



FARMINGTON CITY

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CITY MANAGER

Station Park Tenant Improvement Application Requirements

For tenant improvements in the Station Park development please submit the following to the Farmington City Building Department located at 160 S. Main Street, Farmington, Utah 84025:

- Five (5) sets of complete plans. Two (2) need to have original engineer wet stamps and the other three (3) can be copies of the wet stamp. Applications and plans do not need to be submitted in person, they can be mailed to the Building Dept. located at the address above.
- A check made payable to Farmington City for \$250.00 for a plan check fee deposit. We are NOT set up to do this by credit card or over the phone. Plans will not begin the review process until the deposit has been paid.
- Design approval letter from Centercal.
- Address assignment letter from Centercal.
- Contact information (i.e. name, phone number, address and email) of the person we contact with questions and plan corrections.
- Valuation (project cost) from the architect on their letterhead.
- A completed application with contractor information.
- Sewer fixture unit count (IPC 2009 Section 709)

We send plans out to a third party for review so please expect a **14 day turn-around period for initial and revision reviews.**

On revision submittals we require Five (5) sets of **COMPLETE** plans, again Two (2) with original wet stamps.

We do not offer any express reviews and we can not give permit pricing until we have ALL the information and the plans have been approved.

We look forward to working with you on your project.



FARMINGTON CITY · 160 S. MAIN STREET · (801) 451-2383

BUILDING PERMIT APPLICATION

Lot #: _____

Subdivision: _____

Valuation: _____

Property Address: _____

Type of Project: _____

CONTACT INFORMATION OF PERSON TO CALL REGARDING PLANS AND PERMIT:

Name: _____ Email: _____

Cell #: _____ Fax #: _____

BUILDING/PROPERTY OWNER:

Name: _____ Zip Code: _____

Address: _____ Phone: _____

City: _____ Email: _____

(1) GENERAL CONTRACTOR:

Name: _____ State License #: _____

Address: _____ City: _____

Phone: _____ Zip Code: _____

(2) ELECTRICAL CONTRACTOR:

Name: _____ State License #: _____

Address: _____ City: _____

Phone: _____ Zip Code: _____

(3) PLUMBING CONTRACTOR:

Name: _____ State License #: _____

Address: _____ City: _____

Phone: _____ Zip Code: _____

(4) MECHANICAL CONTRACTOR:

Name: _____ State License #: _____

Address: _____ City: _____

Phone: _____ Zip Code: _____

COMPLETE ALL INFORMATION AND RETURN



FARMINGTON CITY BUILDING DEPARTMENT

Please become familiar with the following information and forward this information to all sub-contractors who call for inspections:

- 1) We will only accept phone calls for inspections Monday thru Friday 8:00-4:00. If you call after 4:00 you will need to leave a voicemail and it will be returned the next business day. Please note we **DO NOT** schedule same day inspections, and when setting up an inspection expect to be scheduled out at least 1 to 2 days.
- 2) All inspection requests need to be called in to the **INSPECTION HOTLINE**. The number is 801-451-2383 please choose ext. #2 and leave a voice message with the following information:

YOUR NAME & PHONE #
TYPE OF INSPECTION NEEDED
ADDRESS OF THE PROJECT
SUBDIVISION NAME AND LOT #
DAY & TIME YOU WOULD LIKE THE INSPECTION

If you do not have **ALL** of this information **DO NOT** leave a message, gather the information and call back. Please note, you may not get the exact day and time you request, but we will try to be as accommodating as possible.

- 3) The Inspection Hotline will be checked several times a day. All voice messages will be returned after **1 message** is left. You **DO NOT** need to call multiple times or try multiple extensions; your call will be returned as soon as possible. Keep in mind we may be assisting others or handling other responsibilities. All inspections will be scheduled in the order the calls were received.

Thank you.