

# San Juan County



sanjuancountyutah.org

BUILDING DEPARTMENT  
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## 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.

## APPLYING FOR A BUILDING PERMIT

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

1. Complete set of plans drawn to scale. These plans shall include the following:
  - A. A plot plan indicating all lot dimensions, the location of all buildings on the lot with measurements showing the front, side and rear yard setbacks. (Either the drawing on the application form or a separate addendum page) The current residential zoning requires 25 feet front and rear and 15 feet side yard setbacks. Also the plot plan must indicate locations and measurements of all utility lines and or proposed utility line locations.
  - B. Footing and foundation plans.
  - C. Floor Plans.
  - D. Plumbing and electrical plans.
  - E. Side elevation views of the building.

In most cases plans for single family residences do not have to be drawn by an architect or engineer. 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. 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: Straw Bale, Adobe or Rammed Earth construction.

2. The legal description and county property tax parcel number (this may be located on your tax notice.)
3. The application should be filled out as complete as possible and signed by the owner or agent. 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 Recorders 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.)
4. Sewage system approved by the Southeastern Utah Health Department. (Located in the basement of the San Juan County Administrative Building)
5. List of all contractors and sub-contractors being hired to perform work on the project. This list must include:
  - A. A copy of the Utah Contractor License indicating the name of the company or license holder, the license number, the trades for which the license is issued and the expiration date of the license.
  - B. The current address of the contractor or sub-contractor.
  - C. The current telephone number of the contractor or sub-contractor.
  - D. It is strongly recommended that the owner also receive for his/her own records:
    1. A written and signed bid or estimate for the 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.
    2. A written contract with the General Contractor and or Sub-Contractors which are being hired to perform work on the project prior to any 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.
    3. A copy of the Contractor or Sub-Contractor's liability insurance which would cover any work done on your project.

## **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, non profit 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 withholds 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 AGENT TO NOTIFY THE BUILDING OFFICIAL WHEN THE WORK IS READY TO BE INSPECTED.

EVERY REQUEST FOR INSPECTION MUST BE FILED AT LEAST ONE WORKING DAY BEFORE SUCH INSPECTION IS DESIRED. THIS INSPECTION REQUEST CAN BE DONE BY PHONE OR LETTER.

IN ADDITION TO SPECIAL INSPECTIONS WHICH MAY BE NECESSARY, THE FOLLOWING INSPECTIONS ARE REQUIRED:

**1<sup>ST</sup> - FOUNDATION INSPECTION:** To be made after trenches are excavated, forms erected, and required reinforcement steel is in place. With 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 poured. Any under-floor drain and waste piping installed must be left uncovered by the earth until after the inspection has been made.

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.

**2<sup>ND</sup> - FRAME INSPECTION:** To be made after the roof, all framing, fire-blocking and bracing are in place, and all pipes, 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 or covered.

**3<sup>RD</sup> - 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 Southeastern Utah 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. This permit must be obtained from the Southeastern Utah Health District Office located in the basement of the San Juan County Administration Building.

**WELL PERMITS:** 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, phone number 435-637-1303.