Mona City
435-623-4913
www.monautah.gov
20 West Center Street Mona, Utah

Building Permit Requirements

All building permit applications are now done online at monautah.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:

❑ If you are subdividing, (dividing one existing lot into two or more lots) you must follow the Mona Subdivision Procedure before applying for a Building Permit.

❑ Residential Development Standards:
Minimum Lot Size – ½ acre
Frontage – 75' feet
Front Setback – 30' feet
Rear Setback – 30' feet
Side Setback – 10' feet
Corner Setback – 30' feet for all sides that front a street
Height Requirements – 2.5 Stories or 35' feet. Must be taller than 10'

❑ All 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.

❑ One Copy of the deed to the property (legal description). This can be obtained from the title company.

❑ A plat map from the county recorder containing your lot.

❑ 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)
*Location of all plumbing and mechanical fixtures

❑ 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

❑ Make an appointment with Mona Irrigation Company (Shawna Keyte – 435-660-0914) to pay irrigation hookup fee and to sign the Water Rights Dedication Agreement (available online).

❑ Attach the Water Rights Dedication Agreement, receipt of payment to the Irrigation Company, and copy of Irrigation Water Certificate-signed by all parties. If your lot is in a developed and approved subdivision, this requirement may be waived.

❑ Proof of culinary water for lot. If your lot is in a developed and approved subdivision, this requirement may be waived.

❑ 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 reviewed before the meeting.

❑ Must have footing/foundation stake at time of submitting application (see setbacks requirements in Mona City Code 10-6-1).

❑ 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.