



For questions regarding Building Permits, City Code or Zoning.
Please contact Megan Gallegos – Assistant City Manager/ Building
Official 435-587-2271 ext:15 Email: megang@monticelloutah.org

New Residential Building Permit Checklist

The state of Utah allows 14 business days to approve a COMPLETED building permit. Please review this checklist and make sure you have all necessary information before submitting your building permit.

- ☐ Building Address.
- ☐ Parcel Number.
- ☐ Property Owner Contact Information.
- ☐ Proof of Ownership or Affidavit of Authorization from Owner with Proof of Ownership.
- ☐ Point of Contact information. (It is important there is one point of contact to discuss permit details with.)
- ☐ Contractor and Subcontractor Information
- ☐ Acknowledgement of Easements Within property Lines.
- ☐ Request for Any City Utility Connections (Culinary or Secondary Water, Sewer and Sanitation)
- ☐ Description of Building Project- Including:
 - Illustration of setbacks from each property line measured in feet. Also indicating directions.
 - Building square footage
 - Parcel/Lot square footage and dimensions measured in feet.
 - Parcel zone
 - Building height
 - Garage square footage
 - Building height
 - Project cost
 - Direction front door will face (corner lots)
 - Location of proposed driveway and number of parking spaces.
 - Illustrated floor plan
 - Roof detail
 - Structural calculations
 - Stair section details
 - Utility connection information
 - Elevation views or proposed building showing # of floors

Additional Forms / Permits

Encroachment Permit	New Address Form
Owner / Builder Certification	Easement Acknowledgement
Affidavit of Authorization	