



**BUILDING DEPARTMENT**  
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## RESIDENTIAL BUILDING PERMIT FAQ'S

These are the most frequently asked questions regarding Residential building permits. Permits and inspections are required for all new residential construction, additions, and remodels to existing residences. Permits help ensure that all construction in Eagle Mountain City is safe. If you have any additional questions, please feel free to email us at [buildinginspections@emcity.org](mailto:buildinginspections@emcity.org).

### Basic steps

- Homebuilder submits a completed application, all required documents and pays any applicable fees.
- The plans examiner reviews plans that typically takes 14-16 full business days. Once the plans have been approved, the fees will be calculated and emailed to you.
- The permit is paid for by check and issued. Please note that there cannot be any lien releases on the checks.
- Construction begins and inspections done.
- Certificate of Occupancy issued when all construction has been approved.

### How do I apply for my permit?

To apply for a permit, you will submit **all** the items required on the submittal checklist to the building department located in the Community Development Building at 2565 N Pony Express Pkwy. You may be required to pay a plan review fee and other relevant fees to start the building permit process.

### What do I need for a permit?

There are required items that must be included with your application along with your building plans. Using a permit submittal checklist helps you make sure you have all of the items needed for your application. Incomplete applications cannot be accepted.

### When can I start construction?

You can begin construction after you have picked up your approved permit.

### Can my application or permit expire?

Yes. Your application will expire if you do not pick up your permit within 180 days of the application date. Once it is active, you must have an inspection within 180 days and must show progress.

### How much will my permit cost?

Once the permit has been reviewed, the fees are calculated automatically by valuation. We will not have the total until the review has been completed. You will be contacted by email and given further instructions. You will receive a print-out showing the cost of your permit including all city impact fees, building fees and connection fees. Additional impact fees from UFA are also required.

### How do I request an inspection?

You **MUST** request an inspection by email us at [buildinginspections@emcity.org](mailto:buildinginspections@emcity.org). You must have your information ready including the permit number, inspection information and contact information. **ALL** concrete inspections must be made by email. You will receive a confirmation email. You are not on the schedule if you do not receive an email. Please allow ample time for us to get your inspection scheduled. Inspections are available on first come first serve basis.

### Do you do timed inspection?

We have timed inspections reserved for concrete inspections including footings and foundation, and also for basement finishes.

\*You must have the permit, approved plans and required documents in a prominent location on the job site on the day of each inspection.