

BUILDING PERMIT APPLICATION CHECKLIST

NOTE: THIS CHECKLIST IS NOT INTENDED TO BE ALL INCLUSIVE. DUE TO SITE SPECIFIC CONDITONS, ADDITIONAL INFORMATION MAY BE REQUIRED.

Please read & fill out this checklist carefully. This form is designed to provide you, & Moab City Staff, with all information necessary to process your application efficiently. Please use this as a tool to help guide you through the Building Permit Application Process.

PLEASE ENSURE THE FOLLOWING INFO ON THE BUILDING PERMIT APPLICATION IS COMPLETED & ACCURATE:

- BUILDING SITE ADDRESS
- APPLICANT MUST BE THE LEGAL OWNER OF THE PROPERTY WITH COMPLETED CONTACT INFORMATION
- COMPLETED CONTRACTOR INFORMATION INCLUDING UTAH STATE CONTRACTOR'S LICENSE NUMBER
- DESCRIPTION OF BUILDING PROJECT
- OWNER & CONTRACTOR SIGNATURES ARE REQUIRED

PLEASE NOTE! All existing public improvements including, but not limited to, curb, gutter, & sidewalks shall be protected during construction. If appropriate measures are not followed & damage occurs, the affected areas will be replaced at the contractor's expense. No Certificate of Occupancy will be issued until replacements have been made to the satisfaction of the Public Works Director &/or the City Engineer.

ZONING, BUILDING, & SAFETY PLAN SUBMITTAL ST&ARDS

⇒ **SITE PLAN CHECKLIST:** A site plan is required whenever there is intent to construct, enlarge, structurally alter, or move a building within Moab City jurisdiction. A site plan shows the property to scale and, when applicable, includes the following:

- | | |
|---|--|
| <input type="checkbox"/> Parcel footprint with property lines illustrated. | <input type="checkbox"/> Recorded easements. |
| <input type="checkbox"/> Adjacent properties identified. | <input type="checkbox"/> Existing & proposed parking locations. |
| <input type="checkbox"/> Street identifications. | <input type="checkbox"/> Size & location of existing & proposed utilities. |
| <input type="checkbox"/> Locations of: curbs, gutters, side walks, drive-ways, & curb cuts. | <input type="checkbox"/> Elevation of lowest floor. |
| <input type="checkbox"/> Zone & floodplain. | <input type="checkbox"/> Storm drainage. |
| <input type="checkbox"/> Locations of existing & proposed structures, including dimensions of structures . | <input type="checkbox"/> Landscaping/irrigation plan. |
| <input type="checkbox"/> Set back distances of existing & proposed structures & distances between all structures. | <input type="checkbox"/> Lighting plan. |
| <input type="checkbox"/> Height, size, & elevations of buildings. | <input type="checkbox"/> Signage placement & compliance (if applicable). |
| | <input type="checkbox"/> Grease trap (if applicable). |
| | <input type="checkbox"/> Fire suppression (if applicable). |
| | <input type="checkbox"/> Backflow preventers (if applicable). |

Each project must be completed according to the approved site plan before issuance of Certificate of Occupancy.

⇒ **CONSTRUCTION PLAN CHECKLIST:**

- Title Sheet: include project address, parcel number, scope of work, proposed project square footage, current applicable building codes, occupancy group, type of construction, name & contact information of associated professionals for this project.
- Foundation Plan: details of existing & proposed footings, slab, vapor barrier, structural anchors, & floor joists.
- Floor Plans: details, locations, & dimensions of existing & proposed: rooms, interior walls, doors, windows, electrical fixtures (outlets, switches, & main panel), smoke detectors, plumbing fixtures, & heating systems (include BTU ratings).
- Roof Plan: pitch, ridge, hip, material type, overhangs, & ventilation openings.
- Framing Plan: size, type, & spacing of floor & ceiling joists, walls, rafters, beams, columns, & door & window headers, as well as size, type & location of interior, exterior walls & attachment details.
- Exterior Elevations: detailed information of dimensions of existing & proposed: walls, doors, windows, projections.
- Schedules: windows, & doors.