

— NEWTON TOWN —

51 South Center Street / PO Box 146
Newton, UT 84327

Est. 1869

newtonutah.gov
Telephone: 435-563-9283

Procedure for Newton Town Building Permit Application

- We use City Inspect software for all building permit applications.
- A builder must create an account on City Inspect. <https://newton.cityinspect.com/login>
- If you already have an account with City Inspect, just log in and begin a new application in Hyde Park. The portal will guide you to upload all the documents you need, based on the type of application. Items needed vary by the type of application (shed, remodel, SFD (new home). Once you have uploaded all the documents, press submit. If your application will not submit, you may have missed uploading a necessary document. Once it has been submitted, you will receive plan review emails and notifications.
- An initial plan review fee of 15% of building permit fees with \$300 due at application for new home construction or \$100 for other construction projects is required. The review fee should be paid to Newton Town at time of application. This can be paid online at www.newtonutah.gov or in person at the city office.
- Once the permit has been submitted the application will be reviewed by the building department. If there are items missing, you will be notified. Otherwise, the review process will begin. Members of the Building Department, Planning Commission, and Public Works will review the plans, as necessary. Please note that just because you have submitted the plan, does not mean that it will be reviewed immediately. The permits go into a queue, first come, first reviewed. However, all permits should have the review started within 10 working days.
- Site Plans submitted along with the application and plans will be automatically reviewed by a member of the Newton Planning Commission.
- You will be notified once your plans have been approved. You may then pay for your permit. Newton Town accepts cash, checks, and credit cards. (Please note there is a 3% fee for credit cards.) Please make an appointment to submit fees to the assistant town clerk, Cheryl Porritt, assistantclerk@newtonutah.gov
- Building permits are not considered issued and cannot have inspections scheduled until they have been paid for.

A building permit application may require all of the following:

- Building plans drawn to scale, including: exterior elevations, floor plans, foundation plan, framing detail, cross-section, stair detail, electrical plan, and plumbing/heating plan.
- For new home construction: a model energy code analysis. www.energycodes.gov • site plan showing building, property lines and setbacks
- proof of ownership or county plat map
- notarized owner/builder form if applicable

Also required for New Home Construction

- Bear River Environmental Health Dept. septic tank permit. Go to <https://brhdut.gov/> for instructions and application.
- Proof of a Newton Secondary water share (copy of share certificate)

- \$3,000 water meter connection fee
- \$10,383.75 water impact fee

Building Inspection and Plan Review for Newton is contracted through Hyde Park City
Hyde Park City Offices
113 East Center, Hyde Park, UT
(435)563-6507 Or contact at: planreview@hydeparkcity.gov

- Inspections may be scheduled by calling (435) 563.6507 ext 25 or requested on City Inspect.
- Questions may be submitted to planreview@hydeparkcity.gov

Newton Town Building Fees

Building Permit Fee	see table below
Water Connection Fee	\$3,000.00
Water Impact Fee	\$10,383.75
Service Change Fee	\$90.00
Conditional Use Permit	\$25.00
Plan Review Fee SFD	15% of building permit fees with \$300.00 due at application
Plan Review Fee Other	\$100.00

Effective August 2026

Newton Town Building Permit Fee Schedule

Total Valuation	Fee
\$1.00 to \$500.00	\$30.55
\$501.00 to \$2,000.00	\$30.55 for the first \$500.00 plus \$3.97 for each additional \$100.00 valuation, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$90 for the first \$2,000.00 plus \$18.20 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$508.63 for the first \$25,000.00 plus \$13.13 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$836.88 for the first \$50,000.00 plus \$9.10 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,291.88 for the first \$100,000.00 plus \$7.28 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,203.88 for the first \$500,000.00 plus \$6.18 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7,291.38 for the first \$1,000,000.00 plus \$4.10 for each additional \$1,000.00 or fraction thereof.

Effective August 2026