

**** PLEASE READ THOROUGHLY AND FOLLOW INSTRUCTIONS ****

BUILDING PERMIT PROCEDURES

For the City of Eureka, Utah

1. Visit the Eureka City Website eureka.utah.org. Click on “Apply for Building Permits”. Read all information and follow the instructions on both the Building Permit Procedures Document and the Building Permit Requirements, then click on the Button “Complete the Building Permit, Excavation Permits Here”. Fill out all necessary information and upload any document pertaining to the permit using the new iWorQ system, then submit the permit application online.
2. The City Office receives the emailed permit, and will forward the permit to the Building Inspector, Permit Coordinator, Planning Commission Liaison/Council Member as needed, to review application. The City Recorder will also schedule for the Permit Coordinator to review the plans for all dirt work that will be involved and set up a Pre-Construction Meeting.
3. If it is determined that there is any type of a zoning issue with the application and/or plans, City Office will notify applicant of the issue and Application Package will then be forwarded to the Planning Commission for their review.
 - Applicant must request to have their name placed on the agenda for the regular Planning & Zoning meeting. **The deadline for submitting Agenda items for Planning is 5:00 pm, the Thursday prior to the meeting.** If it is not on the agenda, it will not be discussed.
 - Attend a regular Planning and Zoning meeting held on the third Wednesday of each month at 7:00 p.m. in the Eureka City Offices. **The Planning Commission members will accept paperwork from the City Recorder only.** Business concerning building permits will not be discussed outside their regular meeting.
 - After reviewing all plans, paperwork, etc., the Planning Commission may make a recommendation to the City Council of their findings, or if there is incomplete or insufficient information concerning the application they may postpone any decisions until such time as they feel necessary to investigate the situation. **The Planning Commission cannot accept or reject a building permit.** They shall only make recommendations to the City Council.
4. If the Planning Commission does make a recommendation to the Council, the applicant must contact the City Recorder to be placed on the Agenda for a regular Council meeting held on the second and fourth Monday of each month at 7:00 p.m. in the Eureka City Offices. The deadline for submitting Agenda Items is 5:00 pm, the Thursday prior to the meeting. If your name is not on the agenda, it will not be discussed.

The City Council will review all documents submitted and consider the recommendation of the Planning Commission. If the City Council feels that there is not sufficient information or if they have any questions or concerns about the application, they may send the application package back to the Planning Commission for further review. The City Council may approve or reject the recommendation of the Planning Commission.

If approved, go to Step #5

If rejected, go to Step #8

5. Upon approval of the City Council, the applicant shall pay to the City Recorder all applicable fees concerning the permit before construction, remodeling, restorations, etc. can begin. The Recorder is required to check all City records for any debt owed to the City of Eureka. If previous debt is owed by applicant, that applicant cannot proceed until after that debt has been cleared. Upon payment in full, the City Recorder will then issue the building permit that must be posted in a conspicuous place on the job.
6. **It is the applicant's responsibility to contact the City Recorder for all necessary inspections,** or applicant can request the inspection through the iWorQ Building Permit Portal. The Building Inspector requires at least a twenty-four hour notice on all inspections.
7. After construction is complete, in the case of a new home or business, a Certificate of Occupancy must be obtained from the City Office, signed by the Building Inspector, and submitted to the City Office prior to occupying residence or business.
8. The applicant can request a review by the Board of Adjustment upon rejection by the City Council.

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I, _____, residing at _____, have read and understand the procedures above for obtaining a building permit, and do not agree with the Council's decision to reject my application.

I hereby make a formal request to the Board of Adjustment to review my building permit application

For _____, located at _____,

Lot _____, Block _____, Plat _____, Eureka City Survey, Tax Serial # _____.