

16.05 BUILDING PERMITS, CERTIFICATES, REVIEWS, AND FEES

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16.05.020 CERTIFICATES, PERMITS, AND REVIEWS

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All building permit applications shall be turned in to the Office of the Town Clerk. Levan Town Clerk/ Deputy clerk shall review all applications to assure compliance with zoning regulations, set backs, and any other requirements pertinent to the application. If all requirements are met and the application has all required signatures, the building permit shall be issued from the Office of the Town Clerk.

16.05.020 CERTIFICATES, PERMITS, AND REVIEWS

Applications for all certificates, permits, and reviews shall be made at the office of Levan town Clerk. Applications shall be made on the respective forms provided and shall be accompanied by required documents. Administration of certificates, permits and reviews shall proceed as provided below:

- A. **HOME OCCUPANCY PERMITS:** An application for a home occupancy permit shall be presented to the Office of the Town Clerk after final inspection by building administrator. The permit will then be issued by the planning commission secretary.
- B. **FEES:** Fees must be paid at the Office of the Town Clerk before the issuance of any certificate or permit.
- C. **BUILDING PERMITS:** Building permits shall follow all guidelines and be issued from the Office of the Town Clerk.
- D. **ZONING REVIEW, ANNEXATION APPLICATIONS, SIGN PERMITS, SITE PLAN REVIEWS, SUBDIVISION APPLICATIONS, CONDITIONAL USE PERMIT:** Applications shall be submitted to the Office of the Town Clerk and shall be reviewed by the Planning Commission for approval or denial. When required these recommendations will be sent to the legislative body for approval.

This ordinance shall become effective immediately upon adoption by the Town Council and is available for viewing at Levan Town Hall.

Vote:	Yes	No	Absent
Mayor Corey Christensen	<u>✓</u>	<u> </u>	<u> </u>
Councilmember Ray Evans	<u>✓</u>	<u> </u>	<u> </u>
Councilmember Bruce Rowley	<u> </u>	<u> </u>	<u>✓</u>
Councilmember Jesse Richmond	<u>✓</u>	<u> </u>	<u> </u>
Councilmember Taryn Brooks	<u>✓</u>	<u> </u>	<u> </u>

Attest:

Elizabeth H. Hone
Town Clerk

Corey Christensen
Mayor