This packet includes various papers you may need for building your home. Please read through the list, determine which ones are applicable to your situation, and return them to our office for further processing.

1. **Building Permit Application** - Permit applications are accepted electronically at plans@northlogancity.org. It must be submitted with 1 set of plans (blueprints) in pdf form and a site plan (where your house sits on your piece of property). The plans will usually need to be engineered and have an official engineer stamp on them. Sometimes the site plan is included in the engineered plans, sometimes it is not. If not, please provide a separate document showing the site of the building. If the contact email is different from the one you are using to submit the plans, please include the email address in the body of the email so responses/questions can be sent to the right place.

Plans should also include the property address or some designation as to the location so that we can assign an official address if one does not already exist.

We need the name, address, telephone number, and contractor’s license number for all contractors. We do not issue building permits without that information being completed. Please also include the tax identification number of the property. This is available at the County Recorder’s Office (179 N Main St., Logan, UT 84121), or from a tax notice.

We will also need a cost estimate included in the “Notes” section on the permit application form.

Our goal is to have your permit ready within **10 working days**-residential only permits (commercial permits take longer than regular residential permits), but that is predicated upon all the information, engineering, etc., being completed and submitted. Permit applications are processed in the order they are received, which may also affect how long it will take. Please keep this in mind during times of the year such as summer and fall when there is a higher volume of permits being submitted to the building department for review.

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**PLEASE NOTE:** A $50.00 deposit is required for all new building permit requests. The $50.00 will be deducted from the final permit total when completed.

The $50.00 IS NON-REFUNDABLE if you decide not to complete the process after submitting your request to the city.

We DO NOT accept credit cards for building permit application totals. However, the $50.00 deposit may be paid via credit card.
2. **Owner/Builder Certification** - This form needs to be completed by any applicant without a contractor’s license, who will be acting as a contractor for their home. This form must be NOTARIZED. There are notaries in the city offices, North Logan Library, and North Park Police Department.

3. **REScheck or COMcheck** – A REScheck certificate is required for new residential buildings or additions to residential buildings. A COMcheck is required for new commercial buildings or additions to commercial buildings. These can be completed using free software available at [www.energycodes.gov](http://www.energycodes.gov), or they may be completed online at that site. When doing a residential calculation, for an energy code you may select 2015 IECC, or Utah 2012. If you select Utah 2012, your project is required to pass by at least 4%.

4. **Manual J and D calculation** - This is required for new homes. The easiest and quickest way to get this, is to find someone with a software package designed to do the calculation.

5. **Home Owners Association Approval** - This form must be completed whether there is a homeowner’s association or not. If the home will be built within a development that has an association, the authorized representative must complete the top portion of the form. If there is no association, the builder or owner must complete the bottom portion of the form that is enclosed in the box.

6. **Construction Activity Permit** - As part of the state mandated stormwater pollution control procedures, a Construction Activity Permit will need to be completed and submitted with your building permit application if your project will involve breaking ground for a new structure. (This form is not required for most remodel or addition projects).

7. **Inspections** – Before a footing inspection can be scheduled, the project site will be required to pass a SWPPP inspection with our streets department. To schedule this inspection, call Sam at 435-752-1310 ext. 20.

   When requesting inspections, we require **at least 24 hours’ notice**. During the busy times, our inspectors are often booked two days in advance. Please plan accordingly. To schedule and inspection, call the Hyde Park City offices at 435-563-6507 ext. 25.

8. **Certificate of Occupancy** – In order to get a Certificate of Occupancy issued for a new building, you will need to get final approvals from the Streets, Sewer & Water, and Public Works Departments, aside from passing the final inspection with the building official. For Streets, you will need to call 435-752-1310 ext. 20 to set up a final curb & gutter inspection. For Sewer, you will need to submit a video of the sewer lines to our front desk for our department to review. These videos are best submitted with a thumb drive. Once the Streets
inspection, Sewer approval, and final inspection are complete, the Public Works Department will do a final review. Once everything has been approved, a Certificate of Occupancy will then be issued.

If you have any other questions, please feel free to give us a call at the North Logan City Office: 435-752-1310 ext 10 for the front desk, or 20 for the Public Works Clerk.