

BUILDING DEPARTMENT
SCOTT BURTON
BUILDING OFFICIAL
P.O. BOX 787
MONTICELLO, UTAH 84535
building@sanjuancountymail.org
PHONE: 435-587-3221 EXT. 4133
CELL: 435-459-9879 FAX: 435-587-3233



BUILDING PERMITS

A building permit must be obtained from the Building Official **before** beginning construction.

Investigation fees are charged in addition to the permit fees, where work is started before obtaining a permit. The investigation fee shall be equal to the amount of the permit fees as set by the county commission.

Building permits are required for all new construction, before moving a trailer or pre-built home onto a lot and for any addition or remodeling.

OBTAINING A BUILDING PERMIT

When application is made for a building permit, the following are required:

- Complete set of plans drawn to scale submitted to Building Department for review.
 - See *Plan Requirements* sheet for detailed list of plan requirements
 - Per Utah Code [§58-22-305](#) & [§58-3a-304](#) - **Only one or two-family dwellings not exceeding two stories are exempt from a licensed Professional Engineer or Architect preparing the plans.** When the scope and design of the home becomes such that the Building Official deems it necessary, he may require, according to the Building Codes, that the plans be designed, drawn, and stamped by a Utah Licensed Architect or Engineer.
 - All commercial Buildings must, by Utah Law, be designed, drawn and stamped by a Utah Licensed Architect or Engineer. A building can be considered commercial by the building use, occupancy, or construction type. San Juan County requires that any structure being built with the following methods must provide a set of plans drawn by a Utah Licensed Architect or Engineer: Structural Steel, Straw Bale, Adobe, or Rammed Earth construction.
- Legal description and county property tax parcel number (this may be located on your tax notice).
- Sewage system approved by the San Juan County Health Department. (Located at 735 S 200 W Suite 2, Blanding)
- Road Encroachment Permit. To obtain, contact the San Juan County Road Department 435-587-3230
- Permit application filled out as complete as possible and signed by the owner or agent.
 - List all contractors and sub-contractors being hired to perform work on the project including:
 - A copy of the Utah Contractor license indicating the name of the company or license holder, the license number, trades for which the license is issued and the expiration date of the license.
 - The current address, phone number, and email address of the contractor or sub-contractor.
 - San Juan County requires that prior to obtaining a building permit the applicant must have the property on which the structure will be located deeded in their name and recorded in the San Juan County Recorder's Office. (In lieu of this requirement we will accept a notarized statement signed by the legal owner or owners of the property, giving their permission for the structure to be built on the property).

It is **strongly recommended** the owner also receive for his/her own records:

- A written and signed bid or estimate for the scope of work to be performed by the General Contractor or Sub-Contractor which includes all work to be done, by sub-contract and others used by the Contractor.
- A written contract with the General Contractor or Sub-Contractor which are being hired to perform the work on the project prior to work taking place. This contract should include the parameters for payments and any payment schedules agreed upon by the owner and the parties hired by the owner to perform any work on the project.
- A copy of the Contractor or Sub-Contractor's liability insurance which would cover any work done on your project.

PERMITS APPLICATIONS & PLANS CAN BE SUBMITTED TO THE BUILDING DEPARTMENT BY MAIL, EMAIL OR IN PERSON TO THE SAN JUAN COUNTY ADMINISTRATIVE BUILDING.

UTAH TRADES LICENSING ACT

According to the Utah Construction Trades Licensing Act, the owner of a single family residence, intended to be used for his/her personal use and non-commercial, nonprofit use may act as the contractor and builder on his/her own residence. Work performed on the project must be performed by the following:

- A. The sole property owner(s); or
- B. A licensed contractor; or
- C. An employee(s) of the owner for whom the owner has worker's compensation insurance coverage, and for whom the owner withhold and pays all required payroll taxes, and with respect to whom the owner complies with all other applicable employee/employer laws; or
- D. Any other person working under the supervision as an owner/builder to whom no compensation or only token compensation is paid; and
- E. The owner must understand that if the owner retains the services of an unlicensed contractor or compensates an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which a license is required, the owner may be guilty of a class A misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000 for each day the law is violated.

ALL WORK TO BE PERFORMED ON ANY COMMERCIAL PROJECT MUST BE DONE BY LICENSED CONTRACTORS. THE OWNER OF A COMMERCIAL PROJECT CANNOT ACT AS THEIR OWN CONTRACTOR IN THE STATE OF UTAH.

INSPECTIONS

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER OR HIS/HER AGENT TO NOTIFY THE BUILDING DEPARTMENT WHEN THE WORK IS READY TO BE INSPECTED.

EVERY REQUEST FOR INSPECTION MUST BE FILED AT LEAST 48 HOURS BEFORE SUCH INSPECTION IS DESIRED. THIS INSPECTION REQUEST CAN BE DONE BY PHONE OR EMAIL.

Phone 435-587-3221

Email building@sanjuancountymail.org

IN ADDITION TO SPECIAL INSPECTIONS WHICH MAY BE NECESSARY, THE FOLLOWING INSPECTIONS ARE REQUIRED, BUT NOT LIMITED TO:

- FOUNDATION INSPECTION:
 - To be made after trenches are excavated, forms erected, and required reinforcement steel is in place.
 - A check will be made to ensure frost depth has been reached for all exterior footings. (**Monolithic slab/footings also need to be to frost depth**)
 - Concrete Slab, under floor inspections after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place but before any concrete is placed.

THIS INSPECTION IS ALSO TO LOOK AT BUILDING LOCATION IN RELATION TO SETBACKS, OTHER BUILDING LOCATIONS, ETC. WHILE THE FOOTERS OR FOUNDATION ARE FORMED BUT NOT POURED.

- 4-WAY INSPECTION:
 - Framing (To be done before building wrap or roofing underlayment is in place)
 - Rough Electrical
 - Rough Plumbing
 - Rough Mechanical
 - To be made after the roof, all framing, fire-blocking and bracing are in place, and all pipe chimneys and vents are complete, and rough electrical, plumbing, heating-wire, pipes, and ducts are in place. This is done before any part of the work is concealed.
- FINAL INSPECTION
 - To be made after finished grade and building is complete and ready for occupancy, but before occupied. This includes all porches, steps, decks, railings sidewalks and driveways.
 - The completed building should not be occupied until a written "CERTIFICATE OF OCCUPANCY" is issued by the Building Department.
- SEPTIC SYSTEM INSPECTION
 - A final on-site inspection is required on the house sewer, septic tank and absorption field lines after completion but before the system is covered. This inspection is usually done by the San Juan County Health District Sanitarian but at times may also be performed by the building official. A separate Septic Permit is required when a septic system is being installed. The permit must be obtained from the San Juan County Health Office located in the basement of the San Juan County Administration Building or in Blanding.
- WELL PERMITS
 - Can be obtained from Mark Page at the State of Utah Division of Water Rights located at:
 - P.O. Box 78, Price, Utah 84501-0078
 - 435-637-1303

PLAN REQUIREMENTS

1. Site Plan – including:
 - Lot dimensions
 - Location of all buildings on the lot with measurements showing the front, side and rear yard setbacks. The current residential zoning requires **25 feet front and rear** and **15 feet side yard setbacks**.
 - Location and dimensions for all utility lines (gas, water, power, sewer)
 - Easements
2. Building Elevations – (4) views including:
 - Finished Floor Elevation (can be relative 0' or 100')
 - Top of Wall Elevation (relative to finished floor elevation)
 - Roof Elevation (relative to finished floor elevation)
 - Finished Grade Elevation & Slope (relative to finished floor elevation)
 - Bottom of Footing Elevation
 - Chimneys
3. Architectural Plans – including:
 - Complete dimensions for each level
 - Label each room and planned use
 - Window location & sizes
 - Door location & sizes
4. Foundation Plan – including:
 - Footing size
 - Stem/Foundation wall size
 - Spot Footing location & size
 - Footing details showing thickness, widths of concrete & rebar location & size
 - Rebar Grade (typically 40 or 60)
 - 28 Day Concrete Compressive Strength (psi)
5. Framing Plan – including:
 - Floor framing plan for each framed floor level
 - Size, spacing and grade of framing members
 - Size and grade of columns/posts
 - Floor sheathing thickness & nailing
 - Bearing & Shear Walls
 - Stud size, spacing & grade
 - Sheathing thickness
 - Nailing
6. Roof framing Plan – including:
 - Planned layout, spacing and pitch of *Manufactured Trusses*
 - **Submit truss package documentation from manufacturer to building department for review.**
 - Roof sheathing thickness & nailing
 - Truss to wall connection detail
 - Planned layout, spacing and pitch of *stick framed roof*
 - Ridge beam size & grade
 - Columns/post size & grade
 - Rafter size, spacing and grade
 - Roof Sheathing thickness & nailing
 - Rafter to Wall connection detail
 - *Self-made* trusses must include drawings & calculations stamped with a Licensed Engineer in the State of Utah's Seal (Strongly discouraged)
 - Roof sheathing thickness & nailing
 - Truss to wall connection detail
- Headers over openings
7. Electrical Layout - including:
 - Switches, lights, outlets
 - Label GFCI outlets
 - Smoke Detector Locations
 - Service size & location
 - Panel size & location

PLAN REQUIREMENTS

8. Plumbing Layout – including
 - Pipe sizes
 - Fixtures & their locations
 - Drain Locations
9. Mechanical/Appliance Layout – including:
 - Appliances & their locations
 - BTU's for each Appliance/ Mechanical equipment
10. Other Details : including but not limited to:
 - Guard rails
 - Hand rails
 - Stair layout & design (riser & tread dimensions)
 - Connections
 - Hold downs
 - Insulation
 - Fireplace section & details
 - Roof covering
 - Wall covering

BUILDING PERMIT APPLICATION

SUBMIT PLANS & CONSTRUCTION DOCUMENTS TO:
117 S. Main Street - Monticello, UT 84535



Plans received:

**CALL 435-587-3221
 TO SCHEDULE INSPECTIONS**

Electronic Plans Submitted

COMcheck Emailed

REScheck Emailed

Load Calcs Emailed

Building Address				Receipt Number		Date Issued		Permit Number	
Assessor's Parcel # (from site plan)				City County		Utah State #			
OWNER BUILDER		No	Yes	If yes, Owner Builder Certification Form attached		Residential Commercial		Valuation \$	
PERMITTEE/OWNER	Name			Building SF		Building Fees		\$	
	Mail Address			Rough Basement SF		Plan Check Fees		\$	
	City/State/ZIP			Finish Basement SF				\$	
	Email			Covered Patio/Deck SF		State 1% Fee		\$	
	Phone			Garage/Carport SF		Deferred Plan Review		\$	
GENERAL CONTRACTOR	Name			Type of Construction		Investigation		\$	
	Mail Address			Occupancy Group		Demo		\$	
	Phone		Cell	Number of Buildings		Plan Review Deposit		\$	
	Email			Number of Dwellings				\$	
	Utah State Contractor's License #			Number of Stories				\$	
	Utah Municipality Business License #			Number of Bedrooms				\$	
ELECTRICAL CONTRACTOR	Name			Number of Bathrooms		Reinspection Fee		\$	
	Mail Address			Max Occupancy Load		TOTAL FEES		\$	
	Phone		Cell	Fire Sprinkler		Yes	No	TOTAL FEES DUE \$	
	Email			BRIEF DESCRIPTION OF BUILDING PROJECT					
	Utah State Contractor's License #								
	Utah Municipality Business License #								
PLUMBING CONTRACTOR	Name			CULINARY WATER		Well	Utility		
	Mail Address			SEWAGE		Septic Tank		Sewer	Other _____
	Phone		Cell	FLOODPLAIN STATUS _____		Elevation Certification _____			
	Email			FIRE DEPARTMENT (REQUIRED FOR ALL COMMERCIAL APPLICATIONS)					
	Utah State Contractor's License #			Approved by		Date			
	Utah Municipality Business License #								
MECHANICAL CONTRACTOR	Name			Approved by		Date			
	Mail Address								
	Phone		Cell	Approved by		Date			
	Email								
	Utah State Contractor's License #			Approved by		Date			
	Utah Municipality Business License #			ZONING ADMINISTRATION					
LIST ALL ADDITIONAL CONTRACTORS/ARCHITECTS/ ENGINEERS ON THE BACK OF THIS FORM			Approved by		Date				
			HEALTH DEPARTMENT						
			Approved by		Date				
			BUILDING DEPARTMENT						
Approved by		Date							
Type of Improvement/Kind of Construction				I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City and/or County Ordinances and State of Utah laws regulating building construction, zoning, and sanitation.					
Sign	Build	Remodel	Addition						
Repair	Move	Convert Use	Demolish						
Number of off-street parking spaces: _____ Covered _____ Uncovered									
Minimum Setbacks in Feet									
Front	Side	Side	Rear						
				Date					
ZONE	Site Plan	Submitted		N/A		Signature of Permittee/Owner			
NOTE 24 HOURS NOTICE IS REQUIRED FOR ALL INSPECTIONS				Signature of Contractor					

BUILDING PERMIT APPLICATION
SAN JUAN COUNTY, UTAH
LIST ALL ADDITIONAL CONTRACTORS/ARCHITECTS/ENGINEERS ON THIS PAGE

Contractor Type	Contractor Type
Name	Name
Mail Address	Mail Address
Phone	Phone
Cell	Cell
Email	Email
Utah State Contractor's License #	Utah State Contractor's License #
Utah Municipality Business License #	Utah Municipality Business License #
Contractor Type	Contractor Type
Name	Name
Mail Address	Mail Address
Phone	Phone
Cell	Cell
Email	Email
Utah State Contractor's License #	Utah State Contractor's License #
Utah Municipality Business License #	Utah Municipality Business License #
Contractor Type	Contractor Type
Name	Name
Mail Address	Mail Address
Phone	Phone
Cell	Cell
Email	Email
Utah State Contractor's License #	Utah State Contractor's License #
Utah Municipality Business License #	Utah Municipality Business License #
Contractor Type	Contractor Type
Name	Name
Mail Address	Mail Address
Phone	Phone
Cell	Cell
Email	Email
Utah State Contractor's License #	Utah State Contractor's License #
Utah Municipality Business License #	Utah Municipality Business License #
Contractor Type	Contractor Type
Name	Name
Mail Address	Mail Address
Phone	Phone
Cell	Cell
Email	Email
Utah State Contractor's License #	Utah State Contractor's License #
Utah Municipality Business License #	Utah Municipality Business License #

DEPARTMENT OF COMMERCE
Division of Occupational and
Professional Licensing
Bureau of Investigation
160 E 300 S
PO Box 146741
Salt Lake City UT 84114-6741



OWNER/BUILDER CERTIFICATION
and
AGREEMENT TO COMPLY WITH THE
CONSTRUCTION TRADES LICENSING ACT

- [] **New Residential Construction**
[] **Remodel or Addition by Owner**

Name of Owner/Builder: _____

Current Address: _____

City, State, Zip: _____

LOCATION OF CONSTRUCTION SITE:

Address: _____

City, State Zip: _____

Subdivision: _____ Lot No. _____

CERTIFICATION

I, _____, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

For New Residential Construction Only:

I am the sole owner of the property and construction project at the above described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.

For New Residential and Remodel Construction:

1. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use:
2. I understand that work performed on the project must be performed by the following:
 - a. **myself as the sole owner of the property; or**
 - b. **a licensed contractor; or**
 - c. **my employee(s) on whom I have Workers Compensation Insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or**
 - d. **any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and**
3. I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the Utah Construction Trades Licensing Act.

Dated this _____ day of _____ 20__

Signature of Owner/Builder

Subscribed and Sworn before me this _____ day of _____ 20__, in the County of _____ State of Utah.

My Commission Expires: _____

Notary Public