



HIDEOUT BUILDING PERMIT PROCESS IN CITY INSPECT

Create an account in City Inspect. Go to https://hideout.cityinspect.com/register?registration_id=15989d4f23a6be
More than one person on the construction team can create an account. All those with accounts must have their emails listed on the first page of the permit application in or to see the permit. To log into City Inspect after you created an account, go to www.hideout.cityinspect.com.

1. **New Applications – Required Attachments**

- 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.
- d. **A Receipt of payment for the Fire Impact Fee** from Wasatch County Fire District is required in the attachments. Please call the District at 435-940-9636. The District will review your plans.
- e. **A signed copy of the “Construction Acknowledgement Agreement”** is in the Building Permits dropdown on the Hideout website: hideoututah.gov / Permits and Licenses. 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. **A receipt of payment for Water and/or Sewer Impact Fees** to the Jordanelle Special Service District (JSSD) is required in the attachments. Call Theresa at 435-654-9233 to pay the Fees for your lot, then upload your receipt into the 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. **Mail or drop off a down payment of \$1,000 when the application is ready to submit.** Checks only. The drop box is on the west side of the column by the front door at Town Hall (10860 N Hideout Trail, Hideout 84036). Make check out to the Town of Hideout.



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 Kathleen Hopkins in the Building Department to ask for the amount due on the Building Permit Fees balance. (khopkins@hideoututah.gov) Be aware that the “Permit Fees” page on City Inspect will not reflect the final permit balance until Kathleen has reviewed the costs after Plan Review.

4. **Estimating Permit Fees**

- a. For an overview of Hideout residential Building Permit Fees, go to hideoututah.gov / Permits and Licenses / Building Permits / Fees and Rates Schedule / Section 1.1, Section 6.2, (1”-1 ½” Water Meter), and Section 10. Please be aware that the Town Impact Fees in Section 10 are not related to the JSSD Impact Fees.
- b. Referring to Section 1.1 of the Fees and Rates Schedule, 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

The Valuation will help you calculate the Building, Plan Review, and State Surcharge Fees.

5. **Pay the Building Permit Fees Balance**

- a. When you have received the final permit fees balance due and your payment has been received by the Town, the Building Permit is moved to “Issued Permits” status and inspections may then be ordered.

6. **Issued Permit / Ordering Inspections**

- a. The LOD Fence/Preconstruction Meeting should be the first inspection ordered in City Inspect before any excavation or construction begins. These meetings may be scheduled for Mondays between 10:00 am and 12:00 pm.
- b. Building Inspections (by Sunrise Engineering) must be ordered by 3:00pm the previous day and are always afternoon inspections.
- c. Inspections by Town staff - LOD Fence/Preconstruction, Water Lateral, Sewer Lateral, Water Meter Set, Final Water, Final Sewer, Final Curb and Gutter, and Final C/O inspections need to be ordered by 3:00pm two days prior to the inspection date. All inspections by the Town need to be ordered separately.



d. The Water Meter Set inspection:

Before ordering this inspection, you must have passed the following prior inspections:

- i. Water lateral
- ii. Sewer lateral
- iii. Underground plumbing
- iv. 4-way

Go to hideoututah.gov / Utilities / Utility Service Applications / “Water Meter Installation Form – New Connections.” Fill out the form and deliver to LuAnn Peterson at Town Hall (use drop box if needed) or email to lpeterson@hideoututah.gov. Then order your Water Meter Set inspection in City Inspect. (Town Hall is 10860 N. Hideout Trail, Hideout, UT 84036)

7. **Final C/O Inspection and Certificate of Occupancy**

- a. When all other 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 by the Town Engineer.
- b. When the Final C/O is passed, the Certificate of Occupancy appears in the City Inspect Permit Summary. Look for the title “Certificate.” It can then be printed or downloaded as a PDF.

8. **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.