

## Interlaken Town Building Permit Submission Requirements

### **Do I need a permit?**

Owners or their agents must obtain building permits for all work EXCEPT:

- Single story detached accessory buildings less than 200 square feet
- Fences less than 6 feet high
- Retaining walls less than 4 feet in height
- Finish work such as painting, tiling, carpeting, cabinets, etc.
- Minor electrical, mechanical or plumbing repairs
- Re-roofing projects, providing roof doesn't change total square footage and there are no structural changes or changes to the roofline
- Replacing exterior siding, providing no structural changes or modifications to the building envelope
- Replacing windows, exterior painting, gutter replacement
- Water heater replacements, air conditioning & furnace replacements
- Kitchen appliance replacements

Interlaken has two types of agreements for building construction and renovation:

- Building agreement for a new structure
- Building agreement for additions, remodels, and demolitions

Interlaken has additional required agreements for other projects:

- Right of Way Work Agreement
- Encroachment Agreement
- Site Disturbance Permit
- Solar PV Array Permit

### **For projects that don't require a permit**

For projects that don't require a building permit but may generate significant waste or use the town roads for construction traffic and parking, the town requires that the lot owner complete the "Building Agreement – Non-Permitted Projects" prior to beginning construction. This would include, but would not be limited to, re-roofing or re-siding a building. Contact the Town Administrator to determine if your project requires completion of this agreement.

All of these agreements can be found on the town website, under "Building" - <https://www.interlakenut.gov/>

For more information about the town's building codes, visit the town website under "Building" and click on "Land Use Codes."

### **Permit Applications – Step by Step**

Here is a step-by-step process for applying for a permit in Interlaken. **The process for new construction, remodels, and demolitions are the same, as described below.** For other permit applications, contact the Town Administrator (interlakenclerk@gmail.com) for more information.

1. Start by notifying the Town Administrator about your project – to discuss the type of project, e.g. new construction, site disturbance, etc. This will determine the type of building agreement to be used as well as a preliminary discussion of fees and deposits. The best method of contact is through email – admin@interlakenut.gov. The following steps pertain to new construction, remodels, and demolitions only.
2. Complete the appropriate building agreement and submit it with the town’s fees and deposits along with a plan set to the Town Administrator. These documents can be submitted via email, or through a direct link to the town’s Dropbox. The Town Administrator will provide a Dropbox link for your specific project. Plans must be submitted in digital format. Visit the town website under “Building – Permit Application & Fees.” Click the **Interlaken Fee Schedule** link for current fees. Fees and deposits are paid by check only.
3. Upon receipt of the building agreement, town fees and deposits, and plan set, the Town Administrator forwards the plan set to the Town Engineer and Planning Commission for review. The Town Engineer determines their fees for plan review and inspections and notifies the town. Interlaken is currently contracted with **Jones & DeMille Engineers** to provide plan review and inspection services.
4. The town collects the Town Engineer’s fees from the applicant – the second check. The amount depends on the project size, etc. For a summary of Jones and DeMille’s fees, click the **Town Engineers Fee Schedule** link on the website. Note that the Town Engineer’s fees are collected by the town and then paid to the engineer as contracted work.
5. Additional fees will be collected by outside utilities and agencies. These include Wasatch County Fire Authority, Heber Light & Power, Midway Sanitation District, and Dominion Energy. Contact these agencies directly for instructions.
6. The Town Engineer and the Planning Commission submit their review comments to the Town Administrator. These comments are forwarded to the applicant either through email or uploads to Dropbox. Typically, there are multiple review cycles to iron out issues identified by the engineer and the PC. In some cases, the applicant will communicate directly with the engineer and PC. Note that this could generate additional expenses for the applicant. The Town Engineer is under no obligation to assist in the design of your project. They must serve as an agent to the town, focusing on compliance with the town and IBC code.
7. When all issues and comments are addressed, and the town has received full payment for all fees and deposits, the Town Administrator issues a building permit to the applicant.
8. Construction may begin – inspections are scheduled directly with the Town Engineer.
9. Upon final inspection and approval by the Town Engineer and the PC, a Certificate of Occupancy is issued, and deposits are refunded. If there is any

damage to the town's road system or 33-foot right of way, or any other property damage, not limited to the town's right of way, a portion of the deposits may be held until such damage is corrected by the applicant. If the project is determined sufficiently complete for issuance of a CO, but there remains work to be finished according the submitted plans, a portion of the applicant's deposits may be held, pending full completion.

Checks must be made out to "Interlaken Town" and sent to:  
Interlaken Town  
PO Box 1256  
Midway, UT 84049

Please contact the Interlaken Town Administrator at [admin@interlakenut.gov](mailto:admin@interlakenut.gov) or (435) 565-3812 if you have further questions.

For more information about building in Interlaken Town, visit our website at: <https://www.interlakenut.gov/>

**Submitting an Application**

Plan Submissions must include the following:

- Building agreement (one of those listed above)
- A full set of plans in digital form delivered to Interlaken Town (see **Required Documents** below)
- Checks for fees and deposits delivered to Interlaken Town (see the **Interlaken Fee Schedule** to determine amounts)

**Contact information for Jones and DeMille Engineers**

<https://www.jonesanddemille.com/>

801-692-0219

**Project Manager**

Matt Laurendeau

[matt.l@jonesanddemille.com](mailto:matt.l@jonesanddemille.com)

801-309-1993

**Project Engineer (plan review)**

Ryan Selee

[ryan.s@jonesanddemille.com](mailto:ryan.s@jonesanddemille.com)

801-960-5117

**Inspections**

David Thacker

[dave.t@jonesanddemille.com](mailto:dave.t@jonesanddemille.com)

720-354-7842

**Contact Information for Interlaken Town**

<http://www.town-of-interlaken.com>

Interlaken Town

P.O. Box 1256

Midway, UT 84049

Bart Smith, Town Administrator

435-565-3812

[interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com)

**Required Documents**

The following documents must be submitted in digital form. Contact the Interlaken Town Clerk for more information.

- Full set of plans
  - Prepare digital plans as follows:
    - Electronically stamped.
    - A complete set as one pdf file. (Architectural & Wet Stamped Structural)
    - Do not submit drawings as separate files.

- Plans must be to scale and on either Arch D 24x36 or Arch E 48x36.  
When submitting updated (changes) plans, always submit the complete set of plans that contain all pages whether updated or not updated.
- Electronically stamped Structural Calculation Book
- Signed ResCheck
- Manual J Heat Loss and Manual D Duct Design Calculations
- Truss Package, reviewed with a cover letter from the Engineer of Record
- Gas Schematic

The above digital documents should be named as follows for each submittal/review cycle.

<b>File Type</b>	<b>File Name</b>
1. Plans	Complete Plan Set-Including Site Plan
2. Engineering	Structural Engineering Calcs.
3. Gas Line	Gas Schematic
4. Manual J & D Heat loss	Manual J & D-Heat loss
5. Res Check	Res Check-Signed
6. Truss Package Engineer Reviewed	Truss Package Reviewed
7. Wildland Hazard Severity Form*	Wildland Fire
8. Landscape Plan*	Landscape Plan
9. ICC Evaluation Reports	ER (Report Number)
10. Bid/Cost of construction*	Bid-Cost of Construction
11. Fireplace Specifications*	Fireplace Specifications
12. Soils Report	Soils Report
13. Plan Review Response	Plan Review Response

\*If Applicable