

**Town of Castle Valley  
Electrical Permit Application**

Application Date \_\_\_\_\_

Applicant \_\_\_\_\_ **Lot #** \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone \_\_\_\_\_

Project Description (Use attached sheet if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**An Application will not be reviewed unless deemed complete by the Designated Land Use Authority with all required and applicable documents and information submitted.**

If electrical installation encroaches upon the Town road easement, an **Application of Right-of-Way Encroachment Permit** must be completed and submitted to the Town Roads Manager for approval.

Applicant provides:

- a) **Three complete sets of electrical plans** as submitted to the Grand County Building Department.

Plot plan drawn to scale (8.5 X 11 freehand drawings are acceptable), with all dimensions and distances clearly noted and labeled (3 copies: 1 for Town, 1 for County, 1 for your records). For upgrades and repairs that do not require a new service entrance, a plot plan is not required. Unless determined inapplicable by the Designated Land Use Authority, the plan shall include:

- 1. Lot #, name, address, phone #, and signature of lot owner and contractor
- 2. Property lines, road easement lines and setback lines measured to scale
- 3. Existing structures (designate use)
- 4. Proposed construction (designate use)
- 5. Location of electrical hookup
- 6. Location of electrical meter
- 7. Dimensions locating all the above on property

- b) If electricity is being installed or upgraded to supply an existing building for the first time, a statement of change of use (described on the lines below) may be required in addition to other signed forms such as Acknowledgment of One Dwelling Per Platted Lot Form and Acknowledgement of Short-Term Rentals Prohibited Form if deemed applicable by the Designated Land Use Authority.

Description of new use (i.e. dwelling, studio, workshop): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- c) Application of Right-of-Way Encroachment Permit, if applicable.
- d) Grade Review if applicable.
- e) RMP Work Order # \_\_\_\_\_
- f) Grand County Building Permit Application.
- g) \$15 (check payable to the "Town of Castle Valley").

**Approval:**

- The Grand County Building Permit Application form must be signed by the Designated Castle Valley Land Use Authority and then by the Grand County Building Department to be a complete and valid permit.
- **Castle Valley zoning approval of an Electrical Permit Application will be revoked and become invalid if, within six months of receiving Town Approval, the applicant has not received a completed Electrical Permit from the Grand County Building Department with all fees paid.** If the Town's Approval is revoked on this basis, the fee paid to the Town will not be refunded. If the applicant wishes to start the application process again, new forms must be filed and a new fee must be paid..
- If the County revokes a completed Electrical Permit Application for any reason, the Town's Approval is also revoked. If the applicant wishes to revive such an application, the applicant must begin anew the application process with the Town. In such an instance, the original fee will not be refunded.
- The applicant may extend the Town's Approval for an additional six months with no additional fee as long as: no changes have been made to the applicant's proposed electrical system; no changes have occurred in the Town's Land Use Regulations since the applicant's original approval by the Town that would affect the application; the request is made before the expiration date of the permit; and the Town's Approval has not been revoked. If any of the above has occurred, the applicant must begin anew the application process with the Town.
- Electrical Permits will not be approved that are not in compliance with Castle Valley Land Use Regulations and other applicable laws.
- Electrical Permits issued on the basis of false or misleading information are void.
- Construction begun without an approved Electrical Permit may be subject to delays, fines and/or increased building permit fees.
- Substantive changes in plans (i.e., lay-out, use, structural) after an Electrical Permit is issued require NEW approval by the Castle Valley Designated Land Use Authority and the Grand County Building Department.

**I acknowledge and agree to comply with all requirements as stated on this Application.**

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractors Signature: \_\_\_\_\_ Date \_\_\_\_\_

Building Permit Agent's Signature: \_\_\_\_\_ Date \_\_\_\_\_