



HIDEOUT BUILDING PERMIT PROCESS IN CITY INSPECT

Create an account in City Inspect. See the link in hideoututah.gov / Permits and Licenses / Building Permits. More than one person on the construction team can create an account. All those with accounts must have their emails listed on the permit information to see the permit. To log into City Inspect, go to www.hideout.cityinspect.com.

1. New Applications

- a. Upload and fill in the information required in “New Applications.”
- b. For any builds in Hideout Canyon, Soaring Hawk, Golden Eagle, or Shoreline, submitted drawings must be approved by the Design Review Committee of the Master HOA. (Community Preservation Association) The letter of approval from the HOA does not need to be uploaded. However, do not upload drawings, plans, and calculations until you have final approval from the HOA.
- c. For any builds in Deer Springs, Deer Waters, Lakeview Estates and Klaim, an approval letter from the Hideout Design Review Committee is required along with approved drawings.
- d. A Receipt of payment for the Fire Impact Fee from Wasatch County Fire District is required in the uploaded attachments. Please call the District at 435-940-9636. The District will review your plans.
- e. A copy of the “Construction Acknowledgement Agreement” is under the Building Permits Menu on the Hideout website. The contractor is required to read and sign the document before it is uploaded. This information needs to be shared with the contractor’s team and all sub-contractors to help avoid citations, fines, and complaints from residents.
- f. **NEW PROCEDURE:** The Jordanelle Special Service District (JSSD) Water and Sewer Impact Fees are now paid directly to the District. Call Theresa at 435-654-9233 to pay the Fees for your lot. Once you have paid the District, upload your receipt into your permit attachments in City Inspect.
- g. The Signed Authority Letter is a brief letter from the owner to the Town of Hideout, giving the builder authority to act in his name on all construction activities. Include owner’s and builder’s contact info.
- h. The Truss Layout is due any time before the 4-way inspection.
- i. **Pay a Deposit of \$1,000 when the application is ready to submit.** Please mail or drop off a check made out to the Town of Hideout in the drop box on the west side of the column by the front door at Town Hall (10860 N Hideout Trail, Hideout 84036).

2. Plan Review

- a. When the permit information has been submitted and the Deposit has been received, the permit is accepted into “Plan Review”. Plan Review takes approximately 14 working days for the Hideout reviewer plus any additional time for the contractor’s response to comments.

3. Pending Payment

- a. When the plans and required attachments have been reviewed and approved, the permit is moved to “Pending Payment.” At this point, please email Carol Kusterle in the Building Department to ask for the amount due on the Building Permit Fees balance. (carol@hideoututah.gov) Be aware that the “Permit Fees” page on City Inspect is not an accounting program. In addition, all fees due may not be listed until your permit is out of review and an internal invoice is created.
- b. For an overview of Hideout residential Building Permit Fees, visit hideoututah.gov / Permits and Licenses / Development / Fees and Rates / Section 1.1.



- c. To determine the Impact Fees that will be due to the Town with the permit balance, see Section 10 of the Fees and Rates for a list of each subdivision with its associated Impact Fees. (This is a separate fee from the JSSD Impact Fees.)
 - d. The per square foot prices to help you calculate your building valuation are:
 - a. Finished Interior Area \$168.98
 - b. Finished Basement \$42.24
 - c. Unfinished Basement \$22.50
 - d. Garage/Decks/Covered Patio \$66.95
4. **Pay the Building Permit Fees balance**
 - a. When you have received your balance due and your payment has been received by the Town (See 2.h for payment methods), the Building Permit is moved to “Issued Permits” status and inspections may then be ordered.
5. **Issued Permit / Order Inspections**
 - a. The LOD Fence/Preconstruction Meeting should be the first inspection ordered on City Inspect before any excavation or construction begins. Call Public Works Manager, Kent Cuillard, at 435-503-7446 to arrange a specific time.
 - b. Building inspections must be ordered by 3:00pm the previous day and are always afternoon inspections.
 - c. Water laterals, sewer laterals, final water, final sewer, LOD Fence/Preconstruction, and Final Curb and Gutter inspections need to be ordered separately, two days prior to the inspection date. Water finals are PM inspections only.
 - d. The Water Meter Set inspection will be scheduled and passed by the Town. To order a water meter for your build, fill out the “Water Meter Installation Form – New Connections” found in: hideoututah.gov / Utilities / Utility Service Applications. Return the form to LuAnn Peterson at Town Hall or email to lpeterson@hideoututah.gov and she will arrange for the install.
6. **Final C/O Inspection and Certificate of Occupancy (C/O)**
 - a. When all inspections are passed the City Inspect software will allow the Final C/O Inspection to be scheduled. This inspection includes a check to see that all required inspections are passed, the owner’s account is current, any citations are paid, and approval is given from the Town Engineer.
 - b. When the Final C/O is passed, the Certificate of Occupancy is created in the City Inspect Permit Summary. Look for the title “Certificate.” It can then be printed or downloaded as a PDF.
7. **Archived Permits**
 - a. After the Final C/O Inspection is passed and the Certificate of Occupancy appears in the Permit Summary, the permit is moved to “Archived Permits” status.