

INFORMATION REQUIRED FOR BUSINESS LICENSE REVIEW

Changing or adding a different kind of use to a building requires an application for a building permit.

Duchesne County Code 7-1D-1: PERMITS REQUIRED: Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this title, or to cause any such work to be done, shall first make application to the building official and obtain the required permit. (1998 Code § 15.05.010)

The purpose of this permit application is to enable the building official to evaluate the building the way it is currently built and used. Then it can be determined if the new use will create any additional hazards to the occupants of the building, to other buildings on the same site, to the property the building sits on or to any surrounding properties. This review also determines if the use is within the limitations of the zoning designation of the property.

Different building occupancies or uses have different requirements for type of building construction, egress, handicap accessibility, ventilation systems and fire protection, just to name a few. Buildings that will be undergoing extensive remodeling may require plans for each building trade (Building, Electrical, Plumbing or Mechanical). These plans may be required to be designed by Utah Licensed Design Professionals (Architect(s) and/or Engineer(s)).

Due to the differences in extent of building modifications that may be needed, if any, a plan review fee and/or building permit fee will be assessed during this review. The fee(s) will need to be paid, and a new Certificate of Occupancy for the new use issued, before the building department will sign off on the business license.

In order for the building department to perform this review, the following information must be supplied;

Site Plan:

- Must show building location on lot with distances to property lines and other buildings and structures shown.
- Must show other buildings and structures located on the lot and identify their use.
- Must show parking spaces provided or to be provided.
- Must show slopes from parking spaces to entry of business area.
- Must show the access point from the public road or right of way.

Floor Plan:

- Existing floor plan showing all levels of the building and identify the current use of each area.
- Proposed floor plan for the level and area of the building to be changed to the business use.
- All plans must be accurately dimensioned. Not just the perimeter, but each room or area.
- Describe any modifications to the building necessary to accommodate the business, such as any electrical, plumbing, mechanical or other non-cosmetic changes anticipated.
- Show location of any new equipment to be installed for the business.

Other information:

- Provide a complete description of the business function.
- Provide the intended number of people to be employed by the business.
- Provide the intended number of clients the business may serve on the site at any one time.
- Provide manufacture's information for any equipment to be installed for the business.