



American Fork City
Building Division
275 East 200 North
American Fork, UT 84003
801-763-3065

BUILDING INSPECTION POLICIES AND PROCEDURES

In an effort to become more efficient, we have outlined some of the requirements of the Building Inspection Division. This information will help us in maintaining fairness and uniformity as we serve the public. All contractors/builders are asked to follow these policies and procedures.

A. PLAN SUBMISSION

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 calculations, model energy code requirements, gas pipe sizing diagrams, 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 division 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. Allow at least two weeks for plan review.

c. Approved Plans

- i. A set of approved plans and an inspection card shall be returned to the owner/contractor.
- 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 Division inspectors. All such construction or work shall remain accessible and exposed for inspection purposes until approved by the Building Division.
- ii. Call 801-763-3065 between **7:00 am and 4:30 pm. Monday-Thursday**, to schedule appointments. We are closed on Friday. Inspections must be scheduled with the Building Division Assistant. 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 inspection. **IMPORTANT: Jobs must be completely ready for inspection at the scheduled time.**

- iii. It shall be the duty of the owner/contractor doing the work authorized by a permit to notify the Building Division that such work is ready for inspection at least **one working day** in advance. No exceptions. There are no same day inspections. Please be aware, 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 any 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 may be assessed. The contractor/owner of the building may be required to contact additional professional help at no cost to the City prior to scheduling a new inspection.
 - ix. For a 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 before a re-inspection is called for.
- c. Cancellations
- i. If you have scheduled an inspection and it will not be ready, please call the Building Inspection Division at 763-3065 as soon as you are aware of the need to cancel the inspection. If the inspector cannot be notified before he arrives at the job site, a re-inspection fee of \$45.00 (residential) or \$50.00 (commercial) may be charged to the contractor. Cancellations should occur before 8:00 am to eliminate the possibility of a re-fee. Cancellations for a 4-Way or Final should be made before noon the day before the inspection if possible.
- d. Re-Inspections Fees
- i. A re-inspection fee may be assessed for any inspection that was scheduled but not ready at the appointed time. Please do not call for an inspection before the job is ready. 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 Building Division Assistant will. Re-inspection

fees can be paid at the Public Works office; 275 East 200 North, or over the phone with a credit card.

- e. Gas Pipe Sizing
 - i. If the Building Division needs to re-approve the gas pipe size diagram, the new diagram must be submitted to our office. If the plans are approved, the contractor will be 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 for occupancy. This includes all flooring be installed, the inside of 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 over a weekend, schedule the Final Inspection for a Monday or Tuesday so that a follow up inspection can be performed by Wednesday 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 has been made with corrections. An application must be submitted to the Building Division. If the structure qualifies for a Temporary Occupancy (providing no life-safety items are on the correction notice), the Chief Building Official may grant a 30 day temporary occupancy. 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 division has found that many times the owner or building contractor 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 or structure for each day of such unlawful occupancy, shall be assessed by the American Fork City Building Inspections Division..." It is also a direct violation of Section R110.1 of the International Residential Code and Section 111.1 of the International Building Code, which states, "No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the *building official* has issued a certificate of occupancy..." This includes moving furniture, personal items, boxes, office equipment, etc., into any portion of the structure. American Fork City will enforce this policy when violations occur.
- e. Certificate of Occupancy
 - i. Once the Final Inspection has passed, you may pick up a Certificate of Occupancy at the Public Works office or one can be e-mailed to you. 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 contacted by the inspector.

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 cost may be assessed. A permit that has been extended for 180 days and has not had inspections for one year will expire. American Fork City Building Inspections Division will consider the work either to have been suspended or abandoned. To resume work on the project, a whole new permit will need to be issued, including new 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.

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.

If you have any questions, please contact the Public Works office at 801-763-3065. Hours of operation are Monday thru Thursday 7:00am to 6:00pm. The office is closed on Friday.

We hope this packet will be helpful as you apply for a building permit with American Fork City.

