Applicant/Property/Landowner Information:

- Name, address, & phone number of the owner(s) of property.
- Legal description of property & proof of ownership. If property is a new split, contact Planning & Zoning at (435) 738-1151 or 1152 for minor subdivision requirements.
- Provide plot plan, showing setbacks to all property lines, driveway access, right-of-ways, easements, & location of roads & utilities. (This is also needed to figure the physical address for new home)
- Verify zoning of property – (435) 738-1151 or 1152 (Need above plot plan)
- Architectural Committee/Homeowners Association Approval – (if applicable)
- Mapped or written directions to property for inspections.
- Road Approach Permit; County Road Department (435) 738-2468, or State Road (UDOT) (801) 227-8000. Must be approved prior to building permit being issued.
- Building Site Elevation – to determine Snow Load Requirements.

Fire Protection/Wildland Urban Interface Code Review:

1. Fire Protection will need to be completed and approved by the County Fire Warden or County Fire Marshal prior to Building Permit being issued. The property information above is needed to submit to the County Fire Warden. [See Attached Check List for Fire Protection Requirements]

Source & Waste Water Disposal:

- Onsite Waste Water Disposal Permit, Tri-County Health Department (435) 722-6310.
- Culinary Water supply requires a letter or receipt from the Water District or City/Town.
- Private potable water systems require approval by the Tri-County Health Department,
- New Well Permits: contact Utah Division of Water Rights in Vernal, at (435) 247-1514.
- New Wells: require an inorganic test which could take from 4-6 weeks for results. Contact Tri-County Health Department (435) 722-6310. Approved Test Results must be submitted to Tri-County Health Department prior to them issuing the Final Onsite Waste Water Operating Permit. An Operating Permit is required for the County Building Department to issue a Certificate of Occupancy.

Building Plans/Drawings/Contractors:

- Two Complete sets of plans shall be submitted. One set of approved plans will be given back with the building permit and needs to be available onsite for all the inspections.
- Preliminary Engineered Truss Specifications are required for the plan review.
- List of all Contractors, License numbers, addresses, phone numbers & business licenses. Or, if applying as an Owner/Builder the associated form will need to be completed & notarized.
- Other Engineering as required by the Building Official. (if applicable)
Building & Plan Review fees:

- Plan review deposit: $200.00 dollars. Additions & Remodels: $100.00 deposit. Plan review fee: Minimum 35% of building permit fee. Maximum 65% of building permit fee.
- Building Permit Fee based on the square footage of the project and a national average construction cost, per square foot.
  
  **Note:** Please be aware that if you use a credit card for payment there is a processing charge of 2.5% of the permit fee.

Helpful Phone Numbers:

**Duchesne County Departments:**
- Department of Building Safety (435) 738-1150
- Planning & Zoning (435) 738-1151
- Public Works/Roads (435) 738-2468
- Fire & Emergency Management (435) 738-1226

**Town & City Offices – Duchesne County Reviews & Issues Building Permits for:**
- Town of Altamont (435) 454-3469
- Town of Tabiona (435) 848-5481

**Other Cities below each have City Building Departments/Inspectors:**
- Duchesne (435) 738-2464
- Roosevelt (435) 722-5000
- Myton (435) 722-2711

**State Departments**
- Utah Department of Transportation UDOT (801) 227-8000
- Utah Division of Water Rights - Well Permits (435) 247-1514

**TriCounty Health Department**
- Roosevelt (435) 722-6310
- Vernal (435) 247-1160

**Moon Lake Electric**
- Roosevelt (435) 722-2448
- Duchesne (435) 738-5322
- Altamont (435) 454-3611

**Water/Sewer Districts**
- Cedarview/Montwell Water (435) 722-4718
- East Duchesne Water (435) 738-5363
- Fruitland Water (435) 548-2399
- Hanna Water & Sewer (435) 848-5647
- Johnson Water (435) 722-2620
- Neola Water & Sewer (435) 353-4198
- Pinion Ridge Water (Not available yet)
- South Duchesne (Private Development) (435) 738-6200
- Upper Country Water (435) 454-3513