



Mona City – Planning and Zoning

20 West Center

435-623-4913

P.O. Box 69

435-623-4320 (fax)

Mona, UT 84645

monacitygov@gmail.com

Building Permit Application

Notice: If you are subdividing (dividing one existing lot into two or more lots) you must follow the Mona Subdivision Procedure before applying for a Building Permit.

*All Building Permit Applications must be received **at least** 2 weeks prior to the Planning and Zoning meeting. Applications received past this deadline may not be considered until the next month's meeting. Planning and Zoning meetings are held on the first Wednesday of the month at 8:00 p.m. in the City Building.

Applicant/Project Information:			
Applicant/ Company:			Application Date:
Address, City, State, Zip:			
Telephone:	Alternate Phone:	Email:	
Subdivision Name:		Lot Number:	Lot Size: (1/2 acre min.)
Contractor Information			
Company/Contact:		Contractor License No:	
Address, City, State, Zip:			

Type of Building:

- Single Family
- Duplex
- Agriculture
- Commercial
- Modular
- Other _____

Square Footage:

Main Floor: _____
 Basement: _____
 Other Floor(s): _____
 Total Sq. Ft.: _____
 Total **Finished**
 Sq. Ft.: _____

Water Line:

- ¾ inch line
- 1 inch line

Requirements – Please Read: 1) Give 24 hour notice for all inspections. 2) Must have footing/foundation stake at time of submitting application. (See setbacks on requirements on next page) 3) If you are digging across a road for utilities, you must submit a "Digging Permit Application" to Mona City. 4) When installing your sewer, a drawing must be submitted to the city of the placement of the sewer cleanouts. **An occupancy permit will not be given without this drawing.**

** ALL water will be delivered through a meter and meter yoke with a frost free device to protect the system and must comply with the Cross-Connection Ordinance. DO NOT use culinary or Irrigation water until you have permission from the Water Master and Irrigation Company. Failure to comply is subject to a \$1500 penalty.*

For Office Use Only:

 Planning and Zoning Signature

 Building Inspector Signature/Plan Checked

BUILDING PERMIT REQUIREMENTS

- One copy of the deed to the property (legal description). This can be obtained from the title company.
- A plat map from the county recorder containing your lot.
- Three copies of your building plans: two paper copies (must be a minimum of 20 x 30 engineered plan), and one copy in an electronic format on a disc. You will receive one paper copy back when you receive your building permit. Building plans must include a foundation plan with seismic strappings.
- Site plan showing the house location with setbacks and side yard measurements:
(30' min. front setback, 10' min. per side setback, 30' min. for both sides of corner lot)
- Make an appointment with Mona Irrigation Company (Shawna Keyte – 623-5072) to pay irrigation hookup fee and to sign the Water Rights Dedication Agreement (available online).
- Attach the Water Rights Dedication Agreement, receipt of payment to the Irrigation Company, and copy of Irrigation Water Certificate-signed by all parties.
- Proof of culinary water for lot. If your lot is in a developed and approved subdivision, this requirement may be waived.
- Return paperwork to the city office **at least** 2 weeks before the planning and zoning meeting. This allows time for all of the paperwork to be inspected before the meeting.
- Attend the Planning & Zoning meeting that your application is being considered. Call the Planning & Zoning secretary (Sara Samuelson – 435-225-4815) to verify that you are on the agenda.
- (Optional) You may attend the City Council meeting held the 2nd Tuesday of each month. The city council may approve, deny, or place conditions on your building application. You do not need to be on the agenda.

PLEASE READ CAREFULLY

I agree to comply with all applicable City, County, and State Building Laws and Ordinances. The representation in this application are true and accurate. This permit becomes null and void if work on construction authorized is not commenced within 180 days, or if construction or work is suspended for a period of 180 days at any time after work is commenced. I certify that if I dig across a roadway, I will obtain a Mona City Digging Permit. Occupancy of structure is prohibited until after final inspection, and compliance with all regulations stipulated by Planning and Zoning and/or Mona City Council, and an occupancy permit is given. All fees must be paid before final approval is given.

Property Owner Signature

Contractor Signature

If your Building Permit Application has been approved, pay your fees to the city office. These fees are required at that time the building permit is issued:

FEES	COSTS
Building permit & inspection	Determined by size of the structure
Additional inspections	\$60
Water impact fee	\$1543
Water connection fee	\$1067 - 1" line – short side/ \$2350 long side \$992- 3/4" line short side/ \$2424 long side
Gas connection fee	\$887 short side/ \$3078 long side (connections longer than 150 ft will incur an additional expense)
Site Review Fee	\$100
Plan Review Fee	\$100
Recording fee	\$40 (Irrigation 3 way)
State Tax Fee	1 % of building permit fee
Excess Flow Valve	\$50
Sewer Impact Fee	\$2550

AFTER FINAL INSPECTION: After completing all requirements set forth by the Planning and Zoning Commission, City Council, and the Building Inspector, bring the completed Inspection Card to the City Office for an Occupancy Permit. Buildings occupied before a permit is issued are subject to a \$1500 fine and utility shut off. Utilities will remain off until the fine is paid.



MONA CITY POLICY APPLICATION
for RESIDENTIAL GAS SERVICE

CONTRACTOR: _____

PHONE NUMBER: _____

SUBDIVISION: _____

ADDRESS/LOT#: _____

I, the undersigned, have received and understand the requirements of Mona City for the installation of Natural Gas Service and agree to the conditions listed below.

SIGNED: _____ DATE: _____
(Do not sign until bottom section is complete)

TOTAL CONNECTION LOAD: _____ BTU/HR

DELIVERED PRESSURE (CIRCLE ONE) 4 oz/ 2 lbs./ 5 lbs.

TO BE COMPLETED BY MONA CITY

THE GAS METER FOR THIS INSTALLATION IS TO BE LOCATED ON THE
_____ SIDE OF THE BUILDING

EXCAVATION TO BE COMPLETED BY: SELECT ONE
 CONTRACTOR _____
 MONA CITY _____

THIS APPLICATION IS APPROVED BASED ON THE ABOVE LISTED CONDITIONS.

SIGNED _____ DATE: _____
Gas Department Representative