



## VIRGIN TOWN

### RESIDENTIAL & 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 in seven (7) different locations.
- ☐ **REScheck**
- ☐ **Site Plan**, to Scale, two (2) full size copies of engineered drawings.
- ☐ **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.
- ☐ **IF BUILDING IN RIO DE SION SUBDIVISION (all phases) or ZIONS EDGE, after November 18, 2020, proof of sprinkler system from HVFD is required with application.**



# Virgin Town Building Permit Application

Please fill out ALL the **highlighted** areas  
Non-highlighted areas are to be filled out by town.

<b>Date:</b>	<b>Phone:</b>	<b>Date Issued:</b>	<b>Permit Number:</b>	
<b>Name of Applicant:</b>	<b>Building Total Sq Ft:</b>		<b>Valuation:</b>	<b>Check #</b>
	<b>Main Floor Sq Ft:</b>			
<b>Property Address:</b>	<b>Parcel No.:</b>		<b>Staff Initial:</b>	
<b>Construction:</b> NEW: _____ ADD: _____ ALTER: _____		<b>FEES:</b>		
<b>Property Owner:</b>		<b>Application fee - \$100.00 Residential</b> <b>\$500.00 Commercial</b> <b>To be paid when submitted</b> <b>Check # _____</b>		\$
<b>Mailing Address:</b>		<b>Water Connection - \$500.00</b>		\$
<b>City, State, Zip:</b>		<b>Building Permit – Based on Valuation</b> <b>10 Inspections included.</b> <b>\$100 per inspection Residential</b> <b>\$200 per inspection Commercial</b>		\$
<b>Contractor:</b>	<b>Phone #:</b>	<b>1% DOPL FEE</b>		\$
<b>Business license #:</b>		<b>Development Review Fee</b> <b>\$300.00 Residential</b> <b>\$600.00 Commercial</b>		\$
<b>State/ City:</b>		<b>Plan Check – 40% of Building Permit</b>		\$
<b>Minimum setbacks in feet from the property line</b>		<b>Impact Fees:</b>		\$
<b>Front:</b>	<b>Side:</b>	<b>Impact Fees:</b> <b>Culinary Water \$4,291.00</b> <b>Water per WCWCD \$2650.00 (\$30.00 mo. Fee)</b> <b>Road &amp; Streets \$2,840.00</b> <b>Parks &amp; recreation \$1,741.00</b> <b>Total: \$11,522.00 / Total: \$8,872.00</b>		<b>Third Party Review</b> <b>Civil Review \$2000</b> <b>Structural Review TBD</b> <b>MEP Review TBD</b>
<b>Rear:</b>	<b>Side:</b>			\$
<p>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. 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 or Local Law regulation construction or the performance of construction.</p> <p>_____</p> <p><b>Signature of contractor or authorized agent</b></p> <p>_____</p> <p><b>Printed name</b></p>		<b>Total Fees:</b>		\$
		<b>Signatures of Approval</b>		<b>Date</b>
		<b>Permit Clerk:</b>		
		<b>Zoning Administrator:</b>		
		<b>Building Inspector:</b>		



## **VIRGIN TOWN** **RESIDENTIAL 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.**

**“Certificate of Occupancy” is ONLY issued by the Town of Virgin after the Building Inspector has issued his “Okay to Occupy” and the Town sees a copy of his document.**

### **CHECK LIST:**

- \_\_\_\_\_ 1. For building permit application, schedule preliminary review by Zoning Administrator building plans and site plans.
- \_\_\_\_\_ 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 by Southwest Health Department prior of acceptance of building permit application
- \_\_\_\_\_ 5. A Receipt from the Hurricane Valley Fire Department showing plan review has accrued, prior to acceptance of building permit application.
- \_\_\_\_\_ 6. **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.**

- \_\_\_\_\_ 7. Submitted Plans need to show:
- A. Location of septic tank and leach 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. Height and setback measurements.
- \_\_\_\_\_ 8. 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 Council, 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.**
- \_\_\_\_\_ 9. 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.
- \_\_\_\_\_ 10. **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.**
- \_\_\_\_\_ 11. **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 before 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.



## Virgin Town

### 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, County & State 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** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Approval prior to Building Inspector review)

**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.

**The “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 Building 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 RESIDENTIAL 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 applicant's 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 location 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; I DO AGREE TO THIS CONTRACT AND HAVE RECEIVED A COPY FOR MY RECORDS.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_