

Policy 6 COMMUNITY DEVELOPMENT

Chapter 6.10	<u>BUILDING PERMITS</u>
Chapter 6.20	<u>CERTIFICATES OF OCCUPANCY</u>
Chapter 6.30	<u>LANDSCAPE DEPOSITS</u>
Chapter 6.40	<u>FILE AND DOCUMENT IDENTIFICATION</u>

Chapter 6.10 BUILDING PERMITS

- 6.10.10 Building Permit Application Acceptance.**
 - 6.10.10.10 Subdivision Improvements Required
 - 6.10.10.20 Exceptions for Accepting Applications
 - 6.10.10.30 Written Notification
 - 6.10.10.40 Required Deposits

- 6.10.20 Fees for Expired Permits**
 - 6.10.20.10 Application has been Reviewed but a Permit has not been Issued
 - 6.10.20.20 Application has been Reviewed, a Permit has been Issued but No Work has Taken Place
 - 6.10.20.30 Application has been Reviewed, a Permit has been Issued and Inspections have been Performed

- 6.10.30 Reinspection**
 - 6.10.30.10 Included Inspections
 - 6.10.30.20 Reinspection Fees
 - 6.10.30.30 Fee Amounts
 - 6.10.30.40 Fee Payment

- 6.10.40 Red Tags**
 - 6.10.40.10 Red Tag Delivery
 - 6.10.40.20 Accompanying Correspondence
 - 6.10.40.30 Delivery Certification
 - 6.10.40.40 Red Tag Removal

6.20 CERTIFICATES OF OCCUPANCY

6.20.10 Issuance of Certificates of Occupancy and Business Licenses

6.20.10.10 Subdivision and Site Plan Improvements Required

6.20.10.20 Exceptions for Issuing Certificates of Occupancy and/or Business Licenses

6.20.10.30 Written Notification

6.20.10.40 Required Deposit

6.30 LANDSCAPE DEPOSITS

6.30.10 Nonresidential and Multi-family Developments

6.30.10.10 Required Improvements and Deposit

6.30.10.20 Required Deposit Amounts

6.40 FILE AND DOCUMENT IDENTIFICATION

6.40.10 General Guidelines

6.40.10.10 Simple Names

6.40.10.20 Capitalization

6.40.10.30 Retention and Updates

6.40.20 Citizenserve

6.40.20.10 File Name and Description

6.40.20.20 Documents

6.40.20.30 Combine Individual Documents Into Groups

6.40.20.40 Notes

6.40.30 Files and Documents in Computer Drives

6.40.30.10 Format

Policy 6 COMMUNITY DEVELOPMENT**Chapter 6.10 BUILDING PERMITS****6.10.10 Building Permit Application Acceptance****6.10.10.10 Subdivision Improvements Required**

Unless otherwise required by State law, Spanish Fork City does not accept applications for Building Permits for residential structures until the subdivision plat that the property is located in has been recorded and all of the improvements required with the construction of the plat have been completed and approved by the City.

6.10.10.20 Exceptions for Accepting Applications

Exceptions to this policy can only be made by the Community Development Director when he or she finds that the installation of required improvements cannot be completed because of the winter season. Exceptions may also be granted if there are unique or extenuating circumstances that are out of the applicant's control that delay the completion of required improvements. Before granting an exception, the applicant shall provide to the City a written schedule that outlines when the required improvements will be finished and the Community Development Director finds that all items related to public safety are complete and ready for service.

6.10.10.30 Written Notification

When granting an exception to this policy, the Community Development Director shall notify the Building Department, in writing, of the specific applications that may be accepted.

6.10.10.40 Required Deposits

The Community Development Director may require that deposits be provided to ensure that the required improvements are installed in a timely manner.

6.10.20 Fees for Expired Permits

The following will apply for charging fees when Building Permits have expired according to limitations set forth in the adopted building code:

6.10.20.10 Application has been Reviewed but a Permit has not been Issued

6.10.20.10.1 The applicant must submit a new application and go through the review process again.

6.10.20.10.2 All fees will be assessed according to the applicable fee schedules that are in place when the new application is received.

6.10.20.10.3 A new review fee is required.

6.10.20.20 Application has been Reviewed, a Permit has been Issued but No Work has Taken Place

6.10.20.20.1 The applicant must submit a new application and go through the review process again.

6.10.20.20.2 All fees will be assessed according to the applicable fee schedules that are in place when the new application is received.

6.10.20.20.3 Credit will be given for fees paid on the original permit with the exception of the review fees.

6.10.20.20.4 A new review fee is required.

6.10.20.30 Application has been Reviewed, a Permit has been Issued and Inspections have been Performed

6.10.20.30.1 The applicant must submit a new application and go through the review process again.

6.10.20.30.2 The building permit fee shall be based on the valuation of the remaining work to be done.

6.10.20.30.3 All fees will be assessed according to the applicable fee schedules that are in place when the new application is received.

6.10.20.30.4 Credit will be given for fees paid on the original permit with the exception of the review fees.

6.10.20.30.5 A new review fee is required.

6.10.30 **Reinspection**

6.10.30.10 Included Inspections

The building permit fee includes 2 (two) job site visits per inspection type.

6.10.30.20 Reinspection Fees

A reinspection fee may be assessed at the discretion of the Chief Building Official in the event that the correction items detailed on the first inspection are not completed by the second inspection. Also, in the event that an inspection is scheduled, and the project is clearly not ready for inspection when the inspector arrives, a reinspection fee may be assessed on the first site visit.

6.10.30.30 Fee Amounts

The reinspection fee is assessed to cover the added expenses associated with additional inspections and the reinspection amount shall be identified in the City's annual budget.

6.10.30.40 Fee Payment

The reinspection fee is required to be paid in full before a reinspection can be scheduled.

6.10.40 **Red Tags**

6.10.40.10 Red Tag Delivery

Red Tags will be delivered to the project site by two City employees designated by either the Chief Building Official or the Community Development Director. The Red Tag orders all work associated with the Building Permit to stop.

6.10.40.20 Accompanying Correspondence

The Red Tag shall be accompanied by a letter addressed to the applicant for the Building Permit. This letter will describe the nature of the violation or deficiency, the requirement to cease work on the project, the fact that work cannot recommence until written authorization is provided by Spanish Fork City and the name and contact information of the employee the applicant should contact

to resolve the situation. In addition to the hand-delivered copy left at the construction site, another copy will be sent via certified mail to the applicant for the Building Permit. Copies will be provided to the contractor, the Assistant City Attorney, City Manager and Community Development Director. Additionally, a copy of the letter will be filed for future reference.

6.10.40.30 Delivery Certification

A certificate of delivery will be signed by each of the two persons involved in delivering the Red Tag to certify the date and time the Red Tag was delivered and to record the names and positions of anyone that was present when the Red Tag was delivered. A photograph will be taken of the Red Tag in place, and this photograph will be filed with the aforementioned documentation.

6.10.40.40 Red Tag Removal

Only the Chief Building Official, or an authorized representative, may remove the Red Tag.

Chapter 6.20 CERTIFICATES OF OCCUPANCY

6.20.10 Issuance of Certificates of Occupancy and Business Licenses

6.20.10.10 Subdivision and Site Plan Improvements Required

Spanish Fork City shall not issue a Certificate of Occupancy or Business License until all improvements required with an associated plat or Site Plan have been completed and approved by Spanish Fork City.

6.20.10.20 Exceptions for Issuing Certificates of Occupancy and/or Business Licenses

Exceptions to this policy can only be made by the Community Development Director when he or she finds that the installation of required improvements cannot be completed because of the winter season. Exceptions may

also be granted if there are unique or extenuating circumstances that are out of the applicant's control that delay the completion of required improvements. Before granting an exception, the applicant shall provide to the Community Development Director a written schedule that outlines when the required improvements will be finished and the City must find that all items related to public safety are complete and ready for service.

6.20.10.30 Written Notification

When granting an exception to this policy, the Community Development Director shall notify the Building Department in writing of the specific Certificates of Occupancy that can be issued.

6.20.10.40 Required Deposits

The Community Development Director may require that deposits be provided to ensure that the required improvements are installed in a timely manner.

Chapter 6.30

LANDSCAPE DEPOSITS

6.30.10

Nonresidential and Multi-family Developments

6.30.10.10 Required Improvements and Deposits

Spanish Fork City may permit a property owner to provide a cash deposit to guarantee that the landscape improvements are completed in lieu of having the improvements complete before a Certificate of Occupancy and/or Business License is issued when landscape improvements are required for a nonresidential or multi-family development project.

6.30.10.20 Required Deposit Amounts

The Community Development Department shall identify the required deposit amount. The Community Development Director may determine that an amount less

than the required amount is an acceptable guarantee in cases where a property owner can provide bona fide documentation that demonstrates that the landscape improvements can be completed for less than the required amount.

Chapter 6.40 **FILE AND DOCUMENT IDENTIFICATION**

6.40.10 **General Guidelines**

6.40.10.10 Simple Names

Given the search capability of Citizenserve and Windows, we should create names that are simple to identify. There is a possibility of multiple projects with the same root name, but with careful consideration we can avoid duplicates. (Example: Walmart 2016 and Walmart Neighborhood Market)

6.40.10.20 Capitalization

In Citizenserve, capitalize file names as titles. Otherwise, file names should be exclusively lowercase. Folder names shall be capitalized as titles. Examples of proper naming include Walmart 2016 and Walmart Neighborhood Market.

6.40.10.30 Retention and Updating

Legacy documents shall be updated as they are encountered.

6.40.20 **Citizenserve**

6.40.20.10 File Name and Description

When naming a file, make sure the file name matches the name used for other connected applications.

6.40.20.10.1 Preliminary plats will refer to the Mylar and final plats will refer to the preliminary plat and/or Mylar.

6.40.20.10.2 Site plans will refer to the application and commercial building permits will refer to the site plan if there is not more than one business located on the site.

6.40.20.10.3 Residential permits will be a simple description of the project. Most residential permits will be defined clearly in the permit type and subtype, and therefore may not require a description.

6.40.20.20 Documents

All documents uploaded into Citizenserve shall be named in accordance with this policy.

6.40.20.30 Combine Individual Documents into Groups

If the applicant uploads documents that are best viewed as a combined unit, City staff shall combine the documents and name them in the correct manner before saving them back to Citizenserve. The original individual documents shall then be deleted. (Example: plans.walmart.architectural.11-17-2017, plans.walmart.structural.11-17-2017, plans.walmart.plumbing.11-17-2017). Depending on file size, multiple groups may need to be created for one type of document. (Example: plans.walmart.architectural.1.11-17-2017, plans.walmart.architectural.2.11-17-2017)

6.40.20.40 Notes

All notes shall be added to the history tab by adding a note. Notes shall be complete sentences. No information other than the project name should be entered in the description field.

6.40.30 Files and Documents in Computer Drives

6.40.30.10 Format

All files and documents shall be formatted the same. There shall be no capitalizations or spaces.

(Example: type.name.date). The first portion is the type of document. (Example: soils report, email, engineered letter, plan, approved plan). The second portion is the name of the project or applicant. (Example: salisbury, griffols, wiggly wash, walmart). The third portion is the date. Use dashes between the month-day-year. Do not include a leading zero to the month or day. (Example: 11-14-2017, 6-9-2017). In some cases a secondary identification may be necessary to clearly identify a file. The secondary identification shall follow the name of the applicant. (Example: plan.griffols.mechanical.11-17-2017).