



## **CHECKLIST OF NECESSARY INFORMATION TO ACQUIRE A BUILDING PERMIT**

1. City Permission (if property is within city limits)
2. Septic System Permit issued by Southwest Utah District Health Department, 88 East Fiddlers Canyon Road, Cedar City, UT 84720 (435) 586-2437.
3. Water Source
4. Two complete sets of plans including a cross section, footing and foundation details, elevation on all four sides and floor plan for all stories.
  - One in the building department office
  - One on the jobsite
5. Plot plan showing setbacks and side yards.
6. Proof of ownership, legal description of the property, tax I.D. number, physical address of the property. (Recorder's Office phone number 435-676-1112)
7. Proof of cost (to establish the valuation of the building). This may be from either the contractor or from the financial institution where the funds were obtained for the construction.
8. Building permit application. All required information must be complete. Please be sure to include the names and state license numbers of all contractors working on the project.
9. Owner/Builder Affidavit signed and notarized (if applicable).
10. Other approvals from State or local governing bodies which the Garfield County Building Department may deem necessary.
11. Any plans requiring a plans review (unconventional residential buildings and all commercial projects) will require two sets of paper plans and one set of plans on CD. Pdf file.
12. Utah Prairie Dog Application. Contact the building department to see if this is applicable.