



# BOUNTIFUL

*City of Beautiful Homes and Gardens*

**RANDY C. LEWIS**  
MAYOR

**CITY COUNCIL**  
MILLIE SEGURA BAHR  
KATE BRADSHAW  
KENDALYN HARRIS  
RICHARD HIGGINSON  
CHRIS R. SIMONSEN

**CITY MANAGER**  
GARY HILL

Bountiful City Engineering Department  
Policy for Issuing Building or Excavation Permits for Projects After Work Has  
Begun  
Date: 24 August 2020

## **PURPOSE**

The purpose of this policy is to standardize the administrative procedures used by the Engineering and Building Departments to issue permits for projects which did not obtain necessary approvals or permits prior to the start of construction.

## **POLICY STATEMENT**

The following procedures will be followed for building projects which are governed by the IBC or IRC, or work in the Public Right of Way which are started without first obtaining required approvals or permits:

1. A Stop Work Order shall be placed at the site of the work.
2. The property owner and contractor shall be contacted by phone or in person by Engineering or Building Dept. staff to notify of the violation and to identify the information and actions needed for compliance.
3. After completion of necessary reviews and approvals, a permit may be issued for the work. In addition to the current fees, an investigation fee shall be added to the permit total. The investigation fee shall be equal to the current fee, or a lesser amount approved by the City Engineer.

City Engineer | Public Works Director

**Lloyd N. Cheney, P. E., P.L.S.**

City Engineer | Public Works Director • Bountiful City Engineering Department  
790 South 100 East • Bountiful, Utah 84010 • (801) 298-6125 • FAX (801) 298-6033  
CELL (801) 643-1140 • [lcheney@bountifulutah.gov](mailto:lcheney@bountifulutah.gov)