

## Castle Valley Building Permit Information Sheet

**The Town of Castle Valley is a participant in the Grand County Building Permit process. Signatures on the Grand County Building Permit form shall be obtained in the following order:**

- The State Sanitarian signs with regard to the adequacy of septic/waste disposal systems, including their relationships to wells. **435-259-5602**
- The Castle Valley Building Permit Agent signs with regard to compliance with Castle Valley zoning requirements. **Town Office: 435-259-9828 Fax 435-259-9846** HC64 Box 2705, Castle Valley, UT 84532; email: [castlevalley@castlevalleyutah.com](mailto:castlevalley@castlevalleyutah.com)
- The Grand County Building Inspector signs with regard to compliance with building codes: **435-259-4134**

All **road easement encroachments**, such as the installation of power lines, water lines, driveways, culverts, etc., **must obtain a Right-of-Way Encroachment Permit** from the Town **prior to any work being done** within a Town road easement.

For **electrical and solar upgrades or installations** only, a Castle Valley Electrical or Solar Permit must be obtained and zoning approval given on the Grand County Building Permit form.

For **septic system installations**, a Castle Valley Septic Permit must be submitted and approved before completing the Southeastern Utah Health Department application.

Installation of yurts, teepees, or tents on a lot for **permanent or intermittent camping requires a letter of confirmation that a sanitary sewage and wastewater disposal system has been approved** by the State Sanitarian.

Buildings used for **agricultural purposes** that are not for human habitation and do not contain plumbing or wiring are exempt from having to receive a building permit as stated in state statutes. However, such buildings must obtain a Certificate of Land Use Compliance from the Town of Castle Valley Building Permit Agent before they can be constructed or moved into the Town.

**RV and travel trailers used for intermittent or permanent residency** require a Temporary Dwelling Permit. RVs and travel trailers that are to be kept on the property and used before or during construction also require a Decommissioning Contract.

For well drilling, contact the Castle Valley Water User Agent at 435-259-9828.

**In order to gain approval/signature from the Building Permit Agent of the Town of Castle Valley for a residence, addition, or other structure, property owners must provide the following:**

- A. A **Castle Valley Septic Application** approved and signed by the Building Permit Agent and payment of a Septic Permit Fee of a \$15.00 fee to the Town of Castle Valley.
- B. A Septic Permit approved and signed by the State Sanitarian, when plumbing is present.
- C. A **plot plan** drawn to scale (8.5 X 11 freehand drawings are acceptable), with all dimensions noted regarding:
  - 1. Lot number, date, name, address, telephone contact;
  - 2. Property lines, road easements and setbacks;
  - 3. Well and septic systems;
  - 4. All existing structures and their use including recreational vehicles and motor homes being used as temporary dwellings;
  - 5. All existing structures and their combined square footage. Combined square footage for each building is determined by adding together the floor area of each story of the building plus the area which is directly below exterior roofs as measured from the exterior wall of a building to the roof's edge (see illustration B). The floor area of each story of a building is measured from exterior wall to exterior wall and includes all spaces within that area such as, but not limited to, unfinished spaces, stairwells, closets, and other non-habitable space that have a ceiling height of five (5) feet or more. A basement's floor area should also be added when determining the combined square footage of any building if the ceiling area of 50% or more of the entire basement is three feet or more above finished grade (see illustration A1 and A2). Also, a basement's square footage may only be excluded from the combined square footage calculations if it is partially or completely below Finished Grade (as described above), provided that Finished Grade is no more than three (3) feet above Existing Grade;
  - 6. Proposed construction, including designated use and its combined square footage as described in section 5; and
  - 7. Signature of the property owner and, if relevant, the building contractor.
- D. **Three complete building plans** as submitted to the Grand County Building Inspector. These must include:
  - 1. **Elevations drawn to scale** which show building height, finished grade, and existing grade. For sites which have never been disturbed, existing grade is the same as the natural grade which is the elevation of the surface of the ground that existed before any earth was moved. For sites that have existing structures or older disturbances to the land, existing grade is the ground level established when the existing structure or disturbance was created. **Recent earthwork will not necessarily qualify as existing grade and will require a determination from the Building Permit Agent.** Building height is measured as the vertical distance between a horizontal line extending from the highest point of any roof, wall, or parapet (not including chimneys or vents) and the lower of either 1) the lowest point where the vertical face around the perimeter of the building intersects the Existing Grade or 2) the lowest point where the vertical face around the perimeter of the building intersects the Finished Grade (see illustration C1

and C2). The vertical face of the structure includes, but is not limited to walls, foundations, footings, piers, or columns that support a wall. Piers, columns or posts that support a part of the structure that is not enclosed, such as decks or porches, shall not be considered part of the vertical face of the structure when determining height. **Please be aware that enclosing an open area at a later date may change the height measurement for that structure and may not be allowed if it brings the structure out of compliance with height and square footage limits.** For structures for which no part is enclosed, such as carports, height shall be measured from the highest point of the structure to the lowest point in the Finished Grade directly below the structure. A window well that is entirely within five feet of an exterior wall of the structure or the stair to a basement that is entirely within eight feet of an exterior wall of the structure shall not be considered in determining the finished grade (illustrations D and E).

2. **Floor plans drawn to scale** showing the square footage for the floor area of each story as defined in section C.5 above.
3. **Roof plans** showing all roofs and their dimensions.

E. A **Certificate of Occupancy** inspection will be performed by the Building Permit Agent at the request of the property owner. The Building Permit Agent signs the Grand County Certificate of Occupancy after the Grand County Building Inspector does so and after doing a site inspection for all of Castle Valley's zoning requirements.

F. **Signed forms:**

1. Acknowledgment of One Dwelling Per Platted Lot;
2. Acknowledgement of Short-Term Rentals Prohibited;
3. Geologic Hazard Release Agreement;
4. A Temporary Dwelling Permit must be completed and all fees paid if the applicant is planning on living in a recreational vehicle or motor home while building another dwelling on the same lot; and
5. A Decommissioning Contract must be completed if a temporary dwelling or preexisting dwelling already exists on the same lot as the proposed dwelling. If determined to be non-routine, the PLUC will first review the contract at their next regularly scheduled meeting and may set conditions requiring the removal of some fixtures. Once the PLUC has approved the contract, the applicant must sign it and have it notarized. The Building Permit Agent then signs and has it recorded in the Recorder's Office of Grand County. Decommissioning must occur within 30 days after occupancy of the new dwelling. If determined to be routine, then the Building Permit Agent may approve the contract and the applicant must sign and have it notarized. The Building Permit Agent then signs and has it recorded in the Recorder's Office of Grand County and copy is made for our files.

G. A Drainage Review Form approved and signed by the Castle Valley Road Supervisor.

H. A completed and approved Right-of-Way Encroachment form for all electrical lines, water lines, and driveways that encroach upon the Castle Valley road easement.

I. A signed copy of this information sheet.

J. **Payment of a Building Permit Fee** to the Town of Castle Valley for new construction and alterations, including setting up or moving in a mobile, modular, or manufactured home; additions to external perimeter of existing structures; removal of part of a building; moving of walls; remodeling that changes the use of the building; re-roofing; fences higher than six feet; decks and porches 30” above grade, covered, or attached to a structure; and retaining walls over 4 feet or that support a structure, and other structures that require a Grand County Building Permit. The fee is \$30 for structures greater than 120 sq. ft. but equal to or less than 200 sq. ft. or \$75.00 for new structures greater than 200 sq. ft. but equal to or less than 3500 sq. ft. or \$100.00 for structures greater than 3500 sq. ft. but equal to or less than 7000 sq. ft.

**The principal zoning issues that will be reviewed are as follows:**

- **Only one dwelling per platted lot.** A dwelling is any building or portion of a building that includes one kitchen and one or more full bathroom(s) as defined in Ordinance 85-3.
- **An accessory building** may contain one full bathroom or one kitchen as defined in Ordinance 85-3, but not both.
- **Only one kitchen is allowed per building per platted lot.**
- **Guest houses, apartments, duplexes, or other construction creating more than one dwelling per platted lot are prohibited.**
- **Short-term rentals for a period of less than twenty-five (25) days are not permitted.**
- **Bed & Breakfasts are prohibited.**
- Livestock feedlots, fur farms, animal hospitals, kennels, animal byproducts rendering plants, and migratory beekeeping operations of any size, either permanent or temporary are prohibited.
- The raising care and keeping of more than one-half (1.5) animal units of **livestock** per acre on each legally platted lot as determined from section 4.9 of Ordinance 85-3 requires a conditional use permit. No more than 30 **beehives** can be kept on each legally platted lot.
- Certain **home or premises occupations** (home based business) may be allowed with the approval of a conditional use permit according to sections 4.7 & 4.8 of Ordinance 85-3.
- **Well and septic system setbacks** must be 50 feet from property lines and 50 feet from road easements on road frontage. Septic systems must be at least 100 feet from any well; 200 feet is recommended. Wells must be at least 100 feet from any other well.
- **Building setbacks:**
  - 50 feet from all public easement lines and 30 feet from the property lines between contiguous lots (66 feet from Castle Valley Drive easement line) for all buildings solar panel arrays and other alternative energy structures, and septic systems.
  - Barns, corrals, pens, coops, and sheds for the keeping of livestock shall be located at least 70 feet from property lines between contiguous lots and at least 100 feet from any existing dwelling on a neighboring lot or parcel.
- **Building area and height limits** (see square footage and height calculation worksheets)
  - The combined square footage of all buildings located on a lot shall not exceed 7,000 square feet.
  - No building or addition to an existing building shall exceed twenty-five (25) feet in building height.

- No more than 5,000 square feet of combined square footage on a lot shall exceed building height of nineteen (19) feet tall.
- Except for new additions to existing buildings, the highest point of the structure determines building height for all of the combined square footage of that building.
- The highest point of a new addition to an existing building determines the building height for all of the combined square footage of that addition.
- Up to two accessory buildings on a lot may be excluded from the calculation of the total combined square footage on a lot if the excluded building or buildings are each no more than 120 square feet in area and no more than twelve (12) feet in building height, when measured from finished grade.
- Applicants who wish to build an addition to a building that is non-complying because of building height and that was constructed or received final approval for construction prior to May 13, 2008, may make one addition that exceeds 25 feet in height to that building, provided that the one addition: does not exceed the building's existing maximum height; does not exceed a maximum height of thirty (30) feet; does not exceed 500 square feet; and does not increase the combined square footage of the building affected by the addition to more than 5,000 square feet.
- **No changes to any wash, drainage or waterway** that affects the exit point of surface water from your property; nor the concentration of discharge at that point.
- **Driveway culvert installation** must be in compliance with the Town's Driveway Culvert Ordinance.
- **Lighting** must be in compliance with the Town's Lighting Ordinance.
- Any **fencing** must be in compliance with the Town's Fencing Ordinance. All fences shall be constructed within the property boundary line of the owner's lot and shall not encroach upon an adjacent road easement.

**Other considerations:**

- Building permits must be signed by the Grand County Building Inspector and the Castle Valley Building Permit Agent (also by the State Sanitarian if there is a septic system) to be a valid permit.
- **Castle Valley zoning approval of a building permit application will be revoked and become invalid if, within six months of receiving Town Approval, the applicant has not received a completed building permit from the County with all fees paid.** If the Town's Approval is revoked on this basis, the fee paid to the Town will not be refunded. If the applicant wishes to start the application process again, new forms must be filed and a new fee must be paid.
- If the County revokes a completed building permit for any reason, the Town's Approval is also revoked. If the applicant wishes to revive such an application, the applicant must begin anew the application process with the Town. In such an instance, the original fee will not be refunded.
- The applicant may extend the Town's Approval for an additional six months with no additional fee as long as: no changes have been made to the applicant's proposed building or addition; no changes have occurred in the Town's zoning requirements since the applicant's original approval; and the Town's Approval has not been revoked. If any of

the above has occurred, the applicant must begin anew the application process with the Town.

- Plans will not be approved that are not in compliance with Castle Valley Zoning Ordinances.
- Permits issued on the basis of false or misleading information are void.
- Construction begun without a valid Building Permit may be subject to delays and/or increased building permit fees.
- Substantive changes in plans (i.e., lay-out, use, structural) after a Building Permit is issued require NEW approval by the Castle Valley building Permit Agent and the Grand County Building Inspector.
- Applications may be approved or referred to the Castle Valley Planning and Land Use Commission for review. Permit applications, plans, and supporting documents for nonconforming, noncomplying, or any other nonroutine building must be submitted to the Planning and Land Use Commission Clerk by the Monday of the week preceding the Planning Commission Meeting at which the permit will be reviewed.

**I acknowledge and agree to comply with all requirements as stated on this information sheet.**

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_