



2025 Q1 – Quarterly Contractor Meeting

- **Business Licensing**

- Exemption Certificates
 - Prime Contractors must furnish an exemption certificate for each project
 - If a subcontractor does not have an exemption certificate from the prime contractor, they will be liable for any excise tax.

- **Payment System Updates**

- Credit Card Transactions – 3.75 % Fee
 - Minimum Charge of \$2.50
- E-Check - \$1.95 Fee
 - Insufficient funds charge of \$5
- Check – Mailed or in Person – No Fee
- No long accepting payments at the Public Works Administration Building

- **Building Updates**

- Please be aware of track-out issues as spring is approaching
- Building Codes
 - City will be staying on the 2018 Building Codes for the foreseeable future
- New Permit Technician
 - Introduced Justin Harn as the new permit technician

- **Inspections**

- Inspection line now goes straight to voicemail
 - Leave a message and the Permit Tech will call you back on a first come first served basis
- Sewer and Water inspections
 - Require an inspection to be requested the day before just as building inspections

- **Sewer and Water**

- Curb Stops and Meter Pits in the Driveways
 - City will require the service to be moved out of the driveway
- Meter Pit Elevations
 - Service Line must meet the minimum depth of 48 inches
 - Preference is for meter pits to be at finished grade
- Installation of Services
 - State is enforcing the schedule 40 risers on cleanouts
 - Must be further than 2 feet from the foundation
- Valve Boxes
 - In the concrete – must be straight and level
- Sewer Dives
 - There have been issues with severe sags
 - City recommends televising the sewer services to the house prior to connecting

- **Ordinance Updates**

- Zoning Ordinance
 - Will allow carports to be placed in driveways
- Subdivision Ordinance
 - Landscaping requirements
 - Will mostly affect commercial projects
 - Residential requirements will be one tree per residential lot

- **Engineering – 2025 Spec Update**

- Expected Completion with Review by City Council by the end of April
- Documents may be viewed on Engineering's page on the City Website
 - <https://www.boxeldersd.us/departments/Engineering>
 - Sidewalk installation – moving towards a 4-inch cushion requirement
 - Mechanical Joint Restraints on water lines
 - Driveways and Approaches
 - Working to address inconsistencies in detail plates
 - Open to suggestions
 - Driveway Profiles
 - Future requirement for the pad elevations and curb benchmarks to be provided in the site plans

- **Next Meeting**

- June 12, 2025
 - City Hall Community Center– 4:30 P.M – 5: 30 P.M
- Topic Suggestions
 - If there is a topic you wish to have discussed, please email it to the planning@boxelder.us email and we will work to add it to the agenda