

Building FAQ

Permitting

Do I need a permit to build? (Most common below)

- a. Deck - Yes
- b. Garage -Yes
- c. Shed - A permit is needed if the shed is larger than 200 square feet for residential and 120 square feet for commercial. If power, water or gas is run to the shed, a permit is required regardless of size.
- d. Interior remodels - A permit is needed if you are adding or removing any structural components, if you are changing electrical, HVAC or plumbing systems.
- e. Roof - Yes

How do I apply for a building permit?

We have an online application system. Start by going to the building department page for Springville City, <https://www.springville.org/community-development/building-division/>.

Then, click the “Create an Account” button.

After you have entered your email, name and phone number, the program will send you an email to verify.

Then you can login at <https://springville.mycityinspector.com/login> to fill out the application and upload plans.

Can you give me a copy of the approved plans for my building permit?

No. If you are the owner of the plans or a contractor for the project, we can help you gain **access to the online** building permit files and accepted plan set.

If you are the home owner after C of O, then we can provide you with a copy of the building permit, which lists the owner, designer and contractor of the project, and then you can ask them if they are willing to provide you with a copy of the plans.

What happens to me if I don't get a permit? How will you even know that I didn't get a permit?

If your project comes to our attention, a city building inspector will issue a red-tag and your work on the project must stop until a building permit is acquired from the city. If you start work without a permit, then your permit fee will be doubled.

City staff may become aware of your project by observing the work or construction vehicles or may be notified by other citizens.

What is the turnaround time on a building permit?

The initial Plan review for a residential application will take place within 14 business days. If the reviewer notes of “corrections needed”, then turnaround time will be affected

by your response time. After corrections are submitted the reviewer usually checks these within 3 business days.

[I need code questions answered. Who can help me?](#)

The inspectors can answer code questions. We would be happy to transfer you to their desk line and you can leave a message or if they are available at the time of your call, they will speak to you.

[What does valuation mean?](#)

Valuation is the estimated construction costs for the project.

[Where can I find a copy of the Owner Builder Certification form?](#)

Look for an attachment on the permit application attachment list.

Or send them an email with this link: https://www.springville.org/community-development/wp-content/uploads/sites/5/2021/12/Owner_builder-certification-2021.pdf

[Can I add an additional project to my permit?](#)

No. Please submit a new application for the additional work.

[I have property in the canyon? How do I get a building permit?](#)

Contact Utah County Building Department.

Located at:

51 South University Avenue
Suite 117 Provo, Utah 84601

General Phone Number - 801-851-8343

<https://www.utahcounty.gov/Dept/ComDev/building/forms.asp>

[What is the plan review deposit amount?](#)

It depends on the size of the building. For a Single Family Dwelling it typically is between \$800 - \$1100.

The plan review deposit amount will be provided with 2 business day of submitting the application where square foot calculations are available in the plan set.

[How big can my accessory structure be?](#)

There is a minimum open space percentage of the total lot area that is required and is based on the specific zone. The open space requirements can be found here:

<https://www.codepublishing.com/UT/Springville/#!/Springville11/Springville114.html#11-4-404>

[Where is Hollie?](#)

Hollie works in the mornings for 8:00 am to 1:00 p.m.

Commercial Permitting

How long will it take to review the plans for this commercial project?

The initial Plan review for a commercial application will take place within 21 business days. If the reviewer notes of “corrections needed”, then turnaround time will be affected by your response time. After you submit corrections, the reviewer usually checks these within 3 business days.

My shell building has received a Certificate of Completion. Why can't the business occupy the building?

The shell permit is only for the exterior structure of the building. It does not include any work for individual business' needs in the interior of the space. The approved plan set for the shell permit does not consider how business will use the space or provide the number of people allowed to occupy the space. The use of the space must be determined by Architectural Design Professional document called a Code Analysis. The code analysis addresses occupant load, exiting, possible fire resistive construction, number of restrooms and Americans Disability Act accessibility accommodations.

What information is needed for a Racking Permit?

- Floor plan of your business space showing egress doors and location of racking
- Engineering Calculations for Racking
- Detail of the Racking size and assembly
- During installation, have a special inspector on site to observe the floor bolting
- Before closing the permit provide special inspection report.

Why do I need a commercial TI permit? I'm not doing that much to change the space.

Any structural, electrical, plumbing or HVAC changes must be permitted. Also, the use of the space needs to be reviewed with a Code Analysis from an Architectural Design Professional. The code analysis addresses occupant load, exiting, possible fire resistive construction, number of restrooms and Americans Disability Act accessibility accommodations.

Why do I need a racking permit?

It is required by state law.

What is a Change of Use permit, and why does my business need one?

A Change of Use permit is to evaluate the building's space and use to make sure the building is meeting current code for the type of business being conducted inside. A Change of Use Permit is a permit obtained through the Building Department that changes the use of a unit/building from what the previous use was in that space. For example, if it was previously used for storage but will now be used as a print shop, a change of use permit would be required to establish its new use, which also affects the occupancy load of that space, the ADA compliance requirements, and possible number of bathrooms and/or drinking fountains required.

What is a Code Analysis?

Consult with an Architectural Design Professional so they can provide a Code Analysis. The code analysis addresses occupant load, exiting, possible fire resistive construction, number of restrooms and Americans Disability Act accessibility accommodations.

Payments

How much does a building permit cost?

It depends on the project.

Replace furnace / A/C: \$51

Re-roof home: \$101

All others, depends on size of project. See Impact Fee Schedule:

<https://drive.google.com/drive/u/1/folders/1Nk7KRbTKLVgvOIF3Ffh7w7D4anIhnYu7>

How do I pay for my permit?

Available methods of payment are check, cash or e-check by phone call or through My City Inspector to Xpress Bill Pay.

Send cash or check to 110 S Main, Springville, UT 84663. Attn: Building Dept.

To use the e-check call 801-489-2704 or log into the permit file on

<https://springville.mycityinspector.com> , then click the “sign permit” button. Next click “pay fees” button to view the fees. Finally click “pay” to be re-directed to Xpress Bill Pay where you can enter Payee information, the job site address (in the First Name field) and the routing and account numbers for the payment. Upon a successful payment, you will be redirected to an issued permit in My City Inspector.

My City Inspector

How do I create an account on the building permit system?

Go to Springville.org and select departments at the top, building and inspections. You will see a blue button with the words create an account. Here is the link

https://springville.mycityinspector.com/register?registration_id=15989d4f23a6be

I am not computer savvy. Can you help me?

We have a kiosk here at the Community Development counter that is available for you to use to apply. You will need to bring your plans and any other required documents on a flash drive to upload them during the application process. We do not accept paper copies.

I am struggling with my account. Why can't I login?

Make sure you are using the right email and password. Remember, your username is the email you used to create the account. If you cannot remember your password click the "reset it" button right below the sign in.

Why doesn't the program allow me to upload the entire plan set as one file?

During plan review multiple people are involved. Not all people need to review the same information. Having the plan separated out into its categories streamlines the review and ensures that information is not missing.

Why won't my building application submit?

Make sure that on the attachments page of your permit that all the boxes have a blue check mark in them. This should highlight the row as green. Any item with an Asterix next to it needs to have a document attached. Please ensure you have a document attached to all items with an Asterix next to it.

Land Disturbance Permits

Where can I find the Land Disturbance Permit application form?

Here is a link to our general LDP form <https://www.springville.org/community-development/building-division/> under the heading SWPPP and other forms.

What is a SWPPP plan?

SWPPP stands for Storm Water Protection Plan. If you have more questions please contact our SWPPP inspector Brent Dunkley. His number is 801-491-7836.

Solar

I have filled out my solar permit. Why is it rejected? Can't the COG just be signed electronically?

The Springville Power Department requires that the home owner signs the Customer/Owner Generation Agreement and the Application IN PERSON at the power department office at 450 W 700 N, Springville.

I want to get solar. What do I do?

Select a Solar Company which is a licensed contractor. For a Solar installation permit, the Springville Power Department requires that the home owner signs the Customer/Owner Generation Agreement and the Application IN PERSON at the power department office at 450 W 700 N, Springville. You can contact the power department at 801-489-2750. You can preview these forms at

<https://www.springville.org/power/customer-owned-generation/>

What needs to be submitted for a Solar permit?

Solar Plan, Electrical Plan, Solar Specification, Engineered Letter about roof, Customer Owner Generation Application and Agreement.

Basements

What do I do if the basement was finished without a permit?

You will need to apply for a building permit with the city. All building permits are done online. Create an account by going to [Springville.org](https://springville.org) and select departments at the top, building and inspections. You will see the words Create Account. Here is the link https://springville.mycityinspector.com/register?registration_id=15989d4f23a6be

Then you will apply for a “basement finish” permit. You will need to provide us with a floor plan that shows the improvements such as electrical and plumbing. We understand that if you are not the homeowner who finished the basement some information may be incomplete. Please provide us information to the best of your knowledge.

General Building

Can I talk to Jason?

Jason has retired from Springville City. If you have questions pertaining to Springville City you can talk with Scott Stewart, our current Building Official. Jason's personal contact information will not be given.

My contractor pulled the permit but I am no longer working with them. Can I keep my permit or do I need to apply for a new one?

If your contractor is the one who applied for the permit the permit is attached to their account. This cannot be changed in our system. It is best to apply for a new permit. If your permit has already gone through plan review and been approved, we can possibly expedite the process. If you are making changes to the original plan you will need to undergo another plan review.

Inspections

How do I request an inspection?

There are two ways to request inspections: 1) Calling the Building Department 801-489-2704, or 2) by requesting an inspection online through the My City Inspector portal <https://springville.mycityinspector.com/login> .

What inspections are required?

That depends on your project as well as the scope of your project. You can find a list of inspections on your permit portal at <https://springville.mycityinspector.com/login>.

Where is my inspector? What time will they come today.

If you are scheduled for an AM inspection they will come between 8:00 a.m. and noon. If it is a PM inspection they will come between 1:00 p.m. and 5:00 p.m. We cannot always reliably locate the inspector as they are out in the field on inspections. We appreciate your patience.

Can I have the inspector come at a specific time? I can't be there all morning or afternoon.

Unless you are pouring concrete, we only schedule for AM or PM. It is your responsibility to ensure that someone is on site. An inspector will not conduct an inspection at any residential property without someone else there as it is considered trespassing. Please plan accordingly.

Can I have the inspectors cell phone number?

Inspectors may give out their personal number at their own discretion. However, we do not give out the inspectors' cell phone numbers, as some are their personal devices. We can give you their office number and they can return your call as soon as they are back in office.

I want to request a certain inspector for my inspections. Also, can I request that a certain inspector never does my inspections?

We try to make our inspectors' schedules as even as possible. Some inspectors also don't work every day of the week. We cannot guarantee that only a certain inspector will come out to do your inspections. All of our inspectors are well qualified.

I am unhappy with my inspector and I want to complain to someone about it.

You are welcome to talk to Scott Stewart, our Building Official. His number is 801-491-7832.

Bonds

How do we set up a landscape bond?

Work with Hollie Gill in the Building Dept. 801-489-2704. hgill@springville.org

The developer/contractor/owner must provide the City with the following information to assist in the creation of a landscape bond agreement and prior to finalization:

- i. Identify the type of bond to be used. Cash or Letter of Credit. If a Letter of Credit is selected, the Letter must be approved by the City Attorney.
- ii. What business entity is paying or responsible for the Letter of Credit.
- iii. Contact information (full name, phone number, mailing address) of the business entity and contact person responsible for the bond
- iv. A copy of landscaping bid/estimate, including all landscaping and irrigation components
- v. Landscape architect inspection documentation, noting the status of the landscape installation.

What is the status of my bond release?

Log into your My City Inspect account and look under the heading Bonds or call Hollie at 801-491-2704 to get information.

Power

I have an invoice from Power. I need to pay for it.

1. If your address is outside the city limits, bring a check to the finance window along with the invoice. Alternatively, the payment can be taken with a check by phone.
2. If the address is within the city limits, please come to the Community Development Counter on the 2nd floor of the Civic Center to the building department to be reviewed. There may be additional building permit fees associated with the electrical fees.
3. If you are updating the meter base or doing work within the home or business, you also need a building permit.
4. If a permit is needed, but you don't have an application, you need to apply here: <https://www.springville.org/community-development/building-division/> Select 'Create an Account' if you have never logged into My City Inspect before or 'Login to My Account' if you have. Then fill in the form fields and attach all the attachments and submit.
5. If the permit has been reviewed and is in pending status, payment is now required for permit and electrical invoice.

Why is my power out?

Please contact the Power Department at 801-489-2750