



Mona City  
Planning & Zoning

20 W. Center St  
Mona, UT 84645  
435-623-4913  
[www.monacity.org](http://www.monacity.org)  
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## Accessory Building Permit Requirements

All building permit applications are now done online at [www.monacity.gov](http://www.monacity.gov). Click on the "City Government" drop down menu and scroll down to "Permits, Applications and Maps". You will need the following in digital form to upload to the application.

- Residential Development Standards for Accessory Buildings:
  - Front Setback – N/A
  - Rear Setback – 5' feet
  - Side Setback – 5' feet
  - Corner Setback – 5' feet
  - Separation of Buildings – 10' feet
  - All run off from the roof of any building must run off on the owner's property.
  
- All Accessory Building Permit Applications must be received at least **2 weeks** prior to the Planning and Zoning meeting. Applications received past this deadline may not be considered until the next month's meeting. Planning and Zoning meetings are held on the first Wednesday of the month at 7:30 p.m. in the City building.
  
- Copy of your building plans. Plans must include the following:
  - \*Footings and foundation plans; elevations with finish grades and cross sections; necessary engineering specified for joists, trusses, stairs, fireplaces, etc.; layouts for floor joists and roof trusses; electrical plan (minimum of electrical panel placements outside and inside); and location of all plumbing and mechanical fixtures if applicable.
  
- Site plan with:
  - Lot dimensions, offsets, footprints of all buildings, utility service location and route, sewer system, surface drainage and/or marked elevation, driveways, fire hydrants, streets, lot number, and official city address
  
- Upload all paperwork to the building permit application page at least **2 weeks** before the planning and zoning meeting. This allows time for all of the paperwork to be inspected before the meeting.
  
- Once all documents have been reviewed, you will receive an email notifying you of approval and when the Planning & Zoning commission will review your application. It is recommended to attend the Planning & Zoning meeting that your application is being considered. You may call the Planning & Zoning Secretary (Lori Henrie 435-496-2906) with any questions.