



# Building Permit Application

190 N 3rd East – Unit # 1  
PO Box 324, Bluff, UT 84512  
435-672-9990  
office@townofbluff.org

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## BUILDING INFORMATION

Project Address/Parcel Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
If Commercial, Name of Business: \_\_\_\_\_  
Building Type:  Residential  Commercial  Solar  Modular  Other: \_\_\_\_\_  
Type of Permit:  New Construction  Addition/Remodel  Utilities Only  Demolition  
Square Footage of Conditioned Space: \_\_\_\_\_ Square Footage of Unconditioned Space: \_\_\_\_\_  
Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Total Height of Building: \_\_\_\_\_  
Current Zoning of Property: \_\_\_\_\_ Total Estimated Valuation: \_\_\_\_\_

## CONTRACTOR INFORMATION

Contractor Name, if applicable: \_\_\_\_\_ Contractor License Number: \_\_\_\_\_  
Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_  
Licensed Area:  General Contractor  Electrical  Plumbing  Mechanical  Other  
Sub-Contractor Name, if applicable: \_\_\_\_\_ Sub-Contractor License Number: \_\_\_\_\_  
Sub-Contractor Phone: \_\_\_\_\_ Sub-Contractor Email: \_\_\_\_\_  
Licensed Area:  General Contractor  Electrical  Plumbing  Mechanical  Other  
Sub-Contractor Name, if applicable: \_\_\_\_\_ Sub-Contractor License Number: \_\_\_\_\_  
Sub-Contractor Phone: \_\_\_\_\_ Sub-Contractor Email: \_\_\_\_\_  
Licensed Area:  General Contractor  Electrical  Plumbing  Mechanical  Other  
Sub-Contractor Name, if applicable: \_\_\_\_\_ Sub-Contractor License Number: \_\_\_\_\_  
Sub-Contractor Phone: \_\_\_\_\_ Sub-Contractor Email: \_\_\_\_\_  
Licensed Area:  General Contractor  Electrical  Plumbing  Mechanical  Other

## BUILDING PERMIT APPLICATION CHECKLIST

- Proof of Ownership OR Affidavit of Authorization from Owner
- Land Use Clearance Approval Letter from the Planning Commission:
  - Amanda Podmore, Planning Commission Chair
  - amandapz@townofbluff.org
  - 303-668-1567
- Septic Approval Letter from the San Juan County Health Department:
  - Dennis Shumway
  - dshumway@sanjuancountyut.gov
  - 435-587-3838 ext. 3505
- Utility Will Serve Agreement from Bluff Water Works (for culinary water supply)
- Utility Will Serve Agreement from Rocky Mountain Power (for electrical supply)
- Encroachment Permit for Roadway Access
- New Address Request Form, if applicable
- Owner-Builder Affidavit, if applicable
- Full Set of Construction Drawings to Include (drawn to scale):
  - Site Plan
    - includes easements and setbacks within property line
    - includes driveway access points to roadway
    - includes utility connections information
    - includes square footage calculations
  - Floorplan
  - Exterior Elevations drawn at scale
  - Roof Plan
  - Footing/Foundation & Framing Details
  - Stair Section Details
  - Any other documentation necessary for proof of Code Compliance at the request of the Building Official

Notes: \_\_\_\_\_

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## BUILDING PERMIT EXEMPTIONS

Per Town of Bluff Municipal Code Title 9, Building Regulations Ordinance Section 9.01.110, exemptions from the requirement to obtain a building permit within the jurisdiction of Town of Bluff shall align with those specified in the most current edition of the Utah Building Codes: ICC Digital Codes.

All exempt structures must comply with applicable zoning regulations, setback requirements, and any other land use restrictions established by the Town of Bluff. The exemption from permitting does not relieve the property owner from ensuring that the structure is constructed in a safe and code-compliant manner.

The following typical construction activities are exempt from requiring a building permit:

- Any construction less than 200 square feet that will not have water, power, or septic installations.
- Earthwork and excavations without the installation of utilities.
- Decks, patios, and porches that are structurally disconnected from the existing building and no more than 30 inches above finish grade.
- Sheds, pergolas, agricultural support buildings, greenhouses, livestock shelters, etc. and are not intended as a dwelling unit.
- All other exempt activities listed in the ICC Building Code, Chapter 1 Scope and Administration, Section 105.2 Work Exempt from Permit.

## CONTACT US

[building@townofbluff.org](mailto:building@townofbluff.org)

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(801) 472-9513