



CHECKLIST AND REVIEW PROCEDURE FOR BUILDING PERMITS

Checklist for Building Permit Application

(The entire list must be completed before being submitted)

- ☐ Complete the Sigurd Town Zoning Permit. This form can be found on the Sevier County Building Department website. <https://www.sevier.utah.gov/departments>
- ☐ Legal description of property and proof of ownership. If the property is a new split, contact Planning & Zoning for subdivision requirements.
- ☐ Verify zoning and possible annexation requirements with Sigurd Town Clerk.
- ☐ If the road is not owned by Sigurd Town, a Road Encroachment & Addressing Permit will need to be signed by the Sevier County Road Department and will be required before the building permit is issued.
- ☐ 6 sets- Plot plan showing setbacks to all property lines, driveway access, rights-of-way, easements, and location of roads.
- ☐ 6 sets- Septic Plan Design
- ☐ 6 sets- The House Plan must be legible and show all measurements.

Review Procedure

1. Submit the Building Permit Application Packet to Sigurd Town Clerk. The applicant will also need to request to be on the agenda for the next Planning & Zoning meeting.
2. After the application has been accepted and the applicant has met with the Planning Commission, the building permit application will then go under review with the applicable departments.
3. The applicant may need to provide additional information to Sigurd Town as requested.
4. Sigurd Town will coordinate with the Sevier County Road Department to obtain an address if required.
5. When all the departments have approved the building permit packet, the Application will be signed by the Mayor. Sigurd Town requires all Impact Fees associated with this permit to be paid prior to releasing the approved permit, which may be picked up at the Sigurd Town Hall.