

## 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
- Reroofing projects, providing roof doesn't change total square footage
- Replacing exterior siding or 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

All of these agreements can be found on the town website, under "Building" - <http://www.town-of-interlaken.com>

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 clerk for more information.

1. The town receives the plan set, the building agreement, and a check for the town’s fees and deposits. Plans must be submitted in digital format. Contact the town clerk for instructions on submitting the digital plans at [interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com). Visit the town website under “Building – Permit Application & Fees.” Click the **Interlaken Fee Schedule** link for current fees.
2. Plans are sent to the town engineer (TO Engineering) and the planning commission.
3. TO does a quick review to establish their fees for review and inspection and sends a billing amount to the town.
4. The town collects TO’s fees from the applicant – the second check. The amount depends on the project size, etc. For a summary of TO’s fees, click the **TO Engineers Fee Schedule** link on the website. Note that TO’s fees are collected by the town and then paid to TO as contracted work.
5. TO and the planning commission begin their plan review.
6. Typically, there are multiple review cycles to iron out issues identified by TO and the PC. The applicant will receive comments from the PC and TO.
7. When all issues and comments are addressed, the PC meets to vote to recommend approval for the permit.
8. At a town council meeting, the PC presents the application and their recommendation for approval to the council. The TC typically approves the permit, based on that recommendation.
9. Construction may begin – inspections are scheduled directly with TO (David Thacker).
10. Upon final inspection and approval by TO and the PC, a CO is issued, and upon inspection of the site and approval by the council, 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.

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

### **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)
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Contact information for TO Engineers:

<https://to-engineers.com/contact/heber-city>

TO Engineers

Heber City Office

2211 W. 3000 S., Suite B

Heber City, UT 84032

Amelia Pays

435.315.3168

[apays@to-engineers.com](mailto:apays@to-engineers.com)

Contact information for Interlaken Town:

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

Interlaken Town

P.O. Box 1256

Midway, UT 84049

Bart Smith, Town Clerk

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