



BUILDING AND INSPECTIONS

Box Elder County Building Permit Submittal Requirements

Use the check list below to ensure you provide to the county all required items when turning in plans for building permits. The form should be signed by the contractor indicating that all required documentation has been provided. Any missing items may cause a delay in processing the application. **This sheet must be returned when submitting.**

- ◆ **PLOT PLAN** – Show the location and distances on the property from property lines (and existing structures if applicable) where the structure will be built.
- ◆ **ELEVATION DRAWINGS** – Include all four sides for new construction and partial views for additions and remodels.
- ◆ **WALL SECTIONS** – These typically are one of the most important drawings to the Inspection Department during the review process. Please ensure that the drawings are clear and complete. Most applications that are returned to the contractor are due to incomplete wall sections.
- ◆ **FLOOR PLANS** -- Of each level including plumbing, mechanical, electrical plans and gas line with venting diagram.
- ◆ **PROOF OF WATER** – Through a private water company, or special service district. Be certain your architect/engineer understands the requirements of your culinary water provider prior to designing a home to be built in Box Elder County. *To include pressure and distance to structure.*
- ◆ **PROOF OF SEPTIC TANK** – Obtain letter from the Bear River Health Department.
- ◆ **RES-CHECK** – Showing compliance with the current adopted Energy Code

PLANS MUST BE WET STAMPED AND SIGNED BY THE ENGINEER. Copies may be denied. If the engineering packet references a different city and subdivision, they will be denied.

Building Permit Application

The application must be complete when submitting. The general contractor, electrical, plumbing, and/or mechanical contractor(s) must be included along with the contractor license number(s). Valuation and signature section must be complete.

Signature: _____

Date: _____

UTILITY CONTACTS
(Updated 04/01/2019)

HEALTH DEPARTMENT	Mark Rees	435-257-3318 (Tremonton)
Bear River Health Department	Andrew Stokes	435-734-0845 (Brigham City) 435-695-2088 435-695-2065
TELEPHONE COMPANIES	Matt Ivester	801-626-5401
Frontier Communications	Kim	435-257-8125
Qwest	Larry	800-526-3557 (Developers) 435-257-8117
POWER Utah Power (North)	Robert Weyland	435-257-6703
POWER Utah Power (South)	Cherel	801-629-4374
GAS Dominion Energy	Jory McCormick	801-710-9028
FLOOD CONTROL (Residents of South Willard ONLY) Willard Flood Control	Mike Braegger	801-731-5522
WATER		
Division of Water Rights	Logan Office	435-752-8755 (Well Permits)
ACME Water	Kendall Morris	435-279-1044 435-279-3598 (Cell)
Thatcher-Penrose	Randy Nelson	435-279-6172
Bothwell Water Co.	Doug Newman	435-854-3854
	Byron Nelson	435-854-9656
West Corinne	Chad Hardey	435-744-5160
Crouse Creek	Jay Turner	435-747-7488
Bear River Water Conservancy Dist.	Carl Mackley	435-723-7034
Honeyville	Emily (Honeyville City)	435-279-8425
Snowville	Gary Frandsen	435-872-8274
Deweyville	Howard Healy	435-257-7778
Perry City	Perry City	435-723-6461
Mantua City	Tracy Thompson	435-734-2339
Plymouth	Kim Starr	435-458-2107
Howell	Craig Hawkes	435-471-2219
South Willard	Natani	435-730-6550
Riverside/North Garland	Neil Capener/Alan Anderson	435-237-1077 / 435-279-4460
UKON Water	Brian Shaffer	435-230-4758
CORINNE DRAINAGE DIST (contact when building permit applied for/issued)	Van Bingham	435-279-4917
	Newel Norman	435-720-0618
	Dutch Roache	435-744-2660