

# TOWN OF LEEDS

218 NORTH MAIN STREET  
PO BOX 460879  
LEEDS, UT 84746-0879  
PHONE: 435-879-2447 FAX: 435-879-6905  
E-mail: [leedstownhall@beyondbb.com](mailto:leedstownhall@beyondbb.com) // Website: [www.leedstown.org](http://www.leedstown.org)

## SUBMITTAL PROCESS FOR BUILDING PERMITS

### ***TIME FRAME:***

***Approximately twenty-one (21) days from initial application.***

Applicant or his representative will submit application to Leeds Town Planner for approval.

1. **The Building Permit Application Packet can be purchased at Town Hall. The packet is \$5.00, and the filing fee for the building permit is \$100.00 which covers the administrative staff expenses.**
2. **Complete the packets per instructions and deliver to Town Clerk/Recorder, at Leeds Town Hall.**
3. **Applicant will be scheduled with Town Planner for a Preliminary Building Plan Review. The Planner will review the information for compliance with Leeds Land Use Ordinances. [The Land Use Ordinance is available for download on the Town website: [www.leedstown.org](http://www.leedstown.org).]**
4. **At the time of Planner approval, Building Inspector Dennis Mertlich, will review the building plans for compliance with International Building Codes. This process takes about five (5) to ten (10) business days.**
5. **After the inspection is completed, the Clerk/Recorder will contact the applicant to pick up one set of the building plans and pay the impact, building, Utah State surcharge, and the Leeds Area Special Services District (LASSD) Fire Department fees.**

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Please review ALL information provided in this packet prior to submitting your Building Permit Application and packet sets. **It is your responsibility to provide all information as required.** Fees for copies not included as required below will be included and charged back to applicant. Please retain a copy of all documents for your records.

- I. **PROVIDE TWO (2) FULL SIZE SETS OF BUILDING AND SITE PLANS.** Building and site plans must include plot indicating property location, site address, building, and sanitation layouts.
- II. **PROVIDE TWO (2) PACKETS INCLUDING ONE EACH OF THE FOLLOWING:**
  1. **Size 11" x 17" or larger of the building and site plans** including plot indicating property location, site address, building and sanitation layouts. These must have all the same information provided in the full size set of site plans in I. above.
  2. **Copies of the completed top portion of the Bldg Permit Application.** Complete all blocks above the 'Building Inspector/Office Use Only' line. Include the cost of construction of work - this includes the costs associated with building the structure including material time and labor. It does not include the price of the land. The Building Inspector must authorize this cost prior to issuance of the building permit license.
  3. **Proof of the Percolation Test and Septic Permit.** Percolation test must be completed by an Environmental Scientist and submitted to the Washington County Health Department for a septic permit. More than one lot (i.e.: Subdivision) must include a Letter of Feasibility from the Washington County Health Department. Contact Southwest Utah Public Health: 435-673-3528 to obtain your permit.
  4. **Compaction Test Verification or if not required, a waiver from Engineering Firm.**
  5. **Proof of Water Service from Leeds Domestic Water Association (LDWA).** Subdivisions must also include a Utah State Water Engineer's Report. Contact: Leeds Domestic Water Association (LDWA), Joanne Dawson, 435-879-0278 or President Maurice Hall, 435-668-3556.
  6. **A copy of the current contractor license and business license.**
  7. **Subdivision CC&R's, if applicable.** Contact your Subdivision's Architectural Committee and provide copies of the CC&R's with completed packet.

***THE FOLLOWING FORMS ARE PROVIDED IN THIS PACKET AND ARE TO BE INCLUDED IN THE PACKETS [ABOVE]:***

8. **Attachment 1. Letter from Leeds Area Special Service District (LASSD)** to show compliance with State Fire Code Fire Hydrant requirements and the most current International Fire Code. Contact: (LASSD), Steve Lewis, Fire Chief, 879-2881.
9. **Attachment 2. Completed Land Use Development Permit Application.**
10. **Attachment 3. Completed Gas Sizing Form** if you are installing Natural Gas.
11. **Attachment 4. If you are the Owner/Builder,** complete the Owner/Builder Certification and Agreement to comply with the Construction Trades Licensing Act. This form requires authorization by a Notary Public.
12. **Attachment 5. Encroachment Permit Application.** If work requires a Right of Way Encroachment Permit, please complete at the time work is scheduled and submit to Town Hall. The application is included in this packet. Note all associated encroachment fees are in addition to Building Permit Application fees.
13. **Attachment 6. Completed Building Permit Application Checklist.**

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## LEEDS AREA SPECIAL SERVICE DISTRICT (LASSD)

### FIRE DEPARTMENT APPLICATION FOR BUILDING PERMIT *Attachment 1*

Single family dwelling: Yes \_\_\_\_\_ No \_\_\_\_\_  
Commercial: Yes \_\_\_\_\_ No \_\_\_\_\_  
Subdivision: Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Please provide the following information:

For Single Family Dwellings:

- Plot plan with the streets and current hydrants on it.
- Measured distances marked on plot map.
- Square footage of home.

For Subdivisions and Commercial:

- You must contact the Fire Chief for review of plans.
- Review can take seven (7) to ten (10) working days after plans have been submitted. In some cases, Systems review may take longer.
- Some systems may require outside review and any additional costs will be paid by applicant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**I find this applicant has met the requirements set forth by the International Fire Code.**

\_\_\_\_\_  
Steve Lewis, Fire Chief

\_\_\_\_\_  
Date

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## LAND USE DEVELOPMENT

### PERMIT APPLICATION

*Attachment 2*

Name of Owner/Builder \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### LOCATION OF CONSTRUCTION SITE

Address \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Lot No. \_\_\_\_\_ Tax ID Parcel No. \_\_\_\_\_ Zoning \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## GAS SIZING INSTALLATION PLAN APPLICATION

COMPLETE FORM IF INSTATLLING NATURAL GAS  
*Attachment 3*

Installer's Company: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
License # \_\_\_\_\_ Permit # \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Phase: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Date: \_\_\_\_\_ BTU/Cubic Feet: \_\_\_\_\_ Inspector: \_\_\_\_\_  
Fuel line sized for: 4 oz. Delivery Pressure \_\_\_\_\_ -OR- 2 lb. Delivery Pressure \_\_\_\_\_  
Test Pressure: \_\_\_\_\_

**For Inspection please contact Dennis Mertlich, Building Inspector at 435-635-9935**

Total Length: \_\_\_\_\_ Total C.F.H. \_\_\_\_\_

Approved By: \_\_\_\_\_  
Building Inspector Date

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## OWNER/BUILDER CERTIFICATION AND AGREEMENT

### TO COMPLY WITH THE CONSTRUCTION TRADES LICENSING ACT Attachment 4

Owner/Builder Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Address of Construction Site: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot No. \_\_\_\_\_ Tax ID Parcel No. \_\_\_\_\_

### CERTIFICATION

I, \_\_\_\_\_, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

1. I am the sole owner of the property and construction project at the above described location.
2. The improvements being placed on the property are intended to be used and will be used for my personal non-commercial, non-public use.
3. I understand that work performed on the project, if it is the type of work which is regulated under the Construction Trades License Act, and Rules of the Contractors Licensing Board, must be performed by the following:
  - a. myself as the sole property owner; or
  - b. a licensed contractor; or
  - c. my employee(s) on whom I have worker's compensation insurance coverage, on whom required payroll taxes are withheld and with respect to whom I comply with all other applicable employee/employer laws; or
  - d. any other person working under my supervision as owner/builder to whom no compensation is paid; and
4. I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than as an employee for wages, to perform construction services for which licenser is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Printed Name of Owner/Builder \_\_\_\_\_

Signature of Owner/Builder \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, in the County of Washington, State of Utah.

Notary Public \_\_\_\_\_

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## APPLICATION FOR RIGHT OF WAY ENCROACHMENT PERMIT

*Work cannot begin until permit is granted*  
**Attachment 5**

<b>APPLICATION FEE: \$125.00 NON-REFUNDABLE</b>	
<input type="checkbox"/>	Completion Guarantee Deposit
<input type="checkbox"/>	Encroachment Bond
<b>DATE:</b> _____	
<b>RECEIVED BY:</b> _____	

Date: \_\_\_\_\_

Application is hereby made by: \_\_\_\_\_

Address: \_\_\_\_\_

For permission to do the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Attach two copies of the plan for the encroachment work. If possible, new underground utility installation crossing a paved road should be placed by boring. In any case, show the extent to which the Town Right-of-Way will be disturbed by placing poles or underground lines. Include length, width and depth of trenches for underground lines; or vertical clearance and voltage of overhead lines.

Construction to begin on or about: \_\_\_\_\_ and will be completed on or before: \_\_\_\_\_.

An application fee of \$125.00 will be assessed to all work to defray costs of processing the application & inspecting any remedial work done.

A completion guarantee deposit fee of:

- Pavement Surface (including chip/seal)..... \$3,000.00 up to 70 sq. ft.
- Pavement Surface (including chip/seal)..... \$45.00 per sq. ft. over 70 sq. ft.
- Gravel Surface ..... \$6.00 per sq. ft.
- Unimproved Surface ..... \$3.00 per sq. ft.

**Totaling** \_\_\_\_\_, has been posted with the Town Clerk on: \_\_\_\_\_.

The portion not required to complete the work will be returned on final inspection by the Town Engineer. If this permit is granted, the applicant agrees to abide by all of the restrictions and regulations contained in the Leeds Right-of-Way Encroachment Ordinance. In addition, safe vehicle and pedestrian traffic conditions must be maintained, including following the guidelines of Part IV of the Manual on Uniform Traffic Control Devices (MUTCD).

\_\_\_\_\_  
NAME OF APPLICANT – OWNER OR CONTRACTOR

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

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## BUILDING PERMIT APPLICATION CHECKLIST

### Attachment 6

Use the following as a checklist for the packets you provide. If you do not have all information listed please complete the explanation block below.

- \_\_\_\_\_ Two sets of full size sets of building and site plans.
- \_\_\_\_\_ Percolation Test documentation from Health Department.
- \_\_\_\_\_ Proof of Septic Permit from Health Department.
- \_\_\_\_\_ Proof of water service from Leeds Domestic Water Association (LDWA) culinary water.
- \_\_\_\_\_ Proof Leeds Area Special Service District (LASSD) requirements have been met and signed by Fire Chief.
- \_\_\_\_\_ Utah Department of Health sanitation requirements have been met.
- \_\_\_\_\_ Do you have irrigation water rights? If yes, how many shares? \_\_\_\_\_
- \_\_\_\_\_ The Uniform Construction Safety Standards have been met.
- \_\_\_\_\_ Plans and final development meet all current ordinances and zoning requirements of the Town of Leeds.
- \_\_\_\_\_ Plans for construction/development and use of property comply with the current Town of Leeds General Plan.

Explanation if any of the above requirements have not been met:

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Date \_\_\_\_\_

Signature(s) of Owner(s) of Property

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

Deliver all completed documents to Clerk/Recorder at Leeds Town Hall. At this time you will be scheduled to meet with a Planner for the Plan Review. Plan to allow a minimum of thirty (30) days prior to scheduling presentation with the Planning Commission *IF APPLICABLE*. Leeds Planning Commission Meetings are held the 1st Wednesday of each month unless otherwise noticed. Applicant or his representative must be present at the Planning Commission Meeting. Failure to appear will cause your request to be scratched from the agenda and it will be your responsibility to contact Town Hall to re-schedule.

### **NO BUILDING WILL BEGIN**

**Until approval from the Town Planner & Clerk is obtained, and all building fees are collected.**

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## BUILDING and DEVELOPMENT REQUIREMENTS

**Buildings and structures requiring a permit include, but are not limited to:**

1. Any structure which purpose shall be residential or commercial occupancy.
2. Any structure exceeding 120 square feet in area.
3. Any structure containing plumbing or electrical fixtures.
4. Any structural modification to an existing building, including room additions or expansion.

**The following are requirements from the International Building Code and are included in this packet for your information.**

1. **Complete signed and sealed (as required by applicable laws) architectural plans, structural plans, and material specifications of all work.**
2. **Site plans include the following information:**
  - a. Size and location of all new construction and all existing structures on the site.
  - b. Distances from lot lines.
  - c. Established street grades and proposed finish grades, if applicable.
3. **Architectural Plans and specifications include:**
  - a. Description of uses and the proposed use group(s) for all portions of the building and the design approach for mixed uses, as applicable.
  - b. Proposed type of construction of the building.
  - c. Fully comply with Land Use Ordinance for starting point for all structures. This must be approved by the Planning Commission and an Architectural Committee if applicable to your property.
  - d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
  - e. Exit signs/means of egress lighting, including power supply.
  - f. Accessibility scoping provisions.
  - g. Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
  - h. Details of plastic, insulation, and safety glazing installation.
  - i. Details of required fire protection systems.
4. **Structural plans, specifications, and engineering details to include:**
  - a. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
  - b. Signed and sealed structural design calculations which support the member sizes on the drawings.
  - c. Local design load criteria, including (as applicable): frost depth; live loads; snow loads; wind loads; earthquake design data; other special loads.
  - d. Details of foundations and superstructure.
  - e. Provisions for required special inspections.
  - f. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).

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## CONTACT NUMBERS

**IMPORTANT! Keep this list for reference throughout construction completion.**

**Building Inspection: Dennis Mertlich, Building Inspector at 435-635-9935**

**Leeds Domestic Water Association (LDWA): 435-879-0278**

**Leeds Area Special Services District (LASSD): Fire Chief Lewis at 435-879-2881**

**Questar Gas: 435-673-7514**

**Utah Power: 888-221-7070**

**Trash Collection: Leeds Town Hall 435-879-2447 to establish account**

**Qwest Phone Company: 800-872-6075**

**Upon completion of all building inspections, you will receive a Certificate of Occupancy (CO) from the Leeds Building Inspector.**

**You will need to contact Town Treasurer to begin Trash Service at that time.**

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### NOTE REGARDING LASSD FEE

#### **LEEDS AREA SPECIAL SERVICE DISTRICT (LASSD) NOTICE OF IMPACT FEE ORDINANCE EFFECTIVE JUNE 1, 2005.**

The Leeds Area Special District (LASSD) has enacted Impact Fees on all development and construction within the boundaries of its' service area. Revenues from impact fees will be used to partially offset expenses of new and enhanced public safety facilities (Fire Stations). A receipt for payment of the Impact Fee must be presented to the Town of Leeds Clerk/Recorder. The Town of Leeds Building Department will collect the LASSD Impact Fee in conjunction with collection of the Building Permit Fee.

**FEE AMOUNT CALCULATION.** The fee is determined by taking .2% (.002) of the building department determined cost of construction. To calculate the fee, multiply the Cost of Construction dollar amount by .002. Please note the fee varies with the Cost of Construction of the building. There is no minimum or maximum fee amount.