

Meeting Agenda

Contractors Meeting

City Hall – 420 Villa Dr – Community Center

Date: April 2nd, 2026

Time: 4:30pm - 5:30pm

1. Discussion Topics

- Utility Billing –
- Updates with Contractor temporary water account - letter sent for accounts open for 30 days – call if open for more than 30 days and we will extend
- Engineering – Building pad Elevations:
 - Elevations discussion - Working towards one inspection for footings . Currently there are two, one for location & size and another for elevation. Both areas must be inspected before placing concrete.
 - Expect to have one inspector for both inspections ready in May.
 - If you are using a surveyor to set elevation, send this information to planning@boxeldersd.gov. Location and size inspection will still be required.
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- Planning & Zoning
 - Building Code Update – Decks – Bringing exterior decks to the 2018 IRC Building Code
 - Local exemption for footings/piers
 - Going through City Council approval in April meetings, will be effective in May.
 - Be sure to fill out the ENTIRE form, especially the deck height.
 - Inspections
 - General Inspection updates – Must use address, not lot and block – please mark your lots when they are permitted to ease any confusion.
 - Job Sites
 - Job site condition reminders:
 - Keep mud off the streets, use erosion control for you job sites.
 - Trailers cannot be parked on the street overnight.
 - Roll offs cannot be placed in the streets.
 - Of there is not parking allowed on the street – keep construction vehicles and trailers off the streets.
 - Other Key reminders:

- Building permits cannot be issued in new developments until both the final plat is recorded and the infrastructure has been accepted; this acceptance is made through City Council.
- Box Elder defines the beginning of construction with the disturbance of soil – a permit is required to start.
- All water and sewer plans are needed to get a permit. This ensures that everything being connected is correct.

2. Next Meeting

October 8th, 2026

4:30-5:30pm

Community Center – 420 Villa Dr