



GRAND COUNTY BUILDING DEPARTMENT

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Grand County, Utah Commercial New Construction, Additions, Change of Use, and Alterations Permit Submittal Checklist

This checklist is only a basic list of items needed to begin a plan review and is **NOT** all inclusive. Having all the items listed on this checklist **DOES NOT** guarantee a permit will be issued, additional information may be required.

What requires a permit?

Building Permit Application

Fully completed and signed digital [Building Permit Application](#). 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. Be sure to select all contractors to be used on the project. If one or more of your contractors can’t be found in the search, you will need to fill out the [Contractor Form](#) **completely** and upload it. Commercial projects are **required** to have all signatures from the departments listed below (applications will be sent electronically to applicable departments), however, it is the applicant’s responsibility to ensure all required signatures are obtained and to follow-up with each department as needed:

NOTE: If the person submitting the application is not the owner of record, an [Owner Consent Form](#) is required:

- **Planning & Zoning** (contact P&Z first to be sure you can build what you want to build where you want to build it. Commercial & multi-family projects require a completed Site Plan Review before you can submit for a permit. 435-259-1343)
- **Floodplain Administrator** (The Building Official also serves as the Floodplain Administrator) 435-259-4134
- **Water & Sewer** (Grand Water & Sewer Service Agency; some areas are served by both Moab City and GWSSA. Check with GWSSA to verify, 435-259-8121.)
- **Health Department** 435-259-5602
- **Moab Valley Fire Department**, 435-259-5557
- **Building** (after **complete** application submission has been accepted)

Site Plan – See P&Z’s [Site Plan Tip Sheet](#), specifically item #1.

The [Site Plan](#) **MUST** be to scale **showing**:

- Location of building(s), including any existing structures on the property
- Square footage of lot and all buildings (proposed & existing, including use and occupancy group)
- 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. If you’re not sure, you may contact our office, 435-259-4134, or you can check the flood map [here](#).)

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 they are 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

Commercial work requires a **complete** set of construction documents stamped by a [Utah licensed design professional](#), including but not limited to: civil, architectural (including cover sheet with design criteria), structural, mechanical, electrical, and plumbing plans. The plans must show compliance with the latest adopted energy code and all State amendments.

Current codes and design criteria information are posted on our [website](#). The preferred method is to attach a digital set of plans with the online application. If a paper copy is required, it needs to be on paper that is a minimum of 24" x 36" size and drawn to scale. See the [2021 International Building Code \(IBC\)](#), Section 107.1-107.2.7, **Construction Documents** for the complete requirements per Code.

Plan Review Deposit

A \$260 non-refundable Plan Review Deposit for all commercial construction is required or for large commercial new construction the Plan Review Deposit is 10% of the estimated building permit fee. After a complete application is accepted you will receive an email with instructions on how to make payment. An application is not considered 'Received/In Review' until the Plan Review Deposit is paid and receipt is provided to our office.

ALL INCOMPLETE SUBMITTALS WILL BE REJECTED AND THE APPLICATION WILL BE VOIDED, A COMPLETE RESUBMITTAL WILL BE REQUIRED

(i.e., lack of Site Plan and/or building plans, not enough detail to complete a review, all contractors are not listed, etc.)

Process after submission for a Building Permit

- Plans are reviewed on a first-come, first-serve basis for complete submittals (this means you've paid the Plan Review Deposit after your complete application has been accepted).
- Plan review may take up to two (2) weeks depending on 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 will be made to the Clerk's Office, 435-259-1321
- Once we finish processing the permit, we will email you and all of your contractors a copy of the permit. We will also email you a copy of the stamped plans.
- Post the permit at the job site so all contractors know the permit number; this also helps neighbors know you have a permit. It is required that the permit be posted.

Things to know after you get a Building Permit

- A Building Permit expires 180 days (six months) after being issued or 180 days (six months) from the last inspection. You may request, **in writing**, for a **one-time** six-month extension of your building permit prior to the expiration date. If your permit expires, a renewal fee of \$65 will be billed. If a permit is expired and the State has adopted a new code cycle, the fee to renew the permit will be higher.
 - 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 via email, text messages, or voice message. You **MUST** have your permit number ready when calling for inspections. Required inspections include, but are not limited to:
 - **Floodplain** (when required for construction in special flood hazard areas also known as the SFHA)
 - Inspection #1: After the foundation is staked out before constructions begins, verify project is 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 the floodplain ordinance. A post-construction Elevation Certificate is required before the Certificate of Occupancy will be issued.
 - **Sewer and Water Service Lines** – Installation from the road to the structure; before the excavation is covered
 - **Electrical Trench**
 - **Temporary Power**– Construction power contracted by contractor; the Rocky Mountain Power work order number required when scheduling the inspection.
 - **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
 - **Underground/Under Slab/Interior Shovel Footings** – Sub-rough plumbing and heating is in place; before the pipes are buried and the floor slab is poured; pressure test
 - **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:
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- ▶ Framing: all roof, walls, floor framing, fire stopping, and bracing are complete; truss calculations on site
- ▶ Rough electrical/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** – pressure test, layout, and protection
- **Weather Barrier/Lath & Flashings** – Before or after the 4-way; before any siding material is installed, after windows + doors are installed.
- **Insulation** – need NFRC labels for windows, installation spec sheet for foam or blown-in insulation
- **Drywall** – After nailing and before taping of required firewalls and braced walls (if required)
- **Shower Pan** – 2” minimum water test (¼” per 1’ slope to drain under pan)
- **Power to Panel/Permanent Power** – Electrical meter base is placed and ready to be energized; the Rocky Mountain Power work order number is required when scheduling the inspection.
- **Mechanical** – After all dust-producing elements are complete, equipment is installed and vented, and combustion air supplied; provide the 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 is the same as natural gas
- **Fire Alarm & Fire Sprinklers** – Contact the Fire Dept 435-259-5557
- **Duct Blaster + Blower Door** (if required)
- **Final** – all work is completed and prior to occupancy
- **Final Floodplain** –verify final elevation of lowest finished floor and equipment, approved 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 to be paid **before** any further inspections will be performed.
 - A minimum **24-hour notice is required** when scheduling, changing, and/or canceling inspections. You may reach the Building Department at **435-259-4134**. Voice messages, emails, and/or text messages are **not accepted**. You **MUST** have your permit number ready when calling for inspections.
 - The Building Department is open Monday – Friday, 8:00 a.m. – 5:00 p.m. (closed on all county holidays).
 - Building shall be designed according to the current building criteria, available on our [website](#).
 - After hours inspections are granted at the Inspector’s discretion and require payment to the inspector at the time of inspection, the fee is \$130/hour with a 1 hour minimum.
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