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**101 - Applicability**

**101.01** These policies & procedures shall govern building department employees of the Town of Colorado City and Hildale City, collectively referred to as the “Building Department.”

**101.02** The policies & procedures are required by court order to provide objective, uniform, non-discriminatory functions and processes related to the building department. No action can be taken with respect to any building permit for arbitrary reasons, or on the basis of religion or religious affiliation. The policies & procedures shall not be enforced in a manner that discriminates based upon religion.

**102 - Permit Application**

**102.01** The Building Department shall provide a building permit application available to the public at each city office and each city website.

**102.02** To obtain a permit, the applicant shall first file an application therefore in writing on the application form which shall include the following:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents, other submittal information, and fees.

5. The application shall include the name, contact information, and signature of the applicant or the applicant's agent or representative.
6. The application shall include the name, contact information, and signature of the property owner or the owner's agent or representative.
7. Other such data as required on the application

### **103 - Plan Review**

**103.01** The building department shall examine the application and accompanying submittal documents for conformity to adopted codes and regulations. If the application or accompanying construction documents are deficient, the applicant shall be notified.

### **104 - Building Permit**

**104.01** A building permit shall be issued after a complete application is made, construction documents are reviewed, and fees are paid.

**104.02** A building permit shall not be issued unless the application includes the signature of the property owner or owner's agent or representative.

**104.03** A building permit shall not expire or be declared null and void unless a 14-day advance written notice is given to the property owner and to the permit applicant, stating the basis for the decision. Notification shall be made at the addresses given on the permit application.

**104.05** A permit holder or permit applicant may appeal any adverse decision made by the building department with respect to a permit following the appeal process already adopted by ordinance as found in Colorado City Town Code §153.005 and Hildale City Code §31-67.

### **105 - Inspections**

**105.01** Construction or work for which a permit is required shall be subject to inspection by the building department and such construction or work shall remain accessible and exposed for inspection purposes until approved.

**105.02** It is the duty of the holder of the building permit or their duly authorized agent to notify the building department when work is ready for inspection.