

**BUILDING PERMIT CHECKLIST  
OUTSIDE CITY LIMITS**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

---

- \_\_\_ At least 10 acres of property, or a minor Subdivision of **AT LEAST** two acre lots, IN  
**YOUR NAME** on County records
  - \_\_\_ Fee Paid
  - \_\_\_ Completed Building Permit Application with required signatures on front and back
  - \_\_\_ County Zoning (This will be done by Jim Jennings with your plot plan)
  - \_\_\_ Plat showing ownership, road access, Tax ID number, & County Issued Address
  - \_\_\_ Detailed plot plan showing location of utility lines/connections, water/sewer  
connections, & the location and distance between other buildings & boundary lines
  - \_\_\_ Road Encroachment permit from the County (435) 381-3510, or UDOT  
Emery (435) 286-2276 Huntington (435) 687-9969 Green River (435) 564-3316
  - \_\_\_ Letter of Intent for residential water and/or sewer hookups  
(Contact the irrigation company for area. See contact sheet)
  - \_\_\_ Health Department approval of septic system/drain fields (See contact information)
  - \_\_\_ One complete set of legible plans in PDF format
  - \_\_\_ Emery Telcom Fiber Optic Service Request
  - \_\_\_ Residential Property Declaration for Property Under Construction or Unoccupied  
Property (Form PT24)
  - \_\_\_ Owner Builder Certification form if not using a licensed contractor
  - \_\_\_ Emery County Building Permit Point System Qualifications
  - \_\_\_ email all documents to [building@emery.utah.gov](mailto:building@emery.utah.gov)
  - \_\_\_ Other
- 
-



## BUILDING PERMIT APPLICATION

Emery County Building Department  
75 E Main, PO Box 417  
Castle Dale, Utah 84513  
(435) 381-3555

APPLICANT INFORMATION (Please Print or Type) ↓	Date:	Permit No.
--	-------	------------

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Box #: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Job Site Address: \_\_\_\_\_ City: \_\_\_\_\_  
Property Tax ID#: \_\_\_\_\_ Application For: \_\_\_\_\_

### CLASS OF WORK

1. New <input type="checkbox"/> 2. Alteration <input type="checkbox"/> 3. Addition <input type="checkbox"/> 4. Repair <input type="checkbox"/> 5. Move <input type="checkbox"/> 6. Other <input type="checkbox"/>			
7. Use of Building	8. No. of Floors	9. Size of Building	10. Size of Lot
11. Type of Construction	12. Occupancy Class	13. Occupant Load	14. Zone

### CONTRACTOR INFORMATION

<b>General Contractor:</b> _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____	<b>Architectural Engineer:</b> _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____
<b>Electrical Contractor:</b> _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____	<b>Plumbing Contractor:</b> _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____
<b>Heating Contractor:</b> _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____	<b>Cement Contractor:</b> _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____
<b>Excavation Contractor:</b> _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____	<b>Septic System Contractor:</b> _____ Address: _____ Zip: _____ Phone: _____ Cell: _____ License #: _____ ***Signature: _____

### MANUFACTURED HOMES

Manufacturer: \_\_\_\_\_ Year: \_\_\_\_\_ Model #: \_\_\_\_\_  
Dealer: \_\_\_\_\_ Dimensions: \_\_\_\_\_ x \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Installation Contractor: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
\*\*\*Signature: \_\_\_\_\_

BUILDING TYPE & FEE CALCULATION			
Type	Sq. Ft Area	Sq. Ft Value	Total Value
Basement ____ Rough ____ Finished			
Main Floor			
Second Floor			
Garage			
Carport			
Covered Porch / Patio / Deck			
On Site Improvements			
Storage Shed			
Remodel			
Electrical Inspection			
Gas Inspection			
Commercial Building			
Other			
TOTAL VALUATION			

**Applicant Please Read Carefully:**

Applicant agrees to comply with all applicable City, County, and State Building Laws and Ordinances, and certifies that the representations in this application for a building permit are true and accurate, and any misrepresentations or errors herein are the sole responsibility of the applicant, and shall in no way incur or accrue liability or obligation to enforcing officers or agents.

This permit becomes null and void if work on construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

**Occupancy of structure is prohibited until after final inspection and Certificate of Occupancy issued.**

\*\*Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: 24 hour notice is required for all inspections**

=====

**\*\*\*\*OFFICE USE ONLY\*\*\*\***

Check #: _____	BASE BUILDING PERMIT FEE	\$ _____
Cash: _____	+Plan Check Fee (Base x .65)	\$ _____
	SUBTOTAL	\$ _____
	+80% of 1% State Surcharge Fee	\$ _____
	<b>TOTAL</b>	<b>\$ _____</b>

BUILDING PERMIT NO.: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

APPROVED FOR ISSUE BY: \_\_\_\_\_

**\*\*SIGNATURE REQUIRED FOR PROCESSING APPLICATION**



**EMERY TELCOM - PRECONSTRUCTION  
FIBER OPTIC SERVICE REQUEST**

- Initiate a request by calling Emery Telcom at (888)-749-1090 or email: [buildingpermits@emerytelcom.com](mailto:buildingpermits@emerytelcom.com)
- Generally, Emery Telcom services will follow the same path as the power utility. If your power service is planned to be aerial, we typically attach to the same aerial path. If your power service is planned to be buried, your communication service will typically be buried in the same trench.
- Emery Telcom requires developers to install a communications conduit, which will be provided upon request. Once the request is initiated, a representative will reach out to confirm details and schedule the conduit delivery.
- Communications conduit must be installed during the construction phase, as any installation post construction may incur significant costs to the owner.

**CUSTOMER INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: (     ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**CONTRACTOR INFORMATION**

NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (     ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**SERVICE INFORMATION**

NAME: \_\_\_\_\_

SUBDIVISION NAME, PHASE & LOT / UNIT NUMBER: \_\_\_\_\_

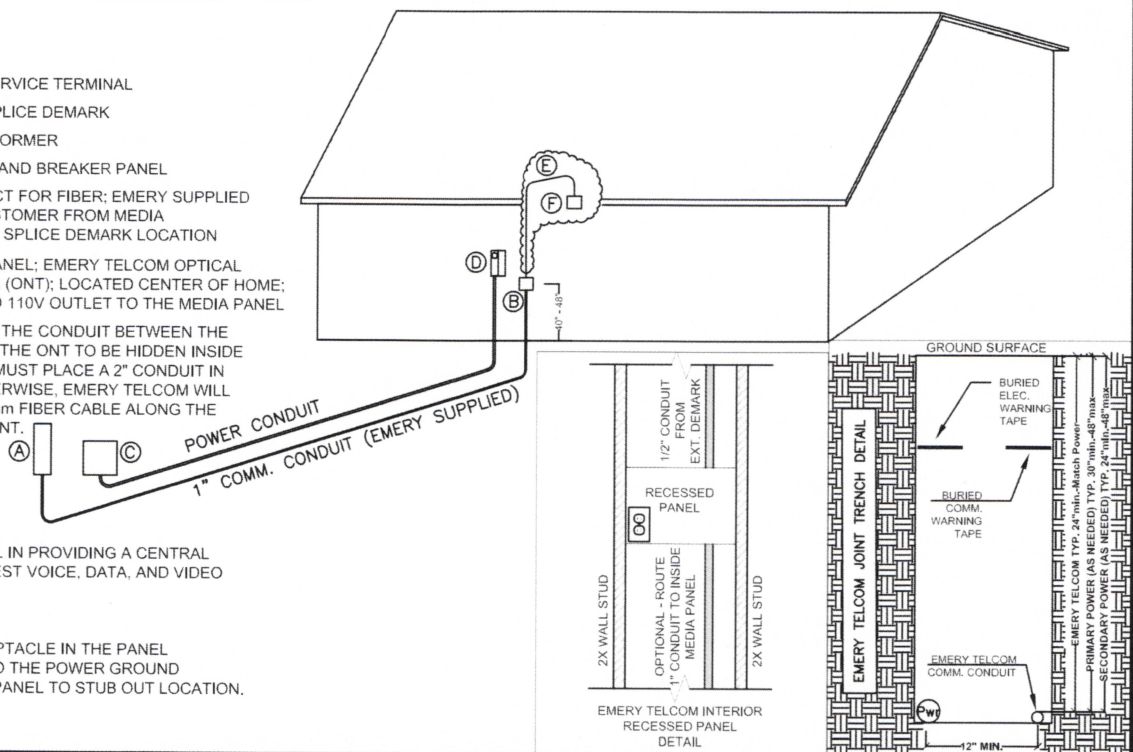
ADDRESS TYPE (HOUSE, APT / CONDO / TOWNHOUSE, OUTBUILDING, COMMERCIAL, ETC.): \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

- (A) COMM. NETWORK SERVICE TERMINAL
- (B) COMM. EXTERIOR SPLICE DEMARK
- (C) ELECTRICAL TRANSFORMER
- (D) ELECTRICAL METER AND BREAKER PANEL
- (E) 1/2" LOW SMOKE DUCT FOR FIBER; EMERY SUPPLIED
- (F) RECESSED MEDIA PANEL; EMERY TELCOM OPTICAL NETWORK TERMINAL (ONT); LOCATED CENTER OF HOME; PROVIDE DEDICATED 110V OUTLET TO THE MEDIA PANEL

IF THE OWNER PREFERS THE CONDUIT BETWEEN THE SERVICE TERMINAL AND THE ONT TO BE HIDDEN INSIDE THE WALL, THE OWNER MUST PLACE A 2" CONDUIT IN THE FOUNDATION. OTHERWISE, EMERY TELCOM WILL PLACE A CONDUIT OR 6mm FIBER CABLE ALONG THE OUTSIDE WALL TO THE ONT.



**MEDIA PANEL**

THE MEDIA PANEL IS IDEAL IN PROVIDING A CENTRAL POINT TO PROVIDE THE BEST VOICE, DATA, AND VIDEO SERVICES.

**MEDIA PANEL REQs:**

- PROVIDE A POWER RECEPTACLE IN THE PANEL
- PROVIDE A #6 GROUND TO THE POWER GROUND
- CAT5 WIRE FROM MEDIA PANEL TO STUB OUT LOCATION.

**SINGLE FAMILY HOME FIBER OPTIC COMMUNICATIONS DIAGRAM**

**TRENCH / JOINT TRENCH / HOME INSTALL DETAIL**



# Residential Property Declaration for Property Under Construction or Unoccupied Property

This form must be submitted to the County Assessor's office where your new residential property is located before a residential exemption is allowed on property under construction or unoccupied property that will be used for residential purposes as a primary residence upon completion of construction or occupation of the property.

PT-24 07/15/20

---

## Residential Property Owner Information

Name(s):		Home phone:	Work phone:
Mailing address:			Email address:
City:	County:	State:	Zip:

---

## Residential Property Information

Physical address:			Parcel number:
City:	County:	State:	Zip:

---

## Signature

Under penalty of perjury that, to the best of each owner's knowledge, upon completion of construction or occupancy of the residential property, the residential property will be used for residential purposes as a primary residence.

---

Owner signature

---

Date (mm/dd/yyyy)

---

Owner printed name



## Owner / Builder Certification Agreement

To Comply with The Construction Trades Licensing Act

☐ New Residential Construction

☐ Remodel or Addition by Owner

**File this with the City or County Building Department where the work is being performed.  
The City or County Building Department will forward this form to [B4@utah.gov](mailto:B4@utah.gov).**

### PROJECT INFORMATION

Owner / Builder Name: \_\_\_\_\_  
First Middle Last

Current Address: \_\_\_\_\_  
Street Address (including Apt/Unit/Ste #) and/or PO Box

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
Note: All Division notices and communication will be sent to this email.

### LOCATION OF CONSTRUCTION SITE:

Site Address: \_\_\_\_\_  
Physical Address

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot Number: \_\_\_\_\_

### 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:** The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use and the work performed on the project must be performed by the following:

- myself as the sole owner of the property; or
- a licensed contractor; or
- 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
- any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and

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.

**I declare under criminal penalty under the law of Utah that the foregoing is true and correct.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Emery County Building Permit Point System Qualifications

Owner is required to provide the following measurements and information

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Proximity to town	Miles from incorporated town or city	Points	Your Measurements	Qualifying Points
	1 mile or less	250		
	1 to 2.5 miles	200		
	2.5 to 5 miles	150		
	5 or more miles	50		
Road Access	Feet from improved county or state road		Your Measurements	
	less than 250 feet	250		
	between 250 and 500 feet	200		
	between 500 and 1000 feet	150		
	over 1000 feet	50		
Lot Size	50 points for <b>minimum</b> of 10 Acres Over 10 acres is 5 points per acre <b>Maximum</b> of 200 points for 40 Acres		Your Acreage	
Culinary Water Service	200 points = municle 100 points = well or spring or cistern			
Electrical	200 points = Public Grid			
Sewage Disposal	200 points = Public or State Approved System			
			Size of Your Dwelling	
Size of Dwelling	2500 square feet or more	100		
	between 1500 to 2500 sq ft	50		
	less than 1500 sq ft	25		
Total Points Must Equal 1000				

Signature of Owner \_\_\_\_\_

This signature certifies the information provided on this form is correct.

Suscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
in the county of \_\_\_\_\_ State of Utah

Notary Public \_\_\_\_\_

## **REQUIRED INSPECTION LIST**

**FOR INSPECTIONS PLEASE CALL KATRINA @ 1-800-560-6151**

- Temp Pedestal
- Power to Panel
- Gas Line

### **SUB-ROUGH**

- Footings
- Foundation
- Electrical
- Mechanical
- Plumbing

### **ROUGH**

- Building
- Electrical
- Mechanical
- Plumbing
- Insulation
- Weather Barrier
- Shear Nailing
- Shower Pan
- Stucco Lathe
- Bond Beam
- Block Building

### **FINAL**

- Building
- Electrical
- Mechanical
- Plumbing
- Grading

**\*\*\*\*FOR YOUR INFORMATION ONLY\*\*\*\***



# **CONTACTS**

## **EMERY COUNTY**

### **ZONING**

Jim Jennings  
(435) 381-5660  
[jimj@emery.utah.gov](mailto:jimj@emery.utah.gov)

## **CASTLE DALE ZONING**

(435) 381-2115  
[castledalecity@gmail.com](mailto:castledalecity@gmail.com)

Kerry Lake  
(435) 381-5229 (Home)  
(435) 749-2555 (Cell)  
[kerry.lake@gmail.com](mailto:kerry.lake@gmail.com)

## **CLAWSON ZONING**

(435) 384-2724  
[clawsontownclerk@gmail.com](mailto:clawsontownclerk@gmail.com)

## **CLEVELAND ZONING**

(435) 653-2310  
[clevelandtown@etv.net](mailto:clevelandtown@etv.net)

## **ELMO ZONING**

(435) 653-2125  
[elmotownutah@gmail.com](mailto:elmotownutah@gmail.com)  
Stoney Jensen  
(435) 653-2960 Home  
(435) 820-0574 Cell

## **EMERY ZONING**

(435) 286-2417  
[townhall@etv.net](mailto:townhall@etv.net)

## **FERRON ZONING**

(435) 384-2350  
(435) 384-2482  
[recorder@ferroncity.org](mailto:recorder@ferroncity.org)

## **GREEN RIVER ZONING**

(435) 564-3448 ext 7  
David Wilson  
[codeenforcement@greenriverutah.com](mailto:codeenforcement@greenriverutah.com)

## **HUNTINGTON**

### **ZONING**

(435) 687-2436  
[treasurer@huntingtonut.com](mailto:treasurer@huntingtonut.com)  
Gary Arrington

## **ORANGEVILLE ZONING**

(435) 748-2651  
[orange@etv.net](mailto:orange@etv.net)  
Seth Manning  
(435) 749-0440  
[sethmanning2004@yahoo.com](mailto:sethmanning2004@yahoo.com)

## **ROAD**

## **ENCROACHMENT**

### **PERMITS**

Emery County  
(435) 381-3510  
Justin Truman  
(435) 381-3511  
Natalie Humphrey  
(435) 381-3517  
[justint@emery.utah.gov](mailto:justint@emery.utah.gov)  
[natalieh@emery.utah.gov](mailto:natalieh@emery.utah.gov)

## **Building Department**

[building@emery.utah.gov](mailto:building@emery.utah.gov)

## **UDOT**

Emery (435) 286-2276  
Huntington (435) 687-9969  
Green River (435) 564-3316  
Mark Larsen  
(435) 469-0919  
[larsenmark@utah.gov](mailto:larsenmark@utah.gov)  
Mike Miles  
(435) 633-5789  
[mrmiles@utah.gov](mailto:mrmiles@utah.gov)

## **SOUTHEAST UTAH** **HEALTH DEPARTMENT**

Price (435) 637-3671  
Castle Dale (435) 381-2252

## **WATER**

Contact your respective city

Emery Water Conservancy  
District  
(435) 381-2311

North Emery Water Users  
Sue McArthur  
(435) 653-2649  
[northemery@etv.net](mailto:northemery@etv.net)

**SUNRISE**  
**ENGINEERING**  
1-800-560-6151