

Brian Head Town Building Guide – What you need to know

I. Pre-Construction – Research Phase

1. Either your home designer, your engineer or you need to do research regarding zoning and building regulations that are required by Brian Head Town (BH). Everything can be found on our website, <https://brianheadtown.utah.gov/> in the Planning and Building Department (PBD) tab. This guide will be general, all specific questions, guidelines and Land Management Code (LMC) standards will be found on the website, i.e. setbacks, building heights, lot coverage, etc.
2. GENERAL DESIGN INFORMATION FOR CONSTRUCTION IN BRIAN HEAD TOWN is attached to this Guide and is updated each year on PBD website. This guide gives information such as: IRC code year that is being enforced, Snow Loads, Wind and Seismic Categories, Design Temps and Frost Depths, etc.

II. Permitting & Approvals

1. The permit that you will fill out and all the submittal items that are required will be submitted through the City Inspect portal online - Brianhead.cityinspect.com
2. The following items are needed to submit for a single-family permit (SFD):
 - Architectural and Structural Plans (Structural Plans stamped by Engineer)
 - Structural Calcs and Energy Calcs (REScheck)
 - Site Plan, Construction Mitigation Plan and Grading Plan
 - Soil Report and Recommendations
 - Elevations and colors of all Exterior Finish Material
 - Restoration/Landscaping Plan
 - BH Security Agreement and a Building Bonus Agreement if over 1,000 S.F.
 - Southwest Utah Health Department approved Septic Permit (If no sewer)
 - Wildland Urban Interface Review (Fire Sprinkler System Plans if indicated)
3. Once the submittal package is submitted BH has 3 days to confirm that it is complete. If it is not complete it will be put on pause and sent back to you to complete. Once BH has a complete and accurate submittal BH has 14 days to review and issue the permit. If at anytime there needs to be clarification on submittal items, the review is paused until those items are resubmitted.
4. Once the review is completed and has been approved, you will receive an email from City Inspect stating that your permit is ready to sign and you can pay the permit fees. The fees include impact and connection fees for sewer and water (if not already paid previously) Plan Review and Building Fees, a Restoration Bond that will be reimbursed to you after the building is completed, and fees for grading and tree removal. Currently the average Building Permit Cost is approx. \$18,000.

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III. Site Preparation

1. Once you receive your permit you will need to prepare your site before starting the building construction process. You will need to do the following:
 - Corners of the lot must be installed by a licensed surveyor or engineer
 - Tree Removal and Grading that follows the Site and Grading Plans
2. Per the Construction Mitigation Plan for your site, you will need to always have a dumpster and port-a-potty on site, the Limits of Disturbance (LOD) orange fence needs to be installed, and a wash out basin area needs to be marked. Finally, a construction sign that is 24"X36" needs to be posted on the site for the project entirety that has the contractors name, phone number and the address of the site. The shoulder of the R.O.W. can be used during the summer months for parking and material storage. During winter a Winter R.O.W. permit is required to use shoulder.

IV. Construction

1. Construction processes and building systems vary. However, every home needs to have the following inspections completed and approved to receive a Certificate of Occupancy (CO) at the completion of the project:
 - Concrete Foundation – Footings, Foundation Walls, Pier Footings and Columns, Interior Footings and Slab. All require Soil Compaction tests of 95% to pass. Flatwork does not require inspections or soil tests.
 - Mechanical – Underground if applicable, Rough, Final, Gas Air Test with Diagram
 - Electrical – Temp. Power, Underground, Rough, Permanent Power, Final
 - Plumbing – Water/Sewer Hook-up in ROW (if necessary, requires Encroach. Permit), Water Meter, Underground Sewer/Water, Rough Sewer/Water, Final
 - Framing – Exterior Shear Wall, Rough (only after all trades have installed)
 - Weather Barrier – Whole house must be wrapped for Stucco, Siding and Stone
 - Insulation – After 4 way to insure that insulation matches REScheck
 - Drywall – nailing pattern and Type X Fire Drywall installed per IRC
 - Lath – nailing pattern and drip screed installed per IRC
 - Shower Pan – inspected after dried in and 2 inches of water has sat for 15 min.
 - Final Inspection – Final for all systems and IRC requirements for Occupancy
 - Certificate of Occupancy – All required certifications need to be submitted, including Blower Door, Final Soil Compaction Report, Insulation Certificate, Stucco Certificate, and Backflow, the Final Inspection passed.
2. For a more detailed Inspection Requirements List see attached Reference Guide.
3. Post Construction – After CO, the following inspections get your Clean-up Bond returned:
 - Fire Mitigation – Fire Marshal inspects your have 15' Defensible Area
 - Clean-up and Restoration Bond – Make sure lot is restored to original