City of Woodland Hills

Welcome to Woodland Hills. As you begin your building process, we hope this information as well as the interactions you have are both helpful and professional.

PLEASE NOTE

Building in Woodland Hills is very different from other locations in Utah. The beautiful landscape and mountain living that attracts us to this place also causes challenges that are unique to our location. Even if you or your builder are familiar with building in other locations please review and follow our unique building requirements.

Specifically, a building permit consists of three parts:

1. **Site Plan** - Do not underestimate this step. Woodland Hills has very specific requirements due to our mountain topography. You must complete all required steps and work with our building department to successfully complete this step. It is not unusual for this step to require several iterations. Please refer to the site plan checklist. All items listed on the checklist must be included on the site plan.
2. **Fire Safety Permit**-This allows the property owner to begin the clearing of trees to provide emergency vehicle access and safety during the construction. This work needs to be done prior to when the final building permit is issued.
3. **Building Plan Approva**l - This step involves submitting plans that have been reviewed by your architect and your engineer to certify that the building can handle the unique conditions (snow) faced in Woodland Hills.

Woodland Hills complies with all state regulations regarding building permit approvals. We respond to each submission within 14 business days and seek to work with you during the process. Experience has shown that multiple submissions are typically required to meet all the requirements. Your attention to notes and annotations on each submission will help shorten the time it takes to complete this process.

We hope you will find the enclosed information packet helpful. It contains information regarding municipal services, phone numbers, ordinances, etc. You can also access the City's website at www.woodlandhills-ut.gov for current community information.

In the meantime, if you have any questions, please call our office at 801-423-3900 during normal business hours and someone will be happy to help you.

Sincerely,

Mayor Brent Winder

City of Woodland Hills

Residential Building Permit Checklist

All documents for a building permit are reviewed and approved on the My City Inspect portal. Payment of required fees must also be received by the city before any portion of the plans will be reviewed.

If you have any questions regarding the process or this form, please call the city offices at 801-423-3900.

Snow load criteria can be found at https://www.usu.edu/utahsnowload/

Items to Include When Submitting a Building Permit for a New Home:

_____ Building Deposit and Review Fees are paid in full at the time a permit application is submitted ($5550.00)

A complete set of building plans includes the following:

_____ Owner Builder Certificate

_____ Deposit Agreement Form

_____ Site Plan (See Site Plan Checklist)

_____ Stamped Structural Calculation

_____ Wet Stamped Engineered Plans for all structural aspects.

_____ RES Check (International Energy Conservation Code Compliance Report)

_____ Gas Schematics which include; all appliance installed and proposed.

_____ Documentation of Energy Code Compliance

_____ Truss Details

_____ Engineering for Retaining Walls over 4 feet in height

_____ A geotechnical report, including a slope stability evaluation is required if the overall slope of the lot is greater than 15%

_____ State NOI

_____ SWPPP Application

_____ Natural Hazard Study (If applicable to your building lot)

_____ Septic Approval Letter(if applicable), must have the approval certificate.- designed, inspected, & approved by the Utah Co. Health Department

_____ Completed Site Plan Checklist

_____ Woodland Hills Water Application

_____ Completed Building Height Worksheet

_____ Fire Sprinkler Plans and Permit/Application

*SOILS OBSERVATION REPORT REQUIRED TO BE ON SITE, **AT THE FOOTING INSPECTION**.

*A COMPLETE SET OF STAMPED TRUSS SPECIFICATIONS OR A STAMPED LETTER FROM THE ENGINEER FOR YOUR PLANS STATING THE TRUSS PACKAGE SHOWN ON YOUR PLANS IS ADEQUATE FOR THE STRUCTURE **MUST BE ON SITE AT 4- WAY.**

City of Woodland Hills

Steps to obtaining a permit

1. Register for an account by clicking on the link www.woodlandhillls-ut.cityinspect.com
2. Once registered, complete the application and upload ALL required documents to your City Inspect Account.
3. Pay the initial permit application fee of $5550.00. Payment can be made by check or credit card. If paying with a credit card, there will be a 3% processing fee.

Process after initial permit application is paid and ALL documents are submitted

1. Plans are reviewed on a first-come, first-serve basis.
2. Plan review can take a couple of weeks.

Obtaining a Building Permit

A building permit after:

1. Confirming that all necessary documents have been obtained.
2. Plan review has been completed and all departments have signed off on the issuance of the permit; and
3. Upon payment of all applicable fees.

Water Service Application and Agreement (refundable deposit)	$200.00
Building Permit fee based on the standards outlined in the Uniform Building Code Fees Schedule.	Valuation given by the Building Official
State tax of 1% of Building Permit fee	TBD
Plan check fee of 65% of the Building Permit fee	TBD
Water Impact fee	$5267.00
Water Connection Fee	$450.00
Sewer Impact Fee (if applicable)	$4612.00
Sewer Connection Fee (in identified areas)	$3501.00
Sewer Hook-Up Fee	$200.00

.

City of Woodland Hills

Zoning Requirements
Please review City Code Title 10 for zoning requirements.

Fire Suppression System and Fire Permit
Carefully review City Code Title 5-4-1. Fire suppression plansmust be reviewed by a 3rd party and installed by a licensed contractor. The suppression system is required over any/all heated floor space, including a garage.

Certificate of Occupancy
A Certificate of Occupancy must be obtained before occupying a home. A certificate may only be issued if the home is in conformity with the Building Code, the Zoning Ordinance, and all other applicable ordinances. It is the responsibility of the permit holder to restore all City infrastructure to its original subdivision standards. I.e.…rock-lined ditches, shoulder, curbs, culverts, etc.

Temporary Certificate of Occupancy
A Temporary Certificate of occupancy may be issued from the Building Official if the building official determines that the building is substantially complete and that there are no life or health-threatening hazards existing on the property. As a condition of receiving a temporary occupancy permit, the applicant must agree to complete an application for a Temporary Occupancy Permit, pay a fee that is established by City Resolution, and agree to complete the items shown on the final checklist by a deadline stated on the certificate. The applicant understands that it shall be a Class C misdemeanor, subject to penalty as provided in section 1-4-1, to inhabit a building with a temporary occupancy that has expired.

Helpful Phone Numbers

Public Works Director, Corbett Stephens	801-857-0788
Fire Chief, Ted Mickelsen	385-406-7970
Mitch Hilburn, SWPPP Inspector	801-674-7754
City Recorder, Jody Stones	801-423-3900

Helpful Information

Electricity is through the Strawberry Electric Service District (SESD). A separate application will need to be filled out and submitted to Strawberry Electric. Any questions concerning electricity should be directed to SESD at 801-465-8020.

Water service for construction and for continued use requires a connection to the City Water System. The Builder/Owner must understand that upon this agreement they will be billed $78.00 per month for the water meter connection with all water usage billed additionally. Meters will be set by the City Public Works Department. The fees for the meter include a $78.00 flat fee per month plus a usage fee. The Owner/Builder is responsible for freezing meters, please take precautions. For more information regarding the freezing precautions, contact Lori Thomas, at 801-423-3900. Meters will be set prior to the final inspection, weather permitting.

City of Woodland Hills

Gas is provided by Dominion Energy to the residents of Woodland Hills. Brad Mattinson in the pre-construction department is the contact at Dominion Energy at 801-853-6585.

Mail service is through Salem Post Office. Once an occupancy permit is issued, contact the Salem Post Office at 134 E. 200 N., Salem to apply for a mailbox.

Garbage and Recylcing service is provided through Waste Management. Curbside pick-up is done every Tuesday. Contact 801-423-3900 for garbage and recycling cans.

Fiber or High Speed Internet is available in all areas. Please call the City office, for more information.

City of Woodland Hills

SWPPP and NOI

The City of Woodland Hills follows Federal EPA SWPPP requirements. Please contact Mitch Hillburn with Mystic Peak, LLC at 801-674-7754 for more information.

Natural Hazard Assessment

There are areas that are identified in the city that require a Natural Hazard Assessment be done and submitted for all new construction or proposed improvements that are attached to an existing home. A map identifying the areas where an assessment needs to be done can be found on the city website.

Natural Hazard Assessments need to comply with the following:

A. The assessment shall be prepared by a geologist or engineer licensed by the State of Utah who has at least four (4) years of experience in a responsible position in the field of engineering geology. The assessment shall be signed, dated, and stamped by the preparer and include the qualifications of the preparer.

B. The assessment shall be a site-specific engineering geology study and shall identify all known or suspected potential geologic hazards, originating on-site or off-site, whether previously mapped or unmapped, which may affect the proposed structure or use of land.

C. The assessment shall identify the degree to which the hazards affect the proposed structure or use of land and recommend mitigation measures to adequately protect persons and property, including occupants and property improvements related to the proposed structures and uses, and to meet the standards of this ordinance.

D. The assessment shall contain a detailed site map of the subject area showing any site-specific mapping performed as part of the geologic investigation, and including boundaries and features related to any natural or geological hazards, topography, and drainage. The site map must show the location and boundaries of the hazard(s), delineation of any recommended setback distances from hazard(s), and recommended location(s) for structures. Recommended buildable and non-buildable areas shall be clearly identified.

E. The assessment shall contain trench logs and test pit logs, boring logs, aerial photographs, references with citations, and other supporting information as applicable.

F. All recommended mitigation measures identified in the Natural Hazards Assessment shall be incorporated into the design of the proposed structure or use of land. In the event that the Natural Hazards Assessment provides alternative mitigation measures, the applicant shall elect which mitigation measures to implement, and the applicant shall submit a supplemental Natural Hazards Assessment confirming that the elected mitigation measures are sufficient to adequately protect persons and property and to meet the standards of this ordinance. The applicant shall submit engineered plans for the proposed mitigation measures, which will demonstrate how the mitigation measures will be incorporated into the design of the applicable structure or use of land. These plans shall be prepared by a professional engineer who is licensed to practice in the State of Utah and is qualified to develop such plans. The City Engineer may reject the plans if the City Engineer finds that the professional engineer has insufficient training or experience, or if the City Engineer finds that the plans insufficiently describe the proposed mitigation measures or do not meet the other requirements of this Chapter. The City Engineer may require that supplemental or revised plans be submitted.

G. The City Engineer shall determine if the submitted plans sufficiently describe the proposed mitigation measures. Upon the determination by the City Engineer that the Natural Hazards Assessment meets the standards of this Chapter, the City shall issue a clearance that incorporates the uses, structures, and mitigation measures approved by the City Engineer.

City of Woodland Hills

SITE PLAN CHECKLIST

(This must be turned in with your completed site plan)

All applicable items on this checklist must be shown on the site plan before approval can be given by the city.

1. The name, address, and contact information of the applicant.
2. The contact information of the construction manager/general contractor for the construction project.
3. Date, north arrow, and scale on the plat. (No more than 1" = 20'; supplementary site plans at a larger scale are encouraged).
4. Existing zoning of the property, lot size, and dimensions
5. All lot and/or property lines are to be shown with dimensions, including building setback lines and easements.
6. Street name(s) adjacent to the property.
7. Topographical details if the slope of the lot is greater than 10%.
8. Location of proposed retaining walls. Please note that all retaining walls over 4 feet or greater than a 2:1 require engineering and will need to be inspected during their construction.
9. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, and curbing as indicated in the subdivision documents for the recorded plat.
10. Size and location of existing and proposed hydrants and utilities including proposed connections to public sewer (if applicable) or water supply systems. Water lines shall be a minimum of 1 1/2” diameter.
11. Homes requiring a septic tank must submit a letter of approval along with a copy of the permitted design that has been signed and approved by the Utah County Health Department's Private Wastewater Treatment Department.
12. The following statement must appear on the site plan. "Actual construction will comply with applicable local ordinances and the state construction code."

* The following items are not required to be shown on the site plan, but all new home construction will be inspected for compliance with driveway slopes. Please ensure that all culverts and rock-lined ditches, if necessary are installed per city code, some of which is found in the City Development and Construction Standards.

City of Woodland Hills

Dear New Resident:

Welcome to the City of Woodland Hills. This letter is to inform you that your water and garbage services are provided by the City. To set up your utility account and avoid any disruption of water service, the attached Water Application and Agreement for Water Service need to be completed and returned promptly. You may bring your paperwork to the City office during normal city office hours. If that isn't convenient, you can email it to treasurer@woodlandhills-ut.gov, put it in the city drop box located on the north side of the mailbox complex on Woodland Hills Drive at the entrance to the city or mail it to 200 S. Woodland Hills Drive, Woodland Hills, UT 84653.

A $200 water deposit is required for property owners. If all bills have been paid on time each month, your deposit will be applied to your account in one year. If, at any time the home is rented or leased, a $200 deposit is required from the owner, and a $350 deposit will be required from the renters if the account is put into their name. When they move out, their deposit will be applied to their final bill and any balance will be refunded. If they leave an unpaid balance, the property owner will be responsible to pay that balance.

Please read the information in the application and keep a copy for your future reference. It is especially important that you note your responsibility to insulate your water meter before the winter months. It is very cold in our city and meters will freeze if not properly insulated! You are responsible for the cost of replacing your meter if it freezes. The minimum cost of replacement is $450.

The monthly utility charges are:

Water System Maintenance Fee:	$78
Water Usage Fee	Charged per gallons used*
Garbage:	1st can: $17.00/mo. Additional cans: $9.00/mo.
Recycle bin:	$23.00 each/month
Residential Sewer	$94.93
Statement mailing fee	$2.00/month (No charge if emailed or Xpress Bill Pay Paperless)

* Water rates are tiered beginning at $1.00/1,000 gallons used. There is a rate increase at 5,000 gallons and at subsequent increments. (Please contact the city if you want more detailed information.)

You can make payments with a check or cash at the city office, by mail, or in the city drop box. You can pay electronically with a debit or credit card or bank account withdrawal through Xpress Bill Pay online. A flyer explaining Xpress Bill Pay is attached or use the link on the city website.

You will find additional information on our city website: woodlandhills-ut.gov. If you would like to receive information from the city via email, please indicate that on page three of the application. We also have a calling service to notify you in case of a city emergency, or with other important information or announcements.

Garbage and recycling will be picked up every Tuesday. Have your cans at the end of your driveway by 6:00 am. Please be sure they are not in the way of the snowplows during the winter months. If you have any questions, please call the City at (801)423-3900.

Thank you.

Lori Thomas, Woodland Hills Treasurer

City of Woodland Hills

Application and Agreement for Utility Service

Application

Customer Name(s)_____
Utility Service Address_____
Utility Service Requested: Water Service _____ Garbage Collection _____
Customer Mailing Address (if different) _____
_____
Customer Phone number(s)_____Person at this #_____
_____Person at this #_____
Home number (if you have one)_____
Customer E-mail(s)_____Whose email?_____
_____Whose email?_____
Customer Social Security Number (Last 4 digits)_____
Is Customer the owner of property receiving utility service? ____yes ____no
If Customer is not the Property Owner list the name of Property Owner(s)_____
_____

If Customer is not the owner of the property receiving Utility Service executed Property Owner's Financial Guarantee Certificate must be attached.

Requested Start Date of Utility Service: _____

If Customer is a legal entity such as a Limited Liability Company, Corporation, or Trust:
Entity Name and State of Registration_____
Entity Accounts payable contact and phone #_____
All individual Member(s), Shareholder(s), Officer(s), Director(s) or Trustee(s), and Owner(s) of the entity:
_____
_____
Entity Address_____
Entity Phone_____
Entity Business EIN_____
If new construction, do you want billings to also be sent to builder? _____Yes _____No
If yes, please list email address of builder_____

Please note that Customer and Property Owner through the Property Owner's Financial Guarantee Certificate shall be responsible for payment if builder fails to pay.

City of Woodland Hills

Security Deposit: $200.00 If new construction, deposit is included in building permit fees.

Billed_____ Check #_____ or Cash_____ Date paid_____

How do you want to receive your monthly statement?

Email_____ To what email address?_____

Xpress Bill Pay Paperless_____ Go to: XpressBillPay.com to sign up for paperless billing.

Mailed paper bill_____ There is a $2.00 monthly fee for statement mailing.

GARBAGE SERVICE

Garbage containers (green) are $17.00/month for the 1st container and $9.00/month for additional containers.

Are there any cans currently on the property?_____ If yes, how many?_____

Do you want to: Add more containers?_____ If yes, how many?_____
Remove containers?_____ If yes, how many?_____

TOTAL NUMBER OF GARBAGE CONTAINERS YOU WOULD LIKE TO HAVE:_____

RECYCLING

Recycling containers (blue) are $23.00 each/month per container.

Do you want to have a recycling container?_____

Are there any recycling containers currently on the property?_____ If yes, how many?_____

Do you want to: Add containers? _____ If yes, how many?_____
Remove containers?_____ If yes, how many?_____

TOTAL NUMBER OF RECYCLING CONTAINERS YOU WOULD LIKE TO HAVE:_____

City of Woodland Hills

Agreement for Utility Service

The Customer(s) named above ("Customer") hereby applies to City of Woodland Hills ("City") for each Utility Service identified above at the listed service address and enters into this Agreement for Utility Service ("Agreement"). In return for Utility Service, Customer assumes responsibility for payment for all Utility Service provided by the City and agrees to pay all incurred charges for the Utility Service provided by the City. Customer agrees to pay to City from the date of service and upon presentation of statements all charges for Utility Service.

The Customer further agrees that payment of the monthly Utility Statement is due on the last day of the month that is mailed or emailed by the City and payment is delinquent the tenth
(10th) day of the following month. On the eleventh (11th) day, if payment in full is not received by the City, the utility service may be shut off. A delinquent Customer shall pay a late fee of fifty dollars ($50.00) plus interest of 1.5% per month (18% APR) on the unpaid balance to the City. At the time of execution of this Utility Agreement for Services the Consumer shall also pay the Utility Service Deposit Amount provided above. The Utility Service Deposit may be applied to a delinquent balance including all fees, interest, and collection costs. Upon application of a Utility Service Deposit to a delinquent balance the Customer shall repay the amount of the Utility Service Deposit applied, prior to restoration of Utility Service. Upon disconnection of a Utility Service, Utility Service shall not be restored until all delinquencies and a reconnection fee of one hundred- dollars ($100.00) for the Utility Service disconnected is paid in full.

Additionally, Customer further agrees that for any unpaid or delinquent balance for Utility Service, City shall have the right to institute collection proceedings by all legal means, including suit in the Fourth District Court of Utah County or the Small Claims Justice Court. Customer agrees to pay reasonable costs of collection, including court costs and attorney's fees, incurred by the City to secure payment for Utility Service rendered to Customer. City may terminate Utility Service in the manner provided by ordinance or resolution at any time Customer is delinquent in payment. City shall not be liable for any damages resulting from such termination. Following any termination, Customer will forfeit the deposit and it will be applied to the past due amount on the Statement. Customer consents to the City placing a lien for any unpaid balance on all real property at the Utility Service location which is benefitted by the Utility Service at any time when there is a Statement not paid in full.

Customer shall be responsible for payment of all amounts charged until Utility Service is terminated, ten days following a written request by Customer to have the Utility Service terminated. Any remaining Utility Service Deposit balance shall be refunded to the Customer within sixty (60) days of either the termination of Utility Service or disconnection of all Utility Service.

City shall use reasonable diligence to provide constant and uninterrupted Utility Service to Consumer, but if Utility Service shall fail or be interrupted or become irregular through any cause beyond the reasonable control of City, City shall not be liable for any damages resulting from such failure, interruption, or irregularity. Customer shall permit City's authorized representative to enter the property at Utility Service address at all reasonable times for purposes connected to providing Utility Service.

The City may change Utility Service rates, fees, and penalties at any time through passage of an ordinance or resolution by the City Council.

City of Woodland Hills

Customer is responsible for insulating the water meter in the fall before the cold winter months. In the event the water meter is damaged due to freezing, the Consumer will be charged for the replacement and installation of the new water meter. This charge will exceed $450.00.

Customer warrants that all information provided in this Application and Agreement for Utility Service is true and correct and agrees that false or misleading information shall give cause for City to deny or cancel Utility Service and demand immediate payment of any amounts due.

The customer agrees to the above terms and conditions and to be bound by the ordinances, rules, and regulations adopted by City from time to time. This agreement shall be binding on City upon approval by the City Treasurer or other authorized representative of City.

Dated this _____day of _____, 20____.

Customer Signature(s): _____

_____

Approval signature for City: _____

CITY NOTIFICATIONS

The City utilizes the Everbridge platform as our primary system to communicate emergency information to our residents. Each individual can create their own account and opt-in for what they would like to receive alerts/notifications on. To create an account, go to **https://alerts.utahcounty.gov** and select the box next to Woodland Hills to choose to receive all alerts/notifications that are sent from the City or select just the boxes next to the specific categories that you would like to be notified about.

DOG LICENSING

Do you have any dogs? Yes_____ No_____

ALL DOGS MUST BE LICENSED. Please take proof of rabies vaccination to the Utah County Animal Shelter located at 582 W. 3000 North in Spanish Fork within one month to complete registration for licensing.

_____
Date

_____
Approval signature for City

City of Woodland Hills

FIRE PERMIT APPLICATION

Application Date: _____

Project Address: _____

Owners Name: _____ Phone Number: _____

Contractors Name: _____ Phone Number: _____

Sprinkler Design/Installer: _____ Email: _____

- □ **Final Approval:** Final approval and issuance of building permit to come from the City of Woodland Hills Building Department.

- □ Final acceptance of the installed fire and life safety systems will be based upon field inspection and testing in accordance with the applicable standards.

- □ **Occupancy Prohibited Before Approval:** The building or structure cannot be occupied prior to the City of Woodland Hills Fire Department issuing a permit that indicates that applicable provisions of the Fire Code have been met. [IFC 105.3.3]

- □ **Driveways:** If any portion of a buildable area or structure is in excess of 150' from the road frontage to the rear of the buildable area or structure as determined by the City Engineer and/or the City Fire Chief, the developer or owner shall provide on-site fire hydrants and mains supplying required fire flow according to the following cases**:**

    - If the rear of the building or facility is located between 150' and 200' from the road frontage, as determined by the City Engineer and/or the City Fire Chief, an on-site fire hydrant shall be provided at the driveway entrance of said building of facility.
    - If any portion of a building or facility is greater than 200 feet from the road frontage, as determined by the City Engineer and/or the City Fire Chief, an additional on-site fire hydrant shall be provided along the driveway within 150 feet from the rear of the structure, as well as an approved fire apparatus (fire truck) turnaround and driveway. The turnaround and driveway shall be an all-weather surfaced roadway not less than 16 feet wide, with a minimum vertical clearance of 13 feet 6 inches. Approved turnarounds consist of bulb turnarounds not less than 80 feet in diameter or a hammerhead turnaround with front and rear turning points not less than 3 feet in length.

    - The owner or developer, through a licensed professional engineer licensed in the State of Utah, shall demonstrate that a minimum fire-flow rate of 1,500 gallons per minute is available at each hydrant required in this Section and that this flow can be sustained a minimum of 2-hours for a total of 180,000 gallons.

City of Woodland Hills

- □ **Contractor to verify that fire hydrant is located within the distances for the residence, as stated above.**
    - **NOTE:** Water supplies for fire hydrant system are required to be installed and made serviceable prior to and during the time of construction. [IFC 501.4]

- □ **Marking of Fire Hydrants:** Fire hydrants must be clearly identified to prevent obstruction by parking and other obstructions. Fire hydrant locations must be identified by the installation of reflective markers and flags. [IFC 503.3]

- □ **Premises Identification:** All residents and buildings must have approved address numbers, building numbers or approved building identification placed in such a position as to be plainly visible and legible from the street or road fronting the property. Address numbers must contrast with their background and be Arabic numerals or alphabet letters. Numbers and characters must be a minimum of 12-inches in height, with a 1-inch stroke. [IFC 505.1]

- □ **Combustible Roofing Material:** Roofing materials must be non-combustible and approved by the City of Woodland Hills Fire Department. No wood shake roofing material will be permitted.

- □ **Automatic Fire Sprinkler System:** Dwelling must be constructed with a fire sprinkler system installed. Fire sprinkler design and installation to be in compliance with NFPA-13D and as modified by the City of Woodland Hills Fire Department. The City of Woodland Hills Fire Department requires third party review

- □ **Automatic Fire Sprinkler System Installation:** Installation of fire sprinklers cannot begin until the installation drawings, hydraulic calculations, and equipment data sheets have been reviewed and accepted by the City of Woodland Hills Fire Department.

- □ **Automatic Fire Sprinkler Systems with Antifreeze Additives:** All dwellings, guest houses or out-buildings constructed and/or altered with an antifreeze additive, must be installed in accordance with the following and as approved by the City of Woodland Hills Fire Department:

    - Antifreeze Limitations: Antifreeze used in a new and/or altered automatic sprinkler system installed in accordance with NFPA 13D may not exceed a maximum concentration of 38% premixed propylene glycol or 48% premixed glycerin, and the capacity of the system may not exceed 150 gallons. [Utah State Amendment- IFC 903.3.1.1.2/903.3.1.1.3/903.3.1.1.3]

    - Antifreeze Tag and Information: A tag shall be attached to the riser indicating the date the antifreeze solution was tested. The tag shall also indicate the type and concentration of antifreeze solution by volume with which the system is filled, the name of the contractor that tested the antifreeze solution, the

contractor's license number, and a warning to test the concentration of the antifreeze solutions at yearly intervals. [Utah State Amendment - IFC 903.5.1]

□ **Exterior Fire Sprinkler Flow Alarm:** An approved audible and visual (Horn/Strobe) sprinkler flow alarm must be provided on the exterior of the building. Exterior fire sprinkler flow alarm to be located in area such that alarm is visible from the street. [IFC 903.4.2]

□ **Interior Fire Sprinkler Flow Alarm:** An approved audible sprinkler flow alarm to alert the occupants within the residence must be provided in the interior of the home in a normally occupied location. [IFC 903.4.2]

□ **Smoke Alarms:** Provide and install smoke alarms in accordance with International Residential Code (IRC), 2012 edition, section R314.

□ **Smoke Detection and Notification (IRC-R314.1):** All smoke alarms must be listed and labeled in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.

□ **Location (IRC-R314.3):** Smoke alarms must be installed in the following locations:

- In each sleeping room.
- Outside each separate sleeping area in the immediate vicinity of the bedrooms.
- On each additional story of the dwelling, including basements and habitable attics but not including crawl spaces and uninhabitable attics.
- In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

□ **Power Source (IRC-R314.4):**

- Smoke alarms must receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, must receive power from a battery.
- Wiring must be permanent and without a disconnecting switch other than those required for overcurrent protection.

□ **Interconnection (IRC-R314.5):** When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the

individual unit.

- □ **Carbon Monoxide Alarms (IRC-R315.1):** For new construction, an approved carbon monoxide alarm must be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

- □ **Carbon Monoxide Detection Systems (IFC-R315.2):** Carbon monoxide detection systems that include carbon monoxide detectors and audible notification appliances, must be installed and maintained in accordance with the following and NFPA 720:

    - Carbon monoxide detectors must be listed as complying with UL 2075.

    - Installed household carbon monoxide detection system must become a permanent fixture of the occupancy, owned by the homeowner and must be monitored by an approved supervising station.

    - Installed carbon monoxide alarms that meet the requirements of IRC section R315.1, are not required to comply with IRC section 315.2.

- □ **Alarm Requirements (IRC-R315.4):** Single-station carbon monoxide alarms must be listed as complying with UL 2034 and must be installed in accordance with the IRC and the manufacturer's installation instructions.

- □ **Power Source (UT-IRC-R315.5):** Carbon monoxide alarms must receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, must receive power from a battery. Wiring must be permanent and without a disconnecting switch other than those required for over-current protection.

- □ **Interconnection (UT-IRC-R315.6):** Where more than one carbon monoxide alarm is required to be installed within an individual dwelling unit in accordance with IRC section R315.1, the alarm devices must be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.

- □ **Existing Dwellings (IFC-R315.3):** Where work requiring a permit occurs in existing dwellings that have attached garages or in existing dwellings within which fuel-fired appliances exist, carbon monoxide alarms must be provided in accordance with IRC section R315.1.

- □ **Inspections:** The City of Woodland Hills Fire Department requires that the following

inspections be arranged:

- Rough-In: The City of Woodland Hills Fire Department requires a Rough-In Inspection be arranged before any ceilings are installed. The Rough-In Inspection is made to avoid any unnecessary alterations to building construction to survey the installations of the fire sprinkler system.

- Tenting Inspection: When anti-freeze is not used.

- Above Ground Fire Sprinkler Piping: The City of Woodland Hills Fire Department must witness the above ground fire sprinkler hydrostatic test and acceptance test.

- Fire Sprinkler System Final Inspection / Acceptance Test: The City of Woodland Hills Fire Department must witness the final acceptance testing for the fire sprinkler system.

- **Tapping into a fire hydrant for anything other than fighting a fire, is prohibited**

- Scheduling Inspections: Inspections should be scheduled through the online portal .

City of Woodland Hills

CONTRACTOR DEPOSIT AGREEMENT

This agreement is made and entered into as of the _____ day of _____, 20___ by and between _____, *circle one* (an individual) (a corporation) (a partnership) hereinafter referred to as CONTRACTOR, _____*circle one* (an individual) (a corporation) (a partnership) hereinafter referred to as the BUILDING OWNER, and City of Woodland Hills, a body corporate and politic of the State of Utah, hereinafter referred to as CITY.

WHEREAS, before a building can be constructed, required permits must be obtained from the CITY for the type of work to be done; and

WHEREAS, a building can only be occupied upon the issuance of a certificate of occupancy by the building official of the CITY following an inspection of the building or structure in which no violations of the provisions of the adopted codes have been noted; and

WHEREAS, the building official is authorized to issue a Temporary Certificate of Occupancy before the entire work covered by the permit is completed provided that such portion or portions shall be occupied safely and a set time period for completion is set; and

WHEREAS, The CITY may have certain public improvements which the CITY desires to be maintained and protected such as curb, gutter, sidewalk, street pavement, and other utilities, etc. on or in close proximity to the site where a permit for building has been issued; and

WHEREAS, The city council of City of Woodland Hills has passed a Resolution requiring the mandatory deposit of $5,000 upon the issuance of a building permit for the construction of dwellings, or commercial or manufacturing buildings as security, in addition to any other security which may be required by the City, against damage to the public improvements, as well as, security to insure the completion of building improvements.

NOW THEREFORE, in consideration of the mutual covenants and undertakings hereinafter stated to which each party hereby binds and commits itself, it is agreed as follows:

1. DEPOSIT OF $5,000.00 As a condition to receiving a building permit to construct a residential dwelling, or commercial or manufacturing building located at, a deposit in the amount of $5,000 is hereby deposited with the treasurer of the City of Woodland Hills. The deposit shall be held by the CITY in an identified and dedicated fund as an additional means of security, in some cases, for the completion of all improvements required by the building codes adopted by the CITY and the State of Utah, and as security against any damage to the public improvements which may occur as a result of construction activities for which the permit was issued.

2. FORFEITURE OF DEPOSIT FOR REPAIR OF PUBLIC IMPROVEMENTS the CITY is hereby authorized to withdraw an amount necessary to repair any damage to the public improvements which have not been repaired or made whole by the CONTRACTOR or BUILDING OWNER to whom the building permit was issued. In the event that damages exceed the amount of the deposit, the undersigned hereby promises and covenants to compensate the CITY the difference.

3. WITHHOLDING OF DEPOSIT the CITY shall withhold all or a portion of the deposit as the CITY deems appropriate until all improvements as required by the building codes have been satisfactorily completed and a Permanent (not temporary) Certificate of Occupancy has been issued by the Building Official or his designated representative. Withholding of the deposit shall not relieve the CONTRACTOR or BUILDING OWNER from completing the requirements

established by the building code prior to occupying the building or within the time frame established in the Temporary Certificate of Occupancy. The failure to so complete the remaining requirements can result in the cancellation of the Temporary Certificate of Occupancy.

4. RELEASE OF DEPOSIT Upon request by the CONTRACTOR or BUILDING OWNER, the CITY shall release and return any unused portion of the deposit to the (CONTRACTOR) (BUILDING OWNER), provided all required work has been completed and accepted by the city. Failure to request release of the deposit within 90 days from the date of the Permanent Certificate of Occupancy or failure to complete the work and request release of the deposit within180 days from the date of the Temporary Certificate of Occupancy will be deemed as an abandonment of the deposit and it shall become the property of City of Woodland Hills.

5. ASSIGNMENT The terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and permitted successors and assigns; provided, however, that this Agreement cannot be assigned, transferred or conveyed by either party, without the express written consent of the other party.

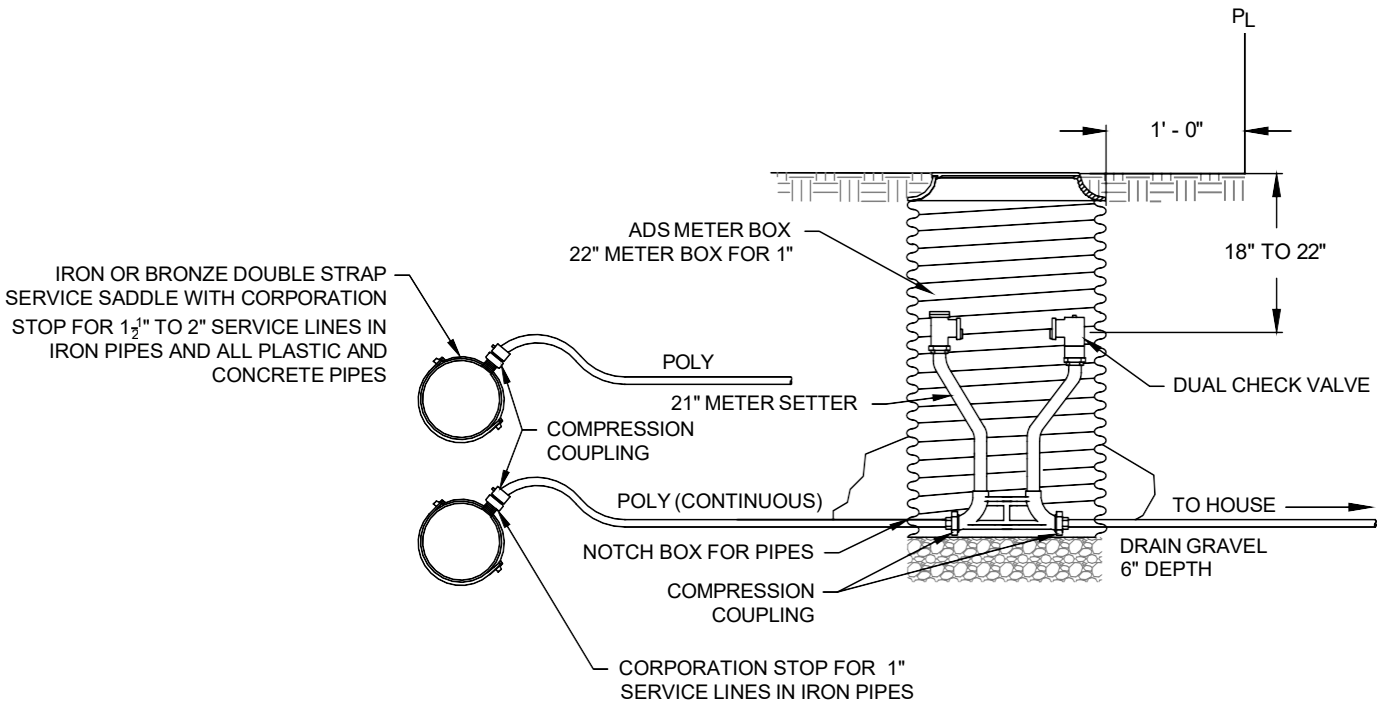
6. ENTIRE AGREEMENT This writing constitutes the entire agreement between and among BUILDING OWNER, CONTRACTOR, and CITY. The parties acknowledge that there are no underlying agreements, oral or written, pertaining to the terms of this agreement.

FAX AND ELECTRONIC TRANSMISSIONS AND COUNTERPARTS Facsimile (fax) and electronic (e-mail) transmissions of a signed copy of this Contract (or Agreement), any addenda and exhibits and the retransmission of any signed fax or e-mail shall be the same as delivery of an original. This Contract (or Agreement), any addenda and exhibits may be executed in counterparts.

_____
Building Owner

_____
Contractor

_____
City Recorder or City Treasurer



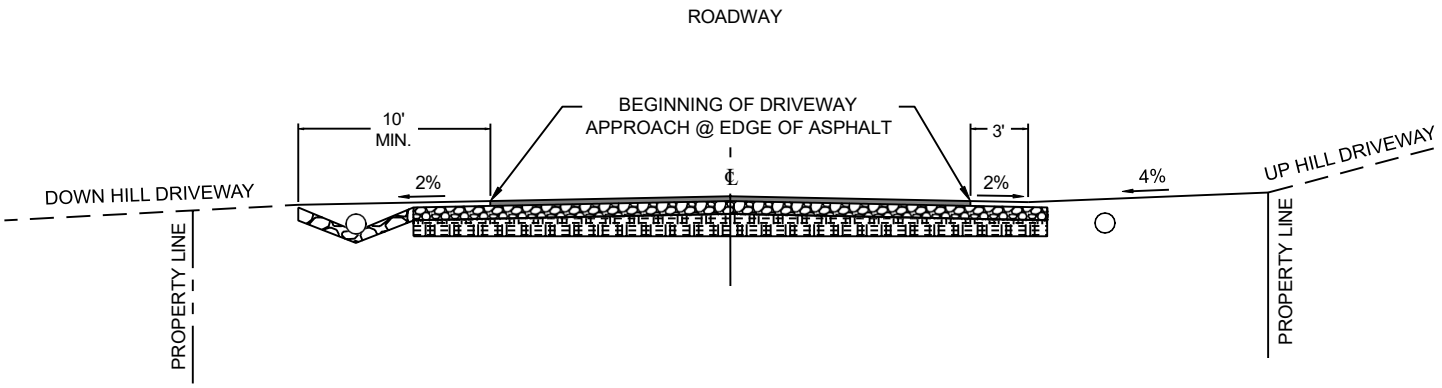
NOTE:

1. 1 ½" AND LARGER WATER METERS SHALL CONFORM TO STANDARDS FOR LARGE METERS.
2. TRACER WIRE SHALL BE CONTINUOUS THROUGHOUT.

STANDARD #	DRAWN BY:	CONSTRUCTION STANDARDS	
9	BDS		
	CHECKED BY: BT	11/2" WATER SERVICE DETAIL	
	SCALE: N.T.S.		
	DATE: 2/14/2018		

680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801-423-1962
Fax: 801-423-3501
www.woodlandhillsutah.org

CITY OF WOODLAND HILLS



NOTES:

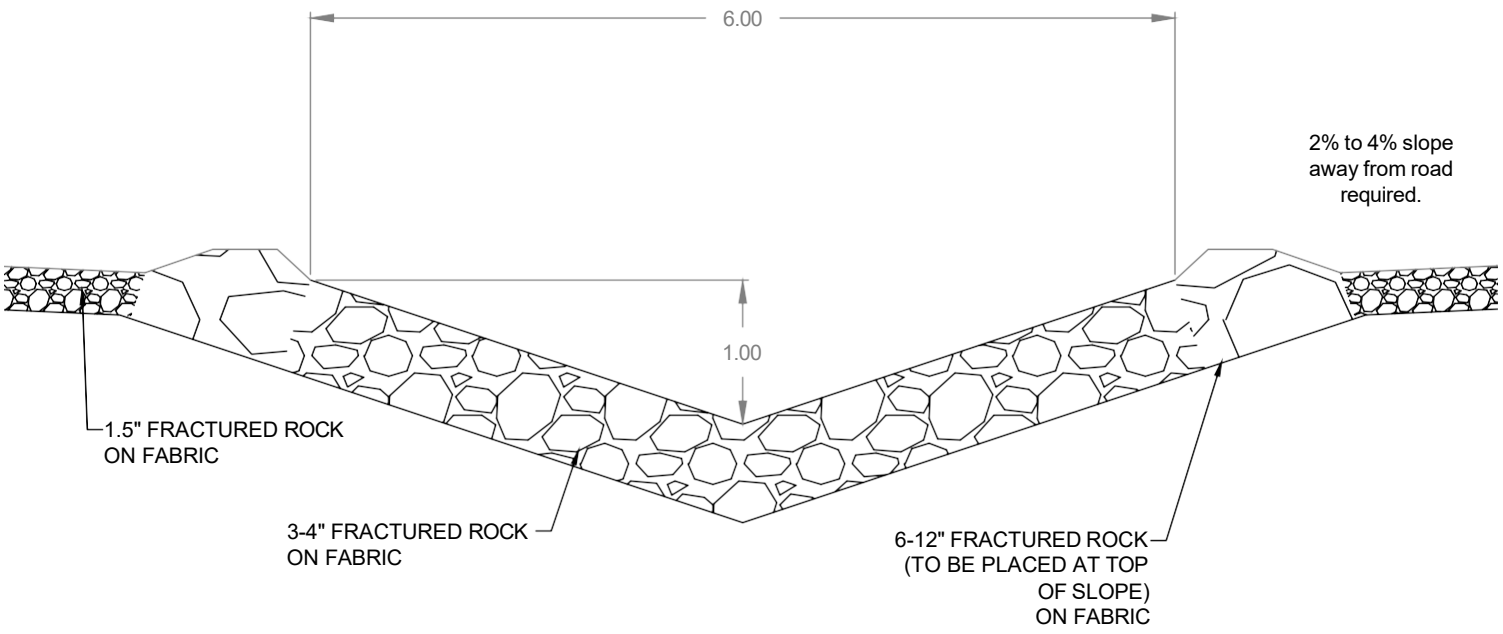
1. DRIVEWAY APPROACHES SHALL SLOPE AWAY FROM ASPHALT AT 2% FOR A MINIMUM 10' BEYOND THE EDGE OF ASPHALT FOR DOWNHILL LOTS AND A MINIMUM OF 3' FOR UPHILL LOTS.

2. DRIVEWAY APPROACHES WITHIN THE CITY RIGHT OF WAY SHALL NOT EXCEED A GRADE OF 4%

STANDARD #	DRAWN BY:		
4	BDS	CONSTRUCTION STANDARDS	
	CHECKED BY: BT	TYPICAL DRIVE WAY CROSS SECTION	
	SCALE: N.T.S.		
	DATE: 12/11/2019		

680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801-423-1962
Fax: 801-423-3501
www.woodlandhills-ut.gov

CITY OF WOODLAND HILLS



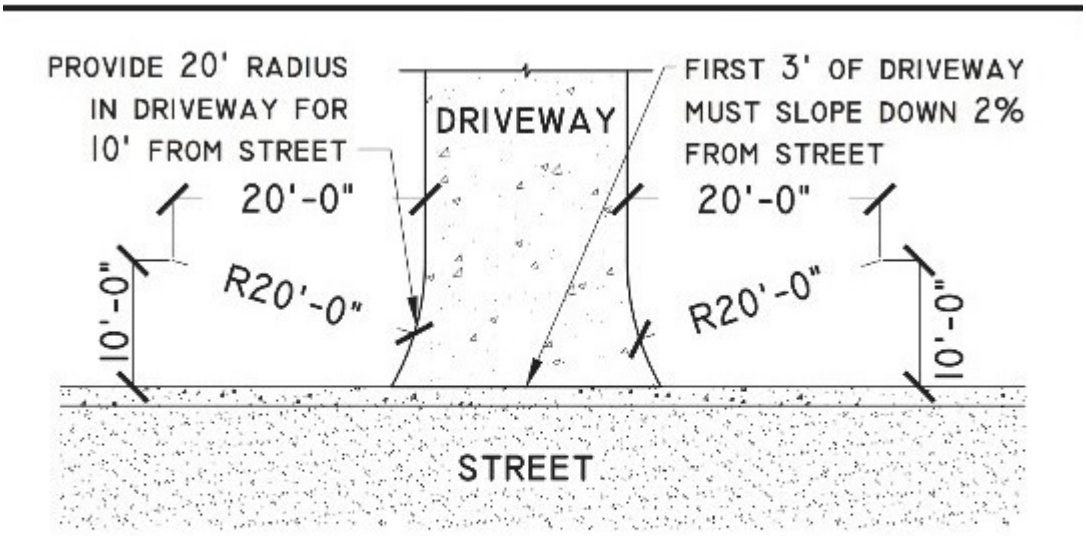
NOTES:

1. ROCK LINED DITCHES MAY BE REQUIRED TO BE DEEPER AT DRIVEWAY CULVERT CROSSINGS. REFER TO STANDARD DETAIL 21 FOR REQUIRED CULVERT SIZES THROUGHOUT THE CITY. REFER TO STANDARD DETAIL 19 FOR GRADING REQUIREMENTS AT DRIVEWAY CULVERT CROSSINGS.

STANDARD #	DRAWN BY:	CONSTRUCTION STANDARDS	
17	MJV		
	CHECKED BY: BT	ROCK LINED DITCH DETAIL	
	SCALE: N.T.S.		
	DATE: 8/7/2018		

680 S. Woodland Hills Dr.
Woodland Hills, UT 84653
Phone: 801-423-1962
Fax: 801-423-3501
www.woodlandhillsut.gov

CITY OF WOODLAND HILLS



City Code 10-16-9 (e) requires the angle of intersection between the driveway and the street to be between seventy degrees (70°) degrees and ninety degrees (90°) and the radii of the edge of the driveway apron shall be at least twenty feet (20').

2.3.16 Parking Lots and Driveways

Parking lots and drives shall be designed to meet appropriate engineering standards, including drainage and load capacity. All drive and parking lot drainage asphalt and base design designs shall be reviewed by the City Engineer or his/her designee prior to approval. Driveways shall provide a minimum unobstructed width, not including shoulders, of ten (10) feet and a minimum unobstructed overhead clearance of 13.5 feet. Driveway grades shall not exceed 15% as measured along the center line of the driveway. The driveway grade requirement can be modified by the city council where observance of this standard is not feasible due to the terrain in which the driveway is to be constructed. On all lots, driveway approaches shall slope away from the edge of asphalt at 2% for at least 3 feet. Driveway approaches within the city right of way shall not exceed a grade of 4%. Drainage culverts shall be constructed beneath all driveways. Culvert size shall comply with the culvert sizing exhibit posted online. The intersection of the driveway with the main road will be on a twenty-foot radius that will start ten feet back from where the driveway intersects with the main road.

The following inspections are required by the City of Woodland Hills:

a. Setback compliance (property line staked)
b. Footing (A soil report is required at the time of the footing inspection)
c. Foundation
d. Water and Sewer Laterals
e. Underground Plumbing
f. Permanent Power
g. Gas Line
h. Initial Fire Sprinkler
i. 4-way Inspection- You are given two 4-way inspections before being charged a re-inspection fee
j. Sheer
k. Insulation
l. Weather Barrier
m. Stucco/Lathe
n. Sheetrock
o. Shower Pan
p. Driveway grade prior to pouring
q. Retaining Walls
r. Final Building- You are given two final inspections before being charged a re-inspection fee
s. Final Zoning
t. Final Fire

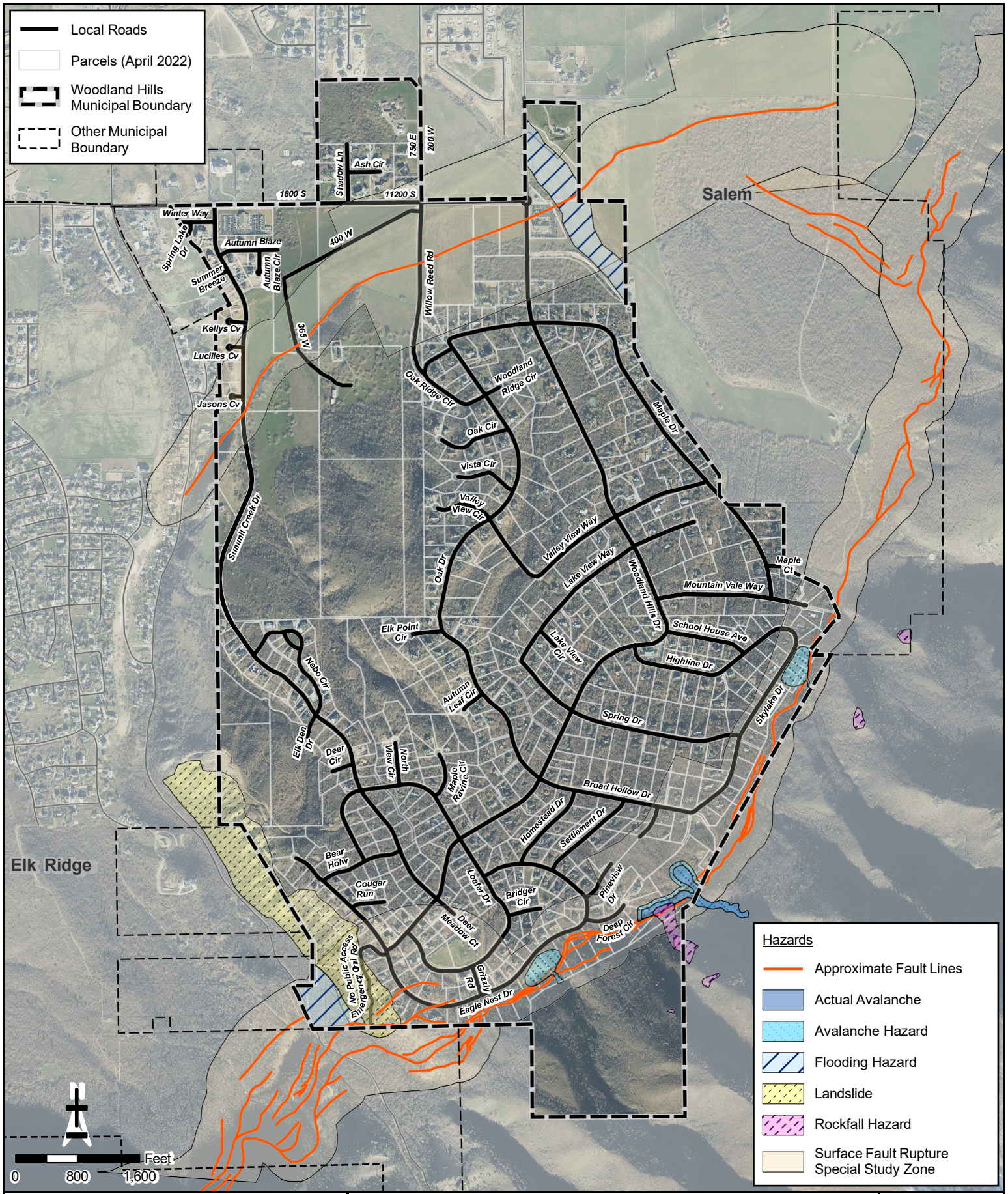
** If more are needed there will be an additional fee assessed for each additional inspection. If you are not ready when the inspector gets there a $100 fee will be assessed and inspections will not be scheduled until the fee is paid. We encourage you to be ready before calling in for the inspection. A printed copy of the approved plans is required to be on-site for the inspection to be completed. If the plans are not on-site it will be considered a "Not Ready" inspection and a $100 fee will be assessed.

NOTE: It is unlawful for any structure to be occupied prior to the issuance of a Certificate of Occupancy. Completion of the final building inspection does not constitute approval for occupancy. The structure can only be occupied following the issuance of an occupancy permit by the City of Woodland Hills Building Official, or assigned designee.

Retaining walls that are NOT concrete are required to provide a construction observation letter from the engineer of record certifying the wall was constructed according to the plans. The letter will need to be on-site for the final inspection and emailed to recorder@woodlandhills-ut.gov. Please note on the letter the permit number associated with the letter.

The required inspections for retaining walls which are concrete are:

1. Footing
2. Rebar
3. Final



Jones & DeMille Engineering

- Shaping the Quality of Life -

800.748.5275 www.jonesanddemille.com

Woodland Hills

Local Transportation and Hazards Overview

Utah County

Scale: 1" = 1,600'

1

Map Name: H:\JD\Proj\2109-002\Design\GIS\Projects\2109-002_Misc\2109-002_Misc.aprx - Exh Woodland Hills Hazards Overview Map 8.5x11P

Project Number: 2109-002 | Drawn by: JEM 08-22 | Last Edit: 08/16/2022

Building Height Calculation Worksheet

Owner Name: _____

Builder Name: _____

Project Address: _____

City of Woodland Hills City Code Title 10-8-5 notes that the height of a home cannot exceed 35 feet or 30 feet for a flat roof.

********Please review the following definitions prior to answering the questions below.**

Building Height: "Building height is limited to 35 feet or 30 feet, if the structure has a flat roof. The height is measured from any and all points of the roof ridges and peaks on the structure, directly below, to the natural grade reference line, or to the finished grade, whichever is lower. The natural grade is defined as the grade prior to any construction or land disturbance. A line will be drawn between the highest and lowest natural grade points on the perimeter of the structure which will become the natural grade reference line and will be visually projected throughout the entire footprint of the structure. Similarly, the finished grade points will be extended throughout the footprint of the structure. The building height will be measured from the highest roof ridge or peak directly downward to a point along the natural grade reference line directly below that roof ridge or peak, or to the finished grade, whichever is lowest. For a house in a residential zone to meet the height limit, no point of the roof ridge or peak on the structure may be higher than 35 feet, as measured from a roof peak to the lower of the natural grade reference line or the finished grade. (Flat roofs must be no more than 30 feet in height)."

Grade, Natural: The elevation of the undisturbed natural surface of the ground prior to any excavation or fill.

Grade, finished: The elevation of the finished surface of the ground adjoining the building after final grading. If used to measure building height a plane created by the highest and lowest finished grade points will be projected throughout the entire footprint of the structure.

Finished Grade Points: Elevation points adjoining the structure after final grading.

Natural Grade Reference Line: Reference line is created from the highest point of the natural grade on the perimeter of the building to the lowest point on the perimeter of the building, which is projected throughout the entire footprint of the structure.

- **Does the home comply with the maximum building height allowed in section 10-8-5 of the City Code? Yes or No**
  What is the height of the building?
- **Natural Lowest Grade Elevation? _____Natural Highest-Grade Elevation? _____**
- **Finished Lowest Grade Elevation? _____ Finished Highest Grade Elevation? _____**
- **Elevation to the Top of the Foundation? _____**

How was the building height calculated _____

_____

*We certify that all information in this document is correct. If the home is found to be non-compliant or violates the City Code, all expenses related to bringing the home into compliance will be the sole responsibility of the permit holder. Prior to footing and foundation inspection, the contractor agrees to place an elevation marker at the top of the foundation.

Owner: _____ Builder: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

