



CACHE COUNTY PUBLIC WORKS AND FIRE DISTRICT PRE-OCCUPANCY CHECKLIST



This form must be completed and submitted to the Cache County Building Division at the time of final inspection in order to pass the inspection and to receive a Certificate of Occupancy. It is the responsibility of the property owner or their designee to obtain the required signatures. This sign-off sheet must be available on-site during any inspections.

Owner or designee: _____ Property ID #: _____ - _____ - _____

Property Address: _____

The following items must be completed if required through either a zoning clearance or an encroachment permit. Items may be inspected at any point during the building process. All section references are to the Cache County Manual of Roadway Design & Construction Standards unless otherwise noted.

	Review or Inspection	Inspector Initial	Date
Public Works	Access constructed - Section 5.4.		
	Shoulder or road improvement constructed- Sections 2.3 and 2.4, and County-approved construction plans.		
	Culvert or bridge installed - County or Irrigation company approved construction plans.		
	Swales or drainage ditches constructed - County-approved construction plans.		
	Mailbox installed - Section 2.7(A).		
	Waste Container Pad constructed - Section 2.7(B).		
	New above grade utilities installed - Encroachment Permit requirements.		
	Fencing installed - Section 2.7 (B).		
	Trees or shrubs in the County right-of-way comply - Sections 2.7 (C) and 6.4(B).		
	Flood Development Permit is complete.		
	Revegetation of disturbed ROW areas are complete.		
	Encroachment Permit requirements are complete.		
	Construction stormwater requirements are complete.		
Long-term stormwater requirements are complete.			
Fire District	EMS address sign installed - Section 505.1 of the 2018 International Fire Code (IFC).		
	Fire department access constructed and maintained - Appendix D of the IFC.		
	Propane tanks installed per setbacks - Chapter 61 of the IFC.		

Inspections must be scheduled a minimum of 48 hours in advance. Please contact the appropriate department to schedule an inspection:

Public Works

Matt Phillips, Public Works Director(435) 755-1639
 Jesse Mott, Staff Engineer(435) 755-1658
 April Fredrickson, Stormwater Inspector..... (435) 755-1638

Fire District

Jason Winn, Chief Deputy Fire Marshall ... (435)-755-1674