



## GRAND COUNTY BUILDING DEPARTMENT

William Hulse, *Building Official/Floodplain Administrator*

Cole Cloward, *Building Inspector*

Lisa Cenicerros, *Permit Technician*

125 E Center St Moab, UT 84532

435-259-4134

[bhulse@grandcountyutah.net](mailto:bhulse@grandcountyutah.net)

[ccloward@grandcountyutah.net](mailto:ccloward@grandcountyutah.net)

[lceniceros@grandcountyutah.net](mailto:lceniceros@grandcountyutah.net)

[building@grandcountyutah.net](mailto:building@grandcountyutah.net)

[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 **Building Permit** application, including all contractor/subcontractors with their contractor's and/or trade license numbers, contact information, and email addresses. This form is also available to fill out and submit online at <https://grandcounty.portal.iworq.net/portalhome/grandcounty>; Follow the instructions under "Building Permit Application" to get started. Note that **ALL** contractors and subcontractors are required to possess a current Utah State Contractor's license. If the work is new construction or an addition/renovation, signatures from the following departments are also required (online submittals will be sent electronically to applicable departments):

- **Zoning** (contact first to be sure you can build what you want to build where you want to build it)
- **Floodplain Administrator** (The Building Department also functions as the Floodplain Administrator)
- **Water and Sewer** (This is Grand Water & Sewer Service Agency (GWSSA); some areas are serviced by both City and County, check with GWSSA to verify)
- **Health** (only if there is a well and/or septic system)
- **Building** (after plans have been approved and accepted)

#### Site plan (can be obtained from Recorder's office with zoning signoff block) **showing:**

- Location of building(s), including any existing structures on the property
- Square footage of lot and all buildings (proposed & existing)
- Setbacks/distance to property line and other buildings
- Drainage
- All easements
- Location of electrical lines, gas service, and water and sewer service
- Location of driveway access

#### Floodplain Development Permit Application (if the construction/structure is in or touches the floodplain or floodway)

A Floodplain Development Permit Application is required when the proposed construction is in or touches the floodplain or floodway. A Pre-construction and post-construction Elevation Certificate will also be required and is to be completed by a Utah State licensed surveyor. Both the application and the elevation certificate are located on the Building Inspector's website.

#### Construction Documents

Current codes and design criteria information are posted on our website: <http://grandcountyutah.net/146/Design-Criteria>. Note that single-family residences generally do not require stamped plans, contact the inspector if you are unsure. The preferred method is to attach a digital set onto the online application. If a paper copy is required, it needs to be a minimum of 11" x 17" 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 Utah State adopted 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**  
A \$130 nonrefundable plan review deposit for all residential new construction
- 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 up to two (2) 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 in writing for a one time, a six-month extension of your building permit prior to the expiration date. If your permit expires, a renewal fee of \$65 may be charged depending on the length of time since the permit expired.
  - Contact the office at 435-259-4134 to schedule inspections. Note that 24-hour notice is required for all inspections and may NOT be requested by email, text messages, or voice message. Required inspections include, but are not limited to:
    - **Sewer and Water Service Lines** – Installation from the road to the structure; before the excavation is covered
    - **Electrical Trench**
    - **Footing** – Excavation is complete, the forms and reinforcing steel are in place, & 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**
    - **Weather Barrier/Lath & Flashings** – Before or after the four-way; before any brick or stucco is installed on a foundation ledge
    - **Duct Blaster Test** – Performed by third-party inspector; submit report to [building@grandcountytah.net](mailto:building@grandcountytah.net) prior to requesting 4-way inspection
    - **Four-way** (framing, rough electrical, rough plumbing, mechanical) – Wiring, plumbing and HVAC ductwork 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 calculations 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
-

- **Gas Line**
- **Insulation**
- **Drywall** – After nailing and before taping of required **firewalls** and braced walls
- **Shower Pan**
- **Power to Panel/Permanent Power** – Electrical meter base is placed and ready to be energized; 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 appliances Propane 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 12:00 p.m. 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 County
-