BUILDING PERMIT APPLICATION FLOWCHART

Complete Building Permit Application
Make sure the information is complete and accurate.
Incomplete applications will be returned.

Submit to Moab City Planning Department

Review Applications & Construction Documents for Completeness

Plan Review Deposit Paid (If applicable)

Distribution:
To applicable agencies and departments.

Commercial
Commercial Applications must be reviewed and approved by the following:

Response/Resubmittal:
Applicant responds to plan review. Comments.

Residential
Residential Applications must be reviewed and approved by the following:

Plan Review: This can take up to 21 days.

Plan Review Comments:
Submitted to Applicant

Approved as submitted?

Applicant Notified
Payment for Permit Due
Permit Issued

Inspections Completed:
Building, Plumbing, Electrical, Gas, HVAC, Elevators, Final, etc.

Certificate of Occupancy
Issued After Final Inspection.

Department / Agency Contact Information:
⇒ Moab City Zoning Administrator
   Nora Shepard, (435)259-5129
⇒ Moab City Floodplain Development Administrator
   Chuck Williams, (435)259-5129
⇒ Moab City Engineering Department
   Chuck Williams, (435)-259-5129
⇒ Moab City Treasurer
   Marcy Mason, (435)259-5123
⇒ Moab Valley Fire Department
   Brandon McGuffee, (435)259-5557
⇒ Southeast Utah Health Department
   Orion Rogers, (435)259-5602
⇒ Moab City Public Works Director
   Levi Jones, (435)259-7485
⇒ Moab City Waste Water
   Obe Tejada, (435)259-5577
⇒ Grand Water Sewer Services Agency
   (435)259-7485
⇒ Moab City Building Official
   Barry Ellison, (435)259-5129

Note: Demolition Permits Include: Asbestos Report, and 10 Day Demolition Form. Construction Permits Include: Site Plan, Construction Plans (if commercial these need to be stamped and sealed by a Licensed Professional), Owner/Builder Form (if applicable).