



**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](mailto: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 of Building: 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:			Phone Number:

<b>Type of Building:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Agriculture <input type="checkbox"/> Commercial <input type="checkbox"/> Modular <input type="checkbox"/> Other _____	<b>Square Footage:</b> Main Floor: _____ Basement: _____ Other Floor(s): _____ Total Sq. Ft.: _____ Total <b>Finished</b> Sq. Ft.: _____	<b>Water Line:</b> <input type="checkbox"/> ¾ inch line <input type="checkbox"/> 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. Plans must include the following:
  - \*Footings and foundation plans; elevations with finish grades and cross sections; necessary engineering specified for joists, trusses, stairs, fireplaces, etc.; layouts for floor joists and roof trusses; electrical plan (minimum of electrical panel placements outside and inside); and location of all plumbing and mechanical fixtures.
- Email a copy of your building plans to **plans@monacity.org**
- Site plan with:
  - \*Lot dimensions, offsets, footprints of all buildings, utility service location and route, sewer system, surface drainage and/or marked elevation, driveways, fire hydrants, streets, lot number, and official city address
- 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 (Alicia Hills 435-720-3393) to verify that you are 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 with 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



## Fee Requirements

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
Park and Recreation Impact Fee	\$3745
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*