



AMERICAN FORK CITY  
BUILDING INSPECTIONS DEPARTMENT  
275 East 200 North  
American Fork, UT 84003  
801-763-3065

BUILDING INSPECTION POLICIES AND PROCEDURES

Read all information carefully

In an effort to become more efficient, and faced with today's building demands, we have outlined some of the requirement of the Building Inspection Department you will need to follow. The following information is not all inclusive as there is too much information to mention. This information will also aid in maintaining fairness and uniformity in our serving the public. All contractors/builders are required to follow there policies and procedures.

A. PLAN SUMISSION:

a. Approved Lot/Subdivision

- i. Before plans will be accepted by American Fork City, it must be determined if the lot is a lot of record or if it is in an approved subdivision. If the structure will be built in a subdivision, **the subdivision must be recorded and a copy of the recorded map must be in our office before we will accept plans.**

b. Plan Requirements

- i. Plans, Engineering calculation, Model Energy Code Requirements, Gas Pipe sizing diagram, and other data shall be submitted **in two (2) sets** with each application for permit. American Fork City is requiring all new residential plans to be stamped by a structural engineer; at least one set must be wet-stamped, which our department will keep in the office.
- ii. Information on the building plans shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the Provisions of the Codes and all relevant Laws, Ordinances, Rules and Regulations.
- iii. Plans must be submitted in full or they will not be accepted. Allow four to six weeks for plan review.

c. Approved Plans

- i. A set of approved plans and an Inspection Card shall be returned to the applicant. This set must be on the job site of the building or work at all times during which the work authorized thereby is in progress.
- ii. Inspections will not be performed unless the approved plans are on the job site (a copy of the stamped approved plans are not acceptable).

B. INSPECTION RULES:

a. Calling for Inspections

- i. All construction or work for which a permit is required shall be subject to Inspection by the Building Department Inspectors. All such construction or work shall remain accessible and exposed for inspection purposes until approved by the Building Department.
- ii. Call 801-763-3065 between 8:00 am and 4:00 pm to schedule appointments. Inspections must be scheduled with the secretary. Do not assume you have an inspection until you have confirmed it with the building department secretary. Inspections cannot be scheduled in the field with the inspector. When calling

for an inspection, please have the following information ready: permit number, lot number, subdivision, and type of inspections. If you are scheduling a re-inspection, please indicate who performed the initial inspection. **IMPORTANT:** Jobs must be completely ready for inspection.

- iii. It shall be the duty of the person/contractor doing the work authorized by a permit to notify the Building Department that such work is ready for inspection at least **one working day** in advance! Our office has had numerous requests for same day inspections. Our policy requires one working day notice – no exceptions! Please be aware that at times we may not be able to accommodate your request, so plan for possible delays.
  - iv. Our office has also received requests to move the scheduled inspection earlier or later the day of the inspection; when those requests come in we will try to accommodate them if possible, but there are no guarantees.
  - v. Re-inspections **will not** be scheduled until the initial inspection has been performed and the results turned into the office.
  - vi. If possible, power trench and permanent power inspection should be scheduled at the same time. Shear panel and roof nailing inspection should also be scheduled together. No separate rough inspections are to be scheduled unless it is a large commercial job or a special situation warrants it.
  - vii. The job area must be accessible for the inspection. The contractor is responsible to provide access to jobs requiring inspections. The job area must be clean of debris, trash, materials, etc. For the 4 way inspection, insulation and sheetrock **CANNOT** be stocked or started until the job has passed the inspection. The job will be considered not ready for inspection and subject to a re inspection fee if all of the above conditions have not been met.
  - viii. Inspections shall be considered not ready if excessive corrections exist (**25 items max**). The inspector shall determine if such a condition exists. If said condition exists the inspector may terminate the inspection, no formal correction notice shall be given, and a re inspection fee shall be assessed; the contractor/owner building may be required to contact additional professional help at no cost to the city prior to scheduling a new inspection.
  - ix. Also, for the 4 way inspection, the plumbing and gas tests must be in place (not just starting). All electrical, mechanical, plumbing and framing must be 100% complete. The inspection card must be completed. Contractor must provide all necessary information and equipment (approved plans, engineering, truss specs, ladder, flashlight, etc.) or the inspection will not be given and the job will be subject to a re inspection fee.
- b. Passing the Inspection
- i. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspector. When an inspection is requested and performed, the permit holder will know the inspection has passed once the yellow Inspection Card has been signed off. If an inspection has failed, the permit holder will receive a Correction Notice indicating which areas need to be corrected; those corrections need to be fixed and re inspection called for.
- c. Cancellations
- i. If you have scheduled an inspection and will not be ready, please contact our office to cancel the inspection. If the need arises to cancel an appointment, please call the Building Inspection Department at 763-3065 as soon as you are aware of the need to cancel the inspection. If the inspector can not be notified before he arrives at the job site, a re inspection fee of \$35.00 may be charged

to the contractor. Cancellations should occur before 8:30 am to eliminate the possibility of a re fee. Cancellations for 4-Way and Final inspections should be made before noon the day before the inspection or a fee will be assessed.

d. Re inspections Fees

- i. A re inspection fee may be assessed for each inspection or re inspection when such portion of work for which inspection is called for is not complete or when corrections called for are not made. This is not to be interpreted as requiring a re inspection fee the first time a job is rejected for failure to comply with the requirements of all applicable codes, but as controlling the practice of calling for inspections before the job is ready for such inspection or re inspection. In instances where re inspection fees have been assessed, no additional inspections of the work will be performed until the required fees have been paid, nor can an inspection be scheduled. This fee will be automatic; if the inspector does not inform you of the fee, the secretary will. Payments should be made payable to American Fork City and taken to the Public Works Office Building at 275 East 200 North.

e. Gas Pipe Sizing Fee

- i. If the Building Department needs to re approve the gas pipe size diagram, there will be a \$35.00 fee assessed. The fee will be paid at the time the diagram is dropped off. The plans will be approved and the contractor called as soon as possible; there are no guarantees for a quick approval.

C. OCCUPANCY

a. Final Inspection

- i. Final Inspections are performed when the project is complete. This means the structure is ready to occupy (in other works, it must be 100% complete). This includes all flooring be installed, the inside the structure cleaned up, street and sidewalk must be cleaned and swept, curb, gutter, sidewalk must be free of cracks, displacement, etc., and water, power, and gas meters installed. Nothing can be moved into the structure until after the Final Inspection has been passed and a Certificate of Occupancy issued; this includes furniture, personal items, boxes, etc. into any area of the structure. When scheduling closing dates, move-in dates, or business opening dates, please plan for possible delays. For instance, if the owner would like to move in or open over a weekend, schedule the Final Inspection for a Tuesday or Wednesday so that a follow up inspection can be performed by Friday and, if successful, a Certificate of Occupancy can be issued.

b. Owner/Builder Requirements

- i. If the permit has been issued with the owner listed as the contractor, then the owner must occupy the home according to the rules and requirements on the owner/builder certification.

c. Temporary Occupancy

- i. American Fork City has provided for temporary occupancies, but only if the initial final inspection (must meet the requirements in item 1) has been made with corrections. An application must be submitted to the Building Department. If the structures qualifies for a Temporary Occupancy (providing no lice-safety items are on the correction notice), the Chief Building Official may grant a two week temporary occupancy for a fee of \$50.00 per two week period (this fee must be paid for each two weeks). The contractor is responsible to schedule a follow up inspection to pass off any correction items left so a Certificate of Occupancy may be issued.

d. Occupancy without Approval

- i. Our department has found that many times the owner or building will move into a home or business prior to receiving a Certificate of Occupancy. This is a violation of the American Fork City Resolution Number 94-08-19R, which states, "...that where an individual or set of individuals occupies a building or structure, an initial fee of One Hundred Dollars (\$100.00), and an additional Thirty Dollars (\$30.00) per day per dwelling unit for each day of such unlawful occupancy, shall be assessed by the American Fork City Building Inspections Department..." This includes moving furniture, personal items, boxes, office equipment, etc., into any portion of the structure. American Fork City will enforce this policy completely when violations occur.

e. Certificate of Occupancy

- i. Once the Final Inspection has passed, you may pick up a Certificate of Occupancy. If you wish to pick up the Certificate immediately, please ask the inspector to contact the office so we may prepare the Certificate before you arrive. The office cannot issue the Certificate of Occupancy unless contracted by the inspector or the inspector brings in the signed off permit and inspection card.

D. MISCELLANEOUS NOTES:

a. Permit Expiration

- i. A permit expires at the end of a 180 day period in which no inspections have been conducted. To renew the permit (from 180 days to one year), a fee of one-half the original permit fee charged will be assessed. A permit that has been extended for 180 days and which has not had inspections for one year will expire. In this situation a whole new permit will need to be issued. Including new full fees and additional regulations and codes, if any. To prevent a permit from expiring, please schedule an inspection before the 180 day period has lapsed. A permit may be extended only once. After 180 days without an inspection, American Fork City Building Inspections Department will consider the work either to have been suspended or abandoned.

b. Plan Deviations

- i. Very minor deviations from the approved plans may be approved in the field at the discretion of the inspector; however, any additional work and all changes consequently will require an additional permit for the new work. When a change or additional permit is being requested, drawings or other information must be submitted, fully describing the change or additional work. Additional approved plans and engineering must also be kept on the job site.
- ii. In the middle of construction, if the owner or contractor decides to finish off an area in the basement, or any other area, a permit must be obtained. Inspections on the portion that is not covered in the original permit will not be performed until the necessary permit has been issued.

c. Keep in Mind:

- i. When you cancel an inspection the day it is scheduled, you have taken up time that another inspection could have been performed for another contractor. That contractor, in turn, had to wait an extra day for his/her inspection. If you can't re schedule your inspection for two to three days after canceling your inspection, please do not be upset with the Building Department. We can only accommodate so many inspections.

If you have any questions, you may contact our office at 801-763-3065. We hope this packet will aid you in applying for a building permit.