



Received by: \_\_\_\_\_ Date: \_\_\_\_\_ \$25.00 Fee Paid \_\_\_\_\_ (Office Only)

### ACCESSORY APARTMENT REGISTRATION

PROPERTY OWNER NAME \_\_\_\_\_

APARTMENT ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

APARTMENT LOCATION (circle one): main dwelling/addition above garage basement detached building

**In order for registration to be complete, a fee of \$25 must be paid and the property owner must certify that the following requirements are met at this property. Please check all items that are in compliance at this time:**

- The apartment contains eating, sleeping, and sanitation facilities separate from the primary dwelling.
- The main dwelling is and will remain owner occupied.
- One family, as defined and permitted by City Code, will only occupy the apartment.
- There is only one accessory apartment on the property.
- The accessory apartment has an exterior entrance that is separate from the entrance to the main dwelling. Access doors for the dwelling and apartment shall not be side-by-side.
- A separate, exterior access will be maintained for the main dwelling and the accessory apartment.
- The accessory apartment has same address number as the main dwelling, **but shall refer to unit B** Addresses must be located in a visible location on the street frontage side of the home. **(attach photos of B on front of house)**
- The Property has six hard surface off-street parking spaces (four the main dwelling, plus two spaces for the accessory dwelling, and will maintain sufficient off-street parking spaces for the number of vehicles on the property. **(attach photos)**
- All utility meters monitored by Pleasant Grove City are in the property owner's name and be paid by the property owner.
- An interior access exists and will be maintained between the main dwelling and attached apartment (may be locked).
- The accessory apartment will not be sold or detached by deed and only be rented.
- A site plan showing property lines and dimensions, the location of existing buildings and building entrances, proposed buildings or additions, dimensions from buildings or additions to property lines, the location of parking stalls, and utility meters is **attached**.
- A detailed floor plan showing rooms labelled with current or proposed uses is **attached**.
- The accessory apartment complies with all building codes in effect at the time of construction. All building corrections have been completed to meet building code requirements (inspection and fee may be necessary).
- The following building and safety requirements are met, as shown on the **attached photos**:
  - Smoke detector in each bedroom  Smoke & CO Detector outside of bedrooms
  - Water heater strapped to the wall  Handrail going into basement entrance (If applicable)
  - Kitchen and bathrooms GFCI outlet  Guardrail above basement entrance, minimum 34" above grade level (If applicable)

I certify that the above information is true and correct. I understand that if the above is determined to be incorrect or incomplete, the City may need to perform an inspection and/or undertake zoning enforcement procedures.

Please sign Below

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Only

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

File #: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Turn in application to  
Community Development  
In person: 86 S 100 E  
Online: [karakresser@pgcity.org](mailto:karakresser@pgcity.org)  
Phone: 801-785-6057