



## GRAND COUNTY BUILDING DEPARTMENT

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[www.grandcountyutah.net](http://www.grandcountyutah.net)

### What should be submitted with a permit application for new residence?

#### Building Permit Application

Fully completed and signed (by the property owner and the contractor) **Building Permit** application, including all contractor/subcontractors with their contractor's and/or trade license numbers, contact information, and email addresses. **ALL** contractors and subcontractors are required to possess a current Utah State Contractor's license. If new construction or an addition/renovation, signatures from the following departments are also required:

- **Floodplain Administrator** (in the City, this is the Zoning Department; in the County, this is the Building Department)
- **Zoning** (contact first to be sure you can build what you want to build where you want to build it)
- **Water and Sewer** (in the City, this is the Public Works Department; in the County, this is Grand Water & Sewer Service Agency; some areas are services by both City and County)
- **Health** (only if there is a well and/or septic system)
- **Building** (after plans have been approved and accepted)

#### Site plan from Recorder's office with zoning signoff block showing:

- Location of building(s), including any existing structures on the property
- Setbacks/distance to property line and other buildings
- Drainage
- All easements
- Location of power lines, gas service, and water and sewer service

#### Floodplain Development Permit Application (if property is in or touching floodplain and/or floodway)

Pre-construction and post-construction Elevation Certificates to be completed by a Utah State licensed surveyor is required for all properties touching floodplain and/or floodway. Additionally, a completed and approved Floodplain Development Permit Application will be required for all properties located in the floodplain.

#### Construction Documents

Current codes and design criteria information are posted on our website: <http://grandcountyutah.net/146/Design-Criteria> . Note that single-family residence plans generally do not required stamps. Submit one complete set of building plans minimum 18" x 24" size, drawn to scale and one digital set (reduce file size) of construction plans including (but not limited to):

- Separate square footage totals each for:
  - ▶ Finished living space
  - ▶ Unfinished living space
  - ▶ Garage/carports
  - ▶ Covered porches/patios
- Footing and foundation plan and details
- Floor plan for each floor level with all measurements and use of rooms labeled
- Elevations with measurements (showing cross sections with overall height from natural grade showing finish and natural/existing grade in relation to curb height, finish floor height, retaining walls, floodplains, etc.)
- Wall cross sections drawn *specifically* for the structure including detail for each wall type
- Electrical, plumbing, and mechanical layouts
- Heat-loss calculations
- REScheck or show compliance with current IECC
- Manual D, J, and S compliance (if applicable)
- Truss manufacturer's detail sheet (if applicable)
- Engineering (if required)
- Diagram of gas lines (size, length, and BTU of appliances)
- Other details and schedules (including but not limited to guard rails, hand rails, stair design, connections, hold downs, insulation)

- Owner/Builder Certification** (signed and notarized, if applicable)
- Plan Review Deposit**  
Residential: \$130 nonrefundable plan review deposit for all new construction to be applied to actual plan review fee
- ALL INCOMPLETE SUBMITTALS WILL BE REJECTED AND RETURNED FOR RESUBMITTAL**  
(i.e., inaccurate design criteria, general notes not relevant to the project, missing or invalid designer stamps)

### Process after submission for a Building Permit

- Plans are reviewed on a first-come, first-serve basis for complete submittals
- Plan review may take several weeks depending on the current demand; allow yourself enough time

### Requirements when picking up Building Permit

- Payment of Building Permit fees (minus deposit) by cash, check, or credit card
- Post permit at job site so all contractors know address and permit number; also helps neighbors know you have a permit

### Things to know after you get a Building Permit

- A Building Permit expires 180 days (six months) after being issued or from the last inspection. You may request one time, in writing, a six-month extension for your building permit prior to the expiration date. If your permit expires, you are required to renew the permit based on the remaining inspections.
  - Contact the office at 435-259-4134 to schedule inspections. Note that 24-hour notice is required for all inspections and inspections may NOT be requested by email, text messages, or voice message. Required inspections include, but not limited to:
    - **Sewer and Water Service Lines**  
Installation from the road to the structure; *before* the excavation is covered
    - **Power Trench**
    - **Footing**  
Excavation is complete, the forms and reinforcement steel are in place, and before any concrete is poured
    - **Foundation**  
Forms and reinforcing steel are in place; before any concrete is poured
    - **Floodplain** (when required for construction in flood hazard areas)
      - ▶ Inspection #1: After the foundation is staked out before constructions begins, verify project located as approved
      - ▶ Inspection #2: When foundation is complete, verify lowest floor elevation
      - ▶ Inspection #3: When construction is complete, verify building meets all requirements of floodplain ordinance
    - **Temporary Power**  
Construction power contracted by contractor; Rocky Mountain Power work order number required when scheduling inspection
    - **Underground/Under Slab/Interior Shovel Footings**  
Subrough plumbing and heating is in place; before the pipes are buried and the floor slab is poured; pressure test
    - **Slab**
    - **Plumbing Topout**
    - **Flashings**  
Before or after the four-way; *before* any brick or stucco is installed on a foundation ledge
    - **Weather Barrier/Lath**
    - **Duct Blaster Test**  
Performed by third-party inspector; submit report to [building@grandcountyutah.net](mailto:building@grandcountyutah.net) prior to requesting 4-way inspection
    - **Four-way** (framing, rough electrical, rough plumbing, mechanical)  
Wiring, plumbing and heating are installed and the framing is complete, the 4-way inspection includes the following:
      - ▶ Framing: All roof, walls, floor framing, fire stopping, and bracing are complete; truss calculation on site
      - ▶ Rough wiring: Before any part of the work is concealed
      - ▶ Rough plumbing: Before any part of the work is concealed
      - ▶ Mechanical: Before any part of the work is concealed
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- **Gas Line**
- **Insulation**
- **Drywall**  
After nailing and before taping of required firewalls and braced walls
- **Shower Pan**
- **Power to Panel/Permanent Power**  
Electrical meter is placed and ready to be hooked up; Rocky Mountain Power work order number required when scheduling inspection
- **Mechanical**  
After all dust-producing elements are complete, equipment is installed and vented, and combustion air supplied; provide following for each mechanical inspection:
  - ▶ Line size coming into building
  - ▶ Line sized for (4 oz. or 2 lbs)
  - ▶ Total BTUs of all gas appliancesPropane same as natural gas
- **Final**  
All work is completed and prior to the home being occupied
- **Final Floodplain**  
Re-verify final elevation of lowest finished; post-construction Elevation Certificate required prior to Certificate of Occupancy issuance

### Other Information

- One reinspection is allowed for each required inspection and included in the permit fees, after which any additional inspections require a \$65 reinspection fee.
  - A minimum 24-hour notice is required when scheduling, changing, and/or canceling inspections. You can reach the Building Department at **435-259-4134**. Voice messages, emails, and/or text messages are not accepted.
  - The Building Department is open Monday – Friday, 8:00 a.m. – 5:00 p.m. (closed noon to 1:00 p.m. and on all county holidays).
  - Building shall be designed according to the current building criteria, available on our website ([www.grandcountyutah.net](http://www.grandcountyutah.net))
  - CC&Rs will be enforced by the HOA and **not** the City and/or County
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