inspections.
- A permit allots a certain number of inspections. These include, but are not limited to, the required inspections and one re-inspect for each required inspection. The scope of the work will be the main determining factor when figuring the number of allotted inspections. If at any time during the project you exceed this allotted number of inspections you will be charged for each additional inspection until the project is completed.

Utah Wildland Urban Interface (WUI) General Information

Wildfire Mitigation Plan

An acceptable Wildfire Mitigation Plan consists of two parts: 1) a site plan, showing the location and extent of structures and other improvements, the defensible space management zones around the structures, the driveway access for emergency vehicles, emergency water supply for fire fighting, and the locations of other specific natural and human created features; and 2) a narrative that describes in detail these same features. These considerations must be addressed along with all of the other considerations brought into the Site Plan Review process, such as tree preservation and re-vegetation. All wildfire mitigation conditions will be in addition to any applicable building code requirements.

Site Location

Describe the location that has been chosen for the structure(s) with respect to the natural characteristics and conditions of the property. Include the following information:

1. Property location and access (public or private road).
2. Position of existing and/or proposed structure(s).
3. Lot size (acreage), slope (%), aspect (N, E, S, W), and elevation (feet).
4. Dangerous topographic features, such as valleys, saddles, steep slopes, and ridges.
5. Barriers to fire spread that could serve as a fuel break, such as major roads, rock outcroppings, bodies of water, riparian corridors, aspen stands.
6. Over story and under story vegetation types, densities, and conditions.
7. Percent ground cover: live vegetation, duff and dead wood, rock and soil.
8. Presence /absence of insect and/or disease infestations.

Construction Design and Materials

Show that the construction design and building materials selected will minimize the potential for the structure(s) to be ignited by a wildfire and will provide the best chance of defending the structure(s) from a wildfire. Include information on the:

1. Size and shape of the structure(s); orientation (north-south, east-west)
2. Size and construction of exterior features such as decks, balconies, and exterior stairs
3. Location of utilities (power and telephone; above or below ground), propane tanks (distance from structure and elevation), wells, leach fields, water storage tanks, etc.

Threat Reduction Zones

Describe how wildfire mitigation steps are being addressed in the various zones:

Access Zone: Information required includes:

1. Address: Should be readily visible from the street.
2. Road width and grade: Homes should be serviced by all weather access roads a minimum of 20 feet wide and all weather driveways at least 12 feet wide.

3. Turnarounds/turnouts: Turnarounds are required for dead-end roads and on driveways in excess of 150 feet. Driveways in excess of 200 feet in length and less than 20 feet in width shall be provided with turnouts in addition to turnarounds.
4. Driveway clearance: Flammable vegetation should be removed extending 10 feet from both sides of the driveway. Driveways shall have an unobstructed height of 13 feet 6 inches.
5. Bridges and Culverts: Inadequately built bridges or culverts may prevent firefighting equipment from reaching your home. Check on engineering design if included in your project.

Defensible Space Zone: Demonstrate that defensible space is available and/or will be created around structures. Describe the steps that will be taken to modify the vegetation and protect the structure(s) from a future wildfire. Make considerations for the re-vegetation plan, tree preservation, and general forest health.

Fuel Modification Distances for each hazard area are:

1. Extreme hazard: 30 feet
2. High hazard: 50 feet
3. Moderate hazard: 100 feet

Interior Zone: This zone includes items that should be considered to prevent fires from originating in the home.

Items to consider include:

1. Sprinkler Systems: A sprinkler system installed inside the home can provide effective fire protection. It will operate automatically and can extinguish a fire while you are asleep or away from home. It is especially effective in areas with less than ideal water supply and long emergency response distances.
2. Carbon Monoxide detectors: Use in conjunction with smoke detectors.
3. Escape plans: By planning and practicing exit drills, you can better prepare your family for a fire emergency.
4. Portable fire extinguishers.
5. Proper storage of flammable paint and stain products.
6. Proper installation and use of wood stoves and fireplaces.
7. Other heating systems: Kerosene and other fuel-fired heaters should be used properly.

WATER SUPPLY

Describe where an adequate and accessible water supply has been located for the defense of the structure(s) Include information on the:

1. Location of draft sources approved by the local fire protection agency (i.e. municipal hydrants, community cisterns, dry hydrants in local water sources) or the location, size, construction type and fittings for an individual cistern

Consult with the local water company on this item.

MAINTENANCE

In addition to the information presented in the above sections, you may also want to mention specific maintenance actions that will be undertaken in the future. This could include such things as:

1. Home maintenance: annual removal of debris from the roof and gutters and from around the house; regular cleaning of you chimney (if applicable).
2. Extending defensible space: additionally tree pruning, removing broken branches and disposing of slash; burning slash piles and firewood; checking for insect and disease problems; maintenance of a rock barrier; irrigation and mowing of green space.
3. Conducting a regular inspection of cistern and/or sprinkler systems (if applicable).
4. Maintenance of the access and driveway; checking address and road signs; planning escape routes.