



Building Permit Application

190 N 3rd East – Unit #1
PO Box 324, Bluff, UT 84512
435-672-9990
building@townofbluffutah.gov

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
- If required, Land Use Clearance Approval Letter from the Planning Commission:
planningzoning@townofbluffutah.gov
- 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: _____

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 (single story) 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.

Demolition Exemptions:

- If the building being demolished is less than 100 square feet and is located on a single-family residence (such as a garage, shed, or other outbuilding).
- If the building being demolished is a single-family residence and is the primary residence of the owner (not a rental or vacation home) and the homeowner plans to demolish the building themselves without any contract for hire (this includes contractors, family/friend helpers who are paid, or even rental equipment such as heavy equipment or dumpsters). The homeowner also must intend to live at the location after the demolition has taken place in a single-family residence that has been rebuilt as their primary residence.

CONTACT US

building@townofbluffutah.gov

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