



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 order 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 required information 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 copy of the issued Wasatch County Fire District permit.** Please contact the Fire District at 435-940-9636 for more information on obtaining your fire permit. Upload the issued permit from the Fire District. Please note there are inspections required by the Fire District which must be completed before certain Building Permit inspections may be requested (see below).
- e. **A signed copy of the “Construction Acknowledgement Agreement”** is in the Building Permits dropdown on the Hideout website: [hideoututah.gov / Permits and Licenses](http://hideoututah.gov/Permits%20and%20Licenses). 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. The Building Permit holder is responsible for all activities of their employees and subcontractors.
- 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 JSSD 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. **Regarding Retaining Walls:** Please review Hideout Town Code Section 10.08.18 Retaining Walls and submit Engineering design documents and geo-technical reports as applicable.



- j. **Mail or deliver 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.

Note: A Geotechnical report may be required prior to scheduling footing inspections.

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 may not reflect the final permit balance until Kathleen has finalized fees in City Inspect.

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 \$169.09
 - b. Finished Basement \$42.24
 - c. Unfinished Basement \$31.50
 - d. Garage/Decks/Covered Patio \$66.20

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 Mondays - Thursdays.
- 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.
- d. Prior to Footings and Foundation work for certain steep driveways: For any permits which the Fire District has flagged for steep grades, the builder must provide the Fire District with verification from the builder's engineer or surveyor at the time of the rough driveway cut to ensure the driveway will meet plan specifications. This must be completed before the Hideout building department conducts inspections of footings and foundation work. The Fire District will provide the Hideout building department notification when the Rough EVA has passed.
- e. 4 Way Rough Inspection: In order to pass the 4 Way Rough Inspection, a Height Verification report from a licensed surveyor is required to affirm the building height matches the reviewed plans.
- f. The Water Meter Set inspection:
It is unlawful to access water service prior to prior to the Town installation of a water meter. Any unlawful access to the Town's water vault prior to the proper installation of the Water Meter will result in fines and potential work stoppages or pulling of the building permit.

Before ordering the Water Meter Set as an inspection in City Inspect, you must have passed the following prior inspections and submit a completed water meter application:

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

For the meter application: 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. Please note an additional fee will be charged for water meters larger than 1 inch. See the Fee and Rates Schedule for more details.

7. Final Inspections

Prior to requesting a Final Inspection for the building permit, the builder is responsible for completing certain inspections with the Fire District as part of their fire permit. These include:

- a. Final Driveway Inspection
- b. Address properly marked
- c. Preliminary Landscape Inspection (for existing vegetation and any installed landscaping)



The Fire District will advise the Hideout Building department when these inspections have passed and Final Inspections (for the building permit) may be scheduled.

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

- a. When all other inspections are passed, the Final C/O Inspection may be scheduled in City Inspect. This inspection includes a check to see that all required inspections are passed, the owner's account balance is current, any citations are paid, and approval is given by the building department.
- b. Landscaping must be completed within 90 days of the Final C/O issuance. Permit holders must request a Final Landscape Inspection with the Fire District in order to close out the Fire Permit.
- c. When the Final C/O is passed, the Certificate of Occupancy appears in the City Inspect Permit Summary under Documents -. Certificate. This document may be printed or downloaded as a PDF.

9. **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.

ADDITIONAL NOTES AND REQUIREMENTS:

All builders are responsible for compliance with Wasatch County Fire District's policies regarding **Hot Work Operations** and may be required to obtain permits from the Fire District to conduct this work. Please contact the Fire District for more information: