



Summit County Service Area #3

629 Parkway Drive, Park City, UT 84098
permit@summitcosa3ut.gov - 435-500-6276

ACCOUNT # _____

RESIDENTIAL CONSTRUCTION PERMIT APPLICATION

(Application must be filled out completely, initialed and signed)

CONSTRUCTION ADDRESS _____	
PROPERTY OWNER _____	PHONE _____
OWNER EMAIL _____	
GENERAL CONTRACTOR NAME, COMPANY _____	
CONTRACTOR EMAIL & PHONE : _____	
START DATE _____	EXPECTED COMPLETION DATE: _____
PROJECT DESCRIPTION: _____	

1. **RESIDENTIAL ROAD WORK:** Property Owner Initial _____

- REMODEL AND ADDITIONS: (RESIDENTIAL)
- | | |
|---|--|
| <input type="checkbox"/> 0-900 SQ FT: \$1,500 | <input type="checkbox"/> 901-2,000 SQ FT: \$3,500 |
| <input type="checkbox"/> 2,001 - 4,999 SQ FT: \$8,500 | <input type="checkbox"/> Over 5,000 SQ FT: \$15,000 (plus water evaluation, if needed) |

- NEW CONSTRUCTION: (RESIDENTIAL)
- | | |
|---|--|
| <input type="checkbox"/> Up to 5000 SQ FT: \$8,500
<small>(does NOT include water eval, cut & fill or excavation permit)</small> | <input type="checkbox"/> Over 5000 SQ FT: \$15,000
<small>(includes water evaluation & excavation permit but NOT cut & fill permit)</small> |
|---|--|

- SECOND DRIVEWAY ENCROACHMENT FEE: Regulation 2025-05 Section 7.7.1.
- \$1,500, owner is responsible for culvert, as needed
(Encroachment agreement may be required to obtain permit)

2. **FEES AND DEPOSITS** Property Owner Initial _____

(MAKE CHECKS PAYABLE TO 'SUMMIT COUNTY SERVICE AREA #3', mail or bring check payments to 629 Parkway Drive, Park City, UT 84098. ALL FEES MUST BE PAID IN FULL FOR PERMIT CONSIDERATION. CREDIT CARD PAYMENTS SUBJECT TO 2.9% FEE)

ROAD DAMAGE DEPOSIT: A refundable \$5,000 deposit is required for all construction projects. Authorized deductions from deposit is for any violation or non compliance of any provision of Regulation No. 2025-05, Section 7.2. Owners must ensure roads, culverts and trails along their construction site or along route to their construction project are compliant and not damaged. Owner is responsible for any road damage. Road deposit can not be paid with a credit card. Deposit is only refunded to the property owner not a third party.

3. **REQUIRED SUBMITTALS** Property Owner Initial _____

(Email plans to permit@summitcosa3ut.gov, PLEASE BE SURE TO SUBMIT ALL REQUIRED INFO INCLUDING FEES & DEPOSIT TO SERVICE AREA 3 OFFICE OR VIA MAIL)

- SITE PLAN** - Email to permit@summitcosa3ut.gov.
- LANDSCAPING PLAN** – Landscape plan with irrigation demand calculation from engineer or landscape architect
- BUILDING PLANS** – Provide full building plans, digital is preferred. Email to permit@summitcosa3ut.gov.
- FEES & DEPOSITS** - Checks made payable to Summit County Service Area #3, must be paid by homeowner as the deposit will only be refunded to the homeowner. Credit cards will not be accepted for road deposit but the permit fee can be paid with a credit card but is subject to 2.9% credit card fee.

4. **INSPECTIONS AND REFUND** Property Owner Initial _____

FINAL INSPECTION – Property owner MUST call SCSA#3 to request a final inspection within 7 days of receipt of CERTIFICATE OF OCCUPANCY by Summit County. *Security deposits, less any site visit fees or other fees, will be refunded upon passing a final inspection by SCSA3.* Inspections will include road, culvert, water meter and backflow.

BY MY SIGNATURE BELOW, I HEREBY REPRESENT THAT I HAVE READ AND UNDERSTAND THE FOREGOING TERMS AND CONDITIONS AND AGREE TO COMPLY WITH ALL SUMMIT SERVICE AREA #3 RULES, REGULATIONS, AND POLICIES. I UNDERSTAND THAT ANY VIOLATIONS THEREOF MAY RESULT IN ADDITIONAL FEES, FINES, OR PENALTIES NOT SPECIFICALLY SET FORTH HEREIN OR DEDUCTIONS FROM ANY DEPOSITS HELD BY SUMMIT COUNTY SERVICE AREA #3. I HEREBY CERTIFY, REPRESENT, AND WARRANT THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THAT ANY MISLEADING, INCORRECT, OR OMITTED INFORMATION SHALL RESULT IN THE REVOCATION OF THE PERMIT AS WELL AS THE PROSECUTION OF THE FULL PENALTIES PRESCRIBED BY LAW.

I certify that I understand the requirements in this form and that to the best of my knowledge the above information is true.

Property Owner Signature _____	Property Owner Printed Name _____	DATE _____
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CONSTRUCTION PERMIT POLICIES & INFORMATION

TERMS AND CONDITIONS:

APPLICANT AGREES TO COMPLY WITH ALL SUMMIT SERVICE AREA #3 REGULATIONS, RULES, AND POLICIES WHETHER OR NOT SPECIFICALLY SET FORTH HEREIN.

5.4 Track Out Damage

Tracking out or discarding of mud, rocks, fill materials, refuse, or any other substances in Service Area Rights-of-Way (herein "Track Out Damage") is strictly prohibited and must be immediately remedied. If the Track Out Damage is not immediately remedied, the Service Area shall impose the applicable fees in the Fee Schedule as well as any and all costs incurred by the Service Area associated with damage to the Service Area Rights-of-Way and clean up of the Track Out Damage. The Service Area shall provide written notice of fees and costs incurred for the Track Out Damage in accordance with Section 8.0 of this Regulation. Within thirty (30) days of receipt of the written notice, the Property Owner may appeal the written notice to the General Page 7 of 17 Manager. The General Manager will issue a written decision on the appeal within thirty (30) days of receipt of the appeal. The General Manager's written decision may be appealed in accordance with Section 12.0 of this Regulation.

SECTION 6.0 Permits Generally

- 6.1 Service Area Permits are valid for 180 days from the date of issuance and may be renewed for an additional 90 days prior to expiration.
- 6.2 All Permits must include all applicable plans, including designs, specifications, schedules, and any other information reasonably requested by the Service Area related to the activity.
- 6.3 A Permit for Construction Activity may include more than one Construction Activity.
- 6.4 Permits for new construction or remodeling may require a Water Usage Evaluation and Meter Inspection as determined by the General Manager or the General Manager's designee.
- 6.5 Permits may be revoked by the Service Area for any permit application misrepresentation, any violation of Service Area Regulations, or if the County Permit expires or is otherwise revoked or invalid. Revoked Permit fees are nonrefundable.
- 6.6 When a deposit or bond is required a Permit, the Property Owner must notify the Service Area when the Construction Activity is completed and request a refund in writing, identifying the lot number, permit, the Property Owner's name and address, the reasons supporting the request for refund, the date construction started and ended, the Service Area Inspection dates, and any other applicable information. The Property Owner must submit the refund request to the General Manager within thirty (30) calendar days of completion of the Construction Activity.
- 6.7 Permits shall not be issued to the applicant if: the applicant has unresolved or pending violations under any Service Area Regulations, the permit application is incomplete or illegible, or if the fees and other applicable amounts in the Fee Schedule are not paid in full.
- 6.8 Permits shall not be issued to the applicant if the activity requested thereunder violates any Regulation under the Service Area or any rule, regulation, or requirement of any other governing Entity with jurisdiction over the Construction Activity, or any other applicable law.
- 6.9 As a condition of each Permit issued by the Service Area, the Property Owner agrees to reimburse all documented costs and fees incurred by the Service Area, if any, for enforcing the Property Owner's compliance with this Regulation, including reasonable attorney's fees incurred in collecting the amount due.**
- 6.10 Permit Process. Any party or entity seeking a Service Area Permit shall apply to the Service Area as follows:
 - 6.10.01 Complete a Service Area Permit Application for the applicable activity as set forth in this Regulation.
 - 6.10.02 Submit all plans, designs, specifications, and information requested by the Service Area with the Service Area Permit Application.
 - 6.10.03 Service Area staff shall review the Service Area Permit Application and the information submitted with the Service Area Permit Application to verify that the foregoing complies with all Service Area Regulations. Service Area staff shall also verify that the applicant does not have any current or pending violations under Service Area Regulations.
 - 6.10.04 Service Area staff shall either approve the Service Area Permit Application and issue the Permit or deny the Service Area Permit Application. If the Service Area Permit Application is denied, Service Area staff shall provide a letter to the applicant identifying reasons for the denial. Applicant shall have the right to appeal the decision of the Service Area staff under Section 12.0 of this Regulation.
- 6.11 All contractors, subcontractors, or other persons or entities performing Construction Activities within the Service Area must meet the qualifications under Section 7.15 of this Regulation.

SECTION 7.0 Construction Activity Within Service Area

7.1 Permits Required.

Any Construction Activity within the Service Area requires the issuance of Service Area Permits in accordance with Section 6 of this Regulation and any other applicable permits from governing entities with jurisdiction over the Service Area. Permitting exemptions from other governing entities with jurisdiction over the Service Area are not applicable to the Service Area under this Section 7.1. Construction Activity includes all uses, including, but not limited to, residential, non-residential, commercial, and agricultural. Construction Activities performed under Emergency conditions to prevent imminent loss of life or damage to significant property shall not require permits.

7.2 Road Protection Deposit Required.

Except for Construction Activity that requires a completion bond, all Construction Activity in the Service Area requires a Road Protection Deposit. The Service Area shall hold the Road Protection Deposit until completion of the Construction Activity. Upon completion of the Construction Activity, the Service Area shall refund the Road Protection Deposit provided that the Construction Activity complies with Service Area Regulations and has not resulted in any damage, injury, or impairment to Service Area Rights-of-Way. In the event of a foregoing noncompliance or Service Area Rights-of-Way damage, injury, or impairment, the Service Area shall deduct from the Road Damage Deposit the appropriate amounts to repair, restore, correct, or otherwise cure the defect or defects. The Service Area shall issue an itemized statement to the owner of the Road Protection Deposit of all amounts deducted. Nothing in this Section shall be interpreted to prevent the Service Area from pursuing the collection of additional monetary damages in the event that the cost to repair, restore, correct, or otherwise cure the defect or defects exceeds the amount of the Road Protection Deposit.

7.3 Water Usage Evaluation and Meter Inspection.

All Construction Activity that involves new construction or remodeling may require a Water Usage Evaluation and Meter Inspection as determined by the General Manager or the General Manager's designee.

7.12 Inspections/Site Visits.

All Construction Activities require a minimum of two Service Area inspections, with additional inspections as necessary based on the nature of the Construction Activity. The Service Area shall, at a minimum, make an inspection prior to commencement of the Construction Activity and document conditions, and make another inspection at the completion of the Construction Activity and document conditions. Fees for inspections/site visits are set forth in the Fee Schedule and shall be paid with the Service Area Permit Application.

FREQUENTLY ASKED QUESTIONS:

SERVICE AREA #3 RESIDENTIAL CONSTRUCTION PERMIT

Construction permits and utility permits are regulated under the Road Regulation 2025-05 which can be found on the Service Area website at:

<https://www.summitcountyutah.gov/DocumentCenter/View/25787/Road-Regulation-2025-05>

1. What is considered new construction? What is considered a remodel?

New construction is any new structure such as an ADU that is a separate structure or a new home, a detached garage or barn, would fall under new construction. Square footage includes the square footage of the garage space. We calculate total square footage.

A remodel is considered an addition to an existing building or construction activity within an existing building.

2. What is an excavation permit for?

Excavation permit and fee is for a project that does not include a structure such as a septic replacement, culvert work, or digging a pool where there are no pool mechanics. This fee is included in most new construction permit fees. If you're building a pool house or shed, you will have to put in a permit fee for that structure and the excavation fee is included in that permit fee.

7.8 Excavation Activity. Excavation Activity is a Construction Activity and requires completion and warranty bonds for issuance of a Service Area Permit.

3. Why is a road deposit required?

The road deposit is a refundable deposit for damage done to the road during construction. Before and after photos are taken of the road and culvert at the property. If the Road Manager notices damage to the road during construction, the property owner will be notified to make them aware of the damage in question.

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be interpreted to prevent the Service Area from pursuing the collection of additional monetary damages in the event that the cost to repair, restore, correct, or otherwise cure the defect or defects exceeds the amount of the Road Protection Deposit.

4. What is the cut and fill permit for?

The cut and fill permit is for utility work that requires cutting of the road. The road repair requires consult with our road manager to ensure it is being rebuilt to Service Area specifications. 7.10 Cut and Fill. Cut and Fill involves the process of soil or rock removal from higher areas and adding that material to lower areas to level the grade of an area. Cut and Fill is a Construction Activity and the fees are calculated per 100 cubic yards pursuant to the Fee Schedule.

5. How long is a permit valid?

6.1 Service Area Permits are valid for 180 days from the date of issuance and may be renewed for an additional 90 days prior to expiration.

6. Are permit fees refundable?

If a project is not approved by Summit County or the project isn't built, the homeowner may request a refund. The Service Area retains some of the fee to cover the costs already associated with review of the plans and inspections that have already been completed. This fee is a minimum of \$500 but could be more based on time and money spent during the review process. The road deposit is refundable.

7. What are the inspection fees for?

There are two inspections: one at the start of your project and one at the conclusion. The pre construction inspection is meant to be a meet up with the contractor to answer any questions. The final is the inspection to review the road in order to refund the road deposit.

Inspection fees - there is one fee charged for the pre and post construction which is to document the condition of the road for damage due to construction. We charge for the inspection at the end of the project to deduct from the road deposit.

It is the responsibility of the homeowner to contact the Service Area to notify us that your project is complete

8. What kind of projects do not require a permit?

These projects do not require a permit but still require site and construction plan submittals for a letter to submit to Summit County.

- new roof (unless it involves popping the top and new roof line which would require

a permit)

- solar install
- EV charger install
- new siding or new windows
- new decks or a covered deck don't need to be permitted
- loafing shed or another small structure under 200sf or a structure that is not permanent like a small greenhouse.

9. Why are there questions about water on the permit?

Water usage is always reviewed for a permit. We check the history of usage for the past few years as well as the current year. We make sure there is a meter and water rights are correct. Depending on the scope of the project, we order a water evaluation if there is a question of the amount of water needed for the project.

If you are currently using over your water allocation, you will not be approved for a construction permit. You can pay for a water evaluation to determine how much water you need to purchase and dedicate in order to build your project. The water evaluation is done by a third party water engineer.

If you have been able to change your water usage and show that you are using under or within your water allocation for a year, you will not need to provide water. If you continue to use over your water allocation after the structure has been built or the new construction has been completed, you will have to pay overages and after 18 months if the overages continue, you will be required to purchase water to dedicate to the Service Area to cover your overages plus the cost of the water evaluation to determine the amount of water that will be required to dedicate.