



Building and Zoning Department

Requirements for ALL Commercial and Residential Projects

1. Submit two sets of plans to the Sanpete County Building Department for review at least two weeks prior to wanting to start the project. Some plans require engineering – see Building Plans Checklist.
2. There is a \$200 deposit required for all residential plans and \$500 deposit required for all commercial plans submitted for the plan review process. The remainder will be collected with the building permit fee.
3. If you are building within city limits, you must have approval from the local zoning board prior to submitting your building permit. A completed zoning permit must show the approval of all utilities; power, water, sewer, setbacks and the assigned address.
4. If you are building in the unincorporated areas, you must have approval from the County Zoning Administrator. A completed zoning permit must show that all zoning requirements have been met, an approved county address has been assigned, and proof of water, power, sewer, and road access have been provided.
5. If you are building in an approved subdivision in the unincorporated areas, you must have approval from the subdivision association. Proof of power, sewer and water must be provided with your permit application. Check with the County Zoning Administrator for any additional information needed for each subdivision.
6. The application, plans, specifications, and other data filed by an applicant for a permit shall be reviewed by the building official. Such plans may be reviewed by other departments of this jurisdiction to verify compliance with any applicable laws under our jurisdiction. If it is determined that the work described in an application for a permit and the plans, specs and other data filed therewith conform to the requirements of the International Residential Code, the International Building Code and other laws and ordinances, and fees have been paid, the building official shall issue a permit.