



## Welcome to Tooele County!

### Instructions for submitting a Building Permit Application

This form will provide information for submitting an application for Building, Electrical, HVAC, Plumbing, Energy, Occupancy, Sign Permit, Construction and Demolition.

This application must be filled out completely and all supporting documents submitted at time of submittal. Incomplete applications will not be accepted.

*Any questions, contact the following:*

Building Questions	435-843-4737
Zoning Questions	435-843-3160

**Check List for Application:**

*Completed?*

	All areas of application completed.
	Applications must include proof of ownership.
	Two copies of a dimensioned site plan. Site Plan must show: <ul style="list-style-type: none"> <li>✓ Direction of North</li> <li>✓ Lot lines, adjacent streets, roads, rights-of-way</li> <li>✓ Location of all existing structures, wells, and septic tanks on the site</li> <li>✓ Location of proposed construction and improvements</li> <li>✓ Motor vehicle access such as driveway</li> </ul>
	Two complete sets of construction plans. Included in the drawings may be: <ul style="list-style-type: none"> <li>✓ Gas Pipe Sizing Diagram</li> <li>✓ Stucco Specifications</li> <li>✓ Proof of compliance with Energy Code</li> </ul>
	Utility approval forms, i.e., Gas, Electric, Sewer, Water (will be required if new Service or additional load being added).
	Proof of water rights and/or well permit for a private system (will be required if new Service or additional load being added).
	Architectural Control Committee Approval (required in subdivisions where applicable).

## ***Addresses of the local utility offices:***

Questar Gas Company  
1140 West 200 South  
Salt Lake City, UT 84145  
801-324-3877  
801-324-3969 Fax  
valerie.sneed@questar.com  
Attn: Valerie Sneed

Rocky Mountain Power  
555 No. Main Street  
Tooele, UT 84074  
435-833-7900  
435-833-7979 Fax

Mt. Wheeler Power  
1600 Great Basin Boulevard  
PO Box 151000  
Ely, NV 89315  
1-800-97-POWER / 775-289-8981  
Fax: 1-775-289-8987

Well Rural Electric  
1701 Butte Street  
West Wendover, NV 89883  
775-664-2204  
775-664-2280 Fax

Stansbury Park Improvement District  
10 Plaza  
Stansbury Park, UT 84074  
435-882-7922  
435-882-4943 Fax

Vernon Water Company  
Doretta Shumway  
435-839-3473

Vernon City Zoning  
Doretta Shumway  
435-839-3473

West Erda Improvement District  
c/o Tooele County Engineering  
47 So. Main Street  
Tooele, UT 84074  
435-843-3160

Erda Acres Water Company  
Attn: Alan Clark  
3791 N 570 West  
Erda, UT 84074  
435-833-0165 / 801-244-4366  
aclark@trilobyte.net

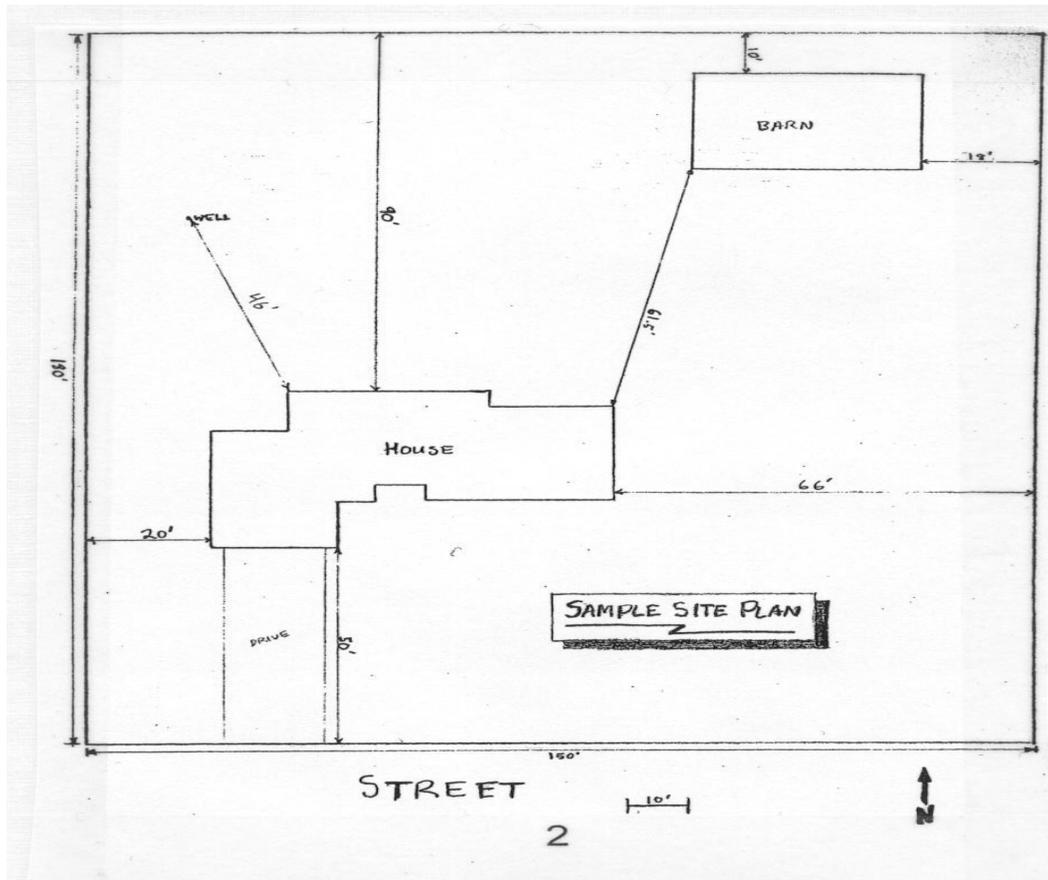
Oquirrh Mountain Water Co.  
c/o Ensign Group  
Attn: Chris Robinson  
PO Box 540478  
North Salt Lake, UT 84054  
801-328-1600

Benches at South Rim  
L & B Development Co, Inc.  
PO Box 244  
Stockton, UT 84071

Lincoln Culinary Water Company  
Attn: Shane Robinson  
1785 No. Blue Peak Drive  
Pine Canyon, UT 84074  
435-833-0147

Lake Point Improvement District  
Rick Thompson 801-250-5250  
Keith Fryer 801-250-0453  
801-508-0397 Fax

The site plan must be clear and legible  
A sample is shown below:



**Copies of your water rights and/or well permit for a private system can be obtained from:**

**Information & Permitting:**

State of Utah Division of Water Rights  
1036 West Temple  
Salt Lake City, UT  
801-538-7240

Culinary Water & Individual Wastewater  
(Septic) Systems  
Tooele County Health Division  
Environmental Health Department  
151 North Main Street  
Tooele, UT  
435-277-2440

**The following fees impact will be collected (if applicable):**

Lake Point Improvement District \$3359.00  
Stansbury Park Recreation District \$2700.00  
North Tooele County Fire District \$670.00  
Tooele County Parks, Recreation and Trails, *Non-Residential* \$1000.00  
Tooele County Parks, Recreation and Trails, *Residential* \$1126.28  
Tooele County Public Safety, *Non-Residential* \$695.00  
Tooele County Public Safety, *Residential* \$312.00

**A Plan Review fee will be collected at the time of application. This fee is based on the value of the project.  
Remaining fees will be collected at issuance.**



## BUILDING PERMIT APPLICATION

The following items **MUST** be completed for building permit applications. Any item left blank will void application and building permit will not be issued. The permit will become null and void if work or 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. A progress inspection **MUST be made within 180 days of issuance of the building permit** or it becomes null and void. No work may commence until the building permit is issued and this application does in no way grant such privilege.

**BP#** \_\_\_\_\_

### Property Information and Location

(All lines must be filled in)

Property Address: \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Parcel # \_\_\_\_\_

**PARCEL # REQUIRED**

**Owner of Property:** \_\_\_\_\_  
(NOT the Contractor)

**Mailing Address:** \_\_\_\_\_

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

**Phone Number(s): Day:** \_\_\_\_\_ **Evening:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Proposed Use of Structure:** \_\_\_\_\_

**General Contractor:** \_\_\_\_\_

*(If the property owner is going to build their own home, mark this space "Self" and complete the Owner/Builder Exemption form.*

*Otherwise, **include copies of contractor licenses** for contractors being used)*

**Complete Address:** \_\_\_\_\_

**License #:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
(Required) (Required)

**Phone (Office):** \_\_\_\_\_ **(Mobile):** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

**License #:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
(Required) (Required)

**Phone (Office):** \_\_\_\_\_ **(Mobile):** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

**License #:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
(Required) (Required)

**Phone (Office):** \_\_\_\_\_ **(Mobile):** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

**License #:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
(Required) (Required)

**Phone (Office):** \_\_\_\_\_ **(Mobile):** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Estimated Cost (Labor, Materials & Construction):** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number(s): Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Building plans and site plans must be submitted with this application. All blanks above **must** be filled in before the application will be accepted.

**Check One:**

**LICENSED CONTRACTOR DECLARATION:**

I hereby affirm that all work will be performed by contractors licensed under the Construction Trades Licensing Act (58-55-310, UCA) whose licenses are in full force and effect.

**LICENSED CONTRACTOR EXEMPTION DECLARATION:**

I hereby claim exemption from the requirement for licensing under the Construction Trades Licensing Act (58-55-305, UCA) as \_\_\_\_\_

(State which exemption category)

I hereby certify that I have read and examined this permit application and that the information provided by me is true and correct.

\_\_\_\_\_  
**Signature of Contractor**

\_\_\_\_\_  
**Date**

(For Office Use Only)

Receipt # \_\_\_\_\_ Payment Received: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

**BUILDING SAFETY DIVISION  
UTILITY CONNECTION/AGENCY APPROVAL**

*This form is to affirm that the utility company/agency may be able to provide service to this project*

**Building Permit Application Number:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Agent (If Applicable): \_\_\_\_\_

Approving Utility or Agency: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature of authorized person signifies that plans and request for connection have been reviewed and approved subject to conditions or restrictions as listed unless otherwise noted)*

_____ ELECTRIC	_____ APPROVED	_____ DISAPPROVED
_____ GAS	_____ APPROVED	_____ DISAPPROVED
_____ WATER	_____ APPROVED	_____ DISAPPROVED
_____ SEWER	_____ APPROVED	_____ DISAPPROVED
_____ ROADS	_____ APPROVED	_____ DISAPPROVED
_____ FIRE	_____ APPROVED	_____ DISAPPROVED
_____ ZONING	_____ APPROVED	_____ DISAPPROVED
_____ HEALTH	_____ APPROVED	_____ DISAPPROVED

Conditions, Restrictions or Comments of Connection:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Connections of Service Utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official. (IBC111 & IRC111)  
This is not the release to connect the utility. Release is obtained only by county inspection.*

**BUILDING SAFETY DIVISION  
UTILITY CONNECTION/AGENCY APPROVAL**

*This form is to affirm that the utility company/agency may be able to provide service to this project*

**Building Permit Application Number:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Agent (If Applicable): \_\_\_\_\_

Approving Utility or Agency: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature of authorized person signifies that plans and request for connection have been reviewed and approved subject to conditions or restrictions as listed unless otherwise noted)*

_____ ELECTRIC	_____ APPROVED	_____ DISAPPROVED
_____ GAS	_____ APPROVED	_____ DISAPPROVED
_____ WATER	_____ APPROVED	_____ DISAPPROVED
_____ SEWER	_____ APPROVED	_____ DISAPPROVED
_____ ROADS	_____ APPROVED	_____ DISAPPROVED
_____ FIRE	_____ APPROVED	_____ DISAPPROVED
_____ ZONING	_____ APPROVED	_____ DISAPPROVED
_____ HEALTH	_____ APPROVED	_____ DISAPPROVED

Conditions, Restrictions or Comments of Connection:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Connections of Service Utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official. (IBC111 & IRC111)  
This is not the release to connect the utility. Release is obtained only by county inspection.*

**BUILDING SAFETY DIVISION  
UTILITY CONNECTION/AGENCY APPROVAL**

*This form is to affirm that the utility company/agency may be able to provide service to this project*

**Building Permit Application Number:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Agent (If Applicable): \_\_\_\_\_

Approving Utility or Agency: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature of authorized person signifies that plans and request for connection have been reviewed and approved subject to conditions or restrictions as listed unless otherwise noted)*

_____ ELECTRIC	_____ APPROVED	_____ DISAPPROVED
_____ GAS	_____ APPROVED	_____ DISAPPROVED
_____ WATER	_____ APPROVED	_____ DISAPPROVED
_____ SEWER	_____ APPROVED	_____ DISAPPROVED
_____ ROADS	_____ APPROVED	_____ DISAPPROVED
_____ FIRE	_____ APPROVED	_____ DISAPPROVED
_____ ZONING	_____ APPROVED	_____ DISAPPROVED
_____ HEALTH	_____ APPROVED	_____ DISAPPROVED

Conditions, Restrictions or Comments of Connection:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Connections of Service Utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official. (IBC111 & IRC111)  
This is not the release to connect the utility. Release is obtained only by county inspection.*

## REQUIRED INSPECTIONS

1. The person doing the work is responsible for calling for the inspection and knowing what work shall be done and ready for that particular inspection.
2. Inspection requests are made by calling the Tooele County Building Department at 435-843-4737. **Twenty-four (24) hours advanced notice** is required and then the inspection will be scheduled at the soonest available time.
3. Inspections cannot be scheduled without reporting the following information:
  - A. The Building Permit Number
  - B. The Site Address
  - C. The Type of Inspection Needed.

### **THE FOLLOWING INSPECTIONS MUST BE COMPLETED**

1. **FOOTING INSPECTION** Call for prior to pouring concrete.
2. **FOUNDATION INSPECTION** Call for prior to pouring concrete.
3. **UNDERGROUND ROUGH PLUMBING, CONCRETE SLAB OR UNDER-FLOOR INSPECTION** After piping, conduit, ducts, moisture vapor retarder, foundation waterproofing and dampproofing, etc. are in place, but before pouring concrete floor.
4. **SEWER LATERAL & WATER LATERAL INSPECTION** Apply test and call prior to backfilling.
5. **FRAMING (4-WAY) INSPECTION** Call for after roof, all framing, fireblocking and bracing are in place; all pipes, chimneys and vents are complete; and the rough electrical, plumbing, mechanical are in.
6. **INSULATION INSPECTION** Call for after floor, wall and ceiling are installed. (Ceiling may be inspected at final for blow-in insulation).
7. **WEATHER BARRIER** Call for prior to exterior veneer being installed.
8. **FINAL INSPECTION** Call for after finish grading and the building are completed and ready for occupancy.

***\*\*\* NOTE : Other inspections may be required by the Building Official.***



## NOTICE TO CONTRACTORS

Effective Date: June 17, 2013

Subject: Cancellation of Scheduled Inspections

Due to recent budget cuts, restructuring, and layoffs, Tooele County has limited staff to conduct Building Inspections and at times uses certified contracted inspectors to supplement staff during peak times. Therefore, contractors are hereby notified that any inspection not canceled at least four (4) hours prior to the scheduled inspection time will be assessed a \$47.00 reinspection fee as provided for in 1997 UBC Volume 1 Table 1-A and Section 108.8.

In accordance with aforesaid Section 108.8, 'where reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.'

A handwritten signature in blue ink, appearing to read "Jerry M. Houghton".

Jerry M. Houghton  
Tooele County Recorder  
47 South Main Street  
Tooele, Utah 84074  
435-843-3184

[jhoughton@co.tooele.ut.us](mailto:jhoughton@co.tooele.ut.us)



**DEPARTMENT OF COMMERCE**

**Division of Occupational  
& Professional Licensing  
160 E 300 S, Fourth Floor  
P O Box 146741  
Salt Lake City UT 84114-6741  
(801) 530-6628**

**OWNER/BUILDER CERTIFICATION  
and  
AGREEMENT TO COMPLY WITH  
THE CONSTRUCTION TRADES  
LICENSING ACT**

Fax a copy of this Form and Permit to (801) 530-6301 attn: Jody

Name of Owner/Builder: \_\_\_\_\_

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

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

**LOCATION OF CONSTRUCTION SITE**

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

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

Subdivision Name: \_\_\_\_\_ Lot # \_\_\_\_\_

**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:

1. 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.
2. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use.
3. I understand that work performed on the project must be performed by the following:
  - a. myself as the sole property owner; or
  - b. a licensed contractor; or
  - c. my employee(s) for whom I have worker's compensation insurance coverage, for whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
  - d. any other person working under my supervision as owner/builder to whom no compensation or only token compensation is paid; and
4. 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 for each day I violate the law.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Owner/Builder

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, in the county of \_\_\_\_\_ State of Utah.

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