MILLARD COUNTY BUILDING DEPARTMENT
71 South 200 West, PO Box 854, Delta, UT 84624
Phone: 435-864-1400 Fax: 435-864-1404 www.millardcounty.org

BUILDING PERMIT REQUIREMENTS

Done	Requirement	Data Required ***
	Building Permit Application	***The Building Permit Application Form is a separate form that should be filled out as completely as possible.
	Owner Name and Phone Number	***This information is provided on the Building Permit Application form.
	Owner Mailing Address	***This information is provided on the Building Permit Application form.
	Two Sets of Plans ¼" To Foot Scale	***Two complete sets of plans showing accurate detailed drawings of your proposed project need to be submitted with your application for a building permit. See the Millard County Plan Acceptance policy if you have any questions. **Minimum Plan size 11X17**
	Building Site Address	*** This information is provided on your building permit application form. You may use a parcel number of your specific building site if you are in the unincorporated area of Millard County and have not been assigned an address.
	Legal Description & Plat	***A **complete** legal description of the property you intend to build on. This can be obtained from your deed or from the Millard County Recorder's office. The description on your property tax notice is often incomplete. Was property legally divided?
	Zoning Designation	***Zoning designation can be obtained from the zoning administrator of the jurisdiction your site is located in. (This information is provided on the building permit application form)
	Plot Plan	***A drawing or sketch of your property boundaries and the location of your proposed structure within those boundaries. Your plot plan should show all dimensions including setback distances from property lines as well as slope for excess water drainage from your structure.
	Septic/Sewer Approval	***If a public sewer system is not available to your site, a waste water permit must be obtained from the Central Utah Public Health Department before a building permit can be issued.
	Water Service Approval	***All habitable structures require a certified water source capable of delivering a minimum of 40 psi to the structure. One acre foot per year. Millard County Code 5-2-5 2009 IRC P2903.3
	Contractors' Names & License Numbers	***All known contractor names should be submitted on the Building Permit Application. Contractors may be changed at a later date, as long as they are replaced by another licensed contractor.
	Conditional Use Permit (county homes only)	***All residential dwellings in the unincorporated parts of the County require a Conditional Use Permit be recorded along with the deed for the protection of the agriculture industry in Millard County. This permit will be prepared by our office after application is approved.
	Owner/Builder Agreement	***You are allowed to be the general contractor on **your own residence**. The Owner/Builder Agreement must be signed, notarized and submitted with your application if you are going to be the general contractor on **your** residence.
	Electrical Service Approval	***All habitable structures require a minimum electrical service capable of delivering 100 amps continuously. A letter of commitment from your service provider or information on your power source should be submitted with your application. 2009 IRC E3602.1
	Encroachment Permit from Millard County Road Department	***Permission to encroach on a public road or highway for access to your site may be required before a building permit is issued.

***Attach additional sheets if necessary

BP Requirements
Updated July 2010