

**MOAB CITY
BUILDING PERMIT APPLICATION and CHECKLIST**

All applicants for a building permit within Moab City must complete and sign the front page of this application. Please read and fill out this checklist carefully. This form is designed to provide you, and Moab City Staff, with all information necessary to process your application efficiently.

1. Building site address: _____
2. Legal owner of building site: _____ Phone #: _____
3. Legal owners current address: _____
4. Contractor Name: _____ Phone #: _____
5. Current address: _____
6. Detailed description of use of the building or structure: _____

SITE PLAN CHECK LIST

A site plan is required whenever there is an intent to construct, enlarge, structurally alter, or move a building within Moab City jurisdiction. A site plan shows the property to scale including:

- | | |
|--|---|
| <input type="checkbox"/> Streets | <input type="checkbox"/> Zone _____ |
| <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Set-backs: N.____, S.____, E.____, W. ____ |
| <input type="checkbox"/> Curbs & gutters | <input type="checkbox"/> Floodplain status of property _____ zone |
| <input type="checkbox"/> Driveways & curb cuts | <input type="checkbox"/> Elevation of lowest floor |
| <input type="checkbox"/> Parcel boundaries | <input type="checkbox"/> Lighting plan |
| <input type="checkbox"/> Adjacent properties | <input type="checkbox"/> Landscaping/irrigation plan |
| <input type="checkbox"/> Building location(s) | <input type="checkbox"/> Storm drainage plan |
| <input type="checkbox"/> Height, size & elevations of building | <input type="checkbox"/> Signage placement & compliance |
| <input type="checkbox"/> Parking (# of spaces required) _____ | <input type="checkbox"/> Utilities (water, sewer, gas, electricity) |
| <input type="checkbox"/> Fire hydrants (if required) | <input type="checkbox"/> Grease traps (if applicable) |
| | <input type="checkbox"/> Backflow preventers (if applicable) |

Departmental Check-off:

Building Official: _____ comments: _____

Zoning Administrator: _____ comments: _____

City Planner: _____ comments: _____

Public Works Director: _____ comments: _____

The site plan shall be signed by the Building Official, Zoning Administrator, City Planner, and Public Works Director before issuance of a building permit. Each project must be completed according to the approved site plan before issuance of a Certificate of Occupancy.

All commercial uses, apartments, planned unit development, telecommunication towers and subdivision applications must be submitted two (2) weeks prior to the regularly scheduled Planning Commission Meeting for review. Please be aware that conditional uses also require Planning Commission review.