

# **MOFFAT COUNTY BUILDING DEPARTMENT**

## **PERMIT APPLICATION INSTRUCTIONS**

### **PERMIT APPLICATION FORM**

- A. Note, Applicant need only complete the numbered items on the application. Sign and date the application, return to Building Department along with the following submittals:
1. Two sets of building plans along with an engineered foundation plan and any additional specifications required.
- B. The Plans will include the following information:
1. Footing and Foundation details
  2. Floor system and details of floor framing, including joist size, span and spacing. Beam size, type and spacing of supports. Show location and size of any openings.
  3. Roof details, including type of supports (truss, rafters or post and beam), type and thickness of roof sheathing, type of roof covering and documentation that the roof systems meets or exceeds code standards for snow.
  4. Plumbing and Mechanical details
  5. Floor plan with dimensions. Location, type and size of windows and doors.
  6. Plot plan showing dimensions of lot with setbacks. Existing structures in relation of proposed construction. Foot print of new construction with location of well and septic. Property Address if known.

### **SEPTIC AND DRIVEWAY PERMITS**

Properties being accessed from county roads must have access permits from the Moffat County Road and Bridge Department. Septic permits are required and are issued through the Moffat County Building Department, or through the Maybell Sanitation District.

### **PLAN REVIEW**

Plan review routinely take 2 weeks, however during heavy construction periods it may take up to three weeks. Commercial plans that are contracted out of office can take considerably longer. Plan check fees are applicable and may be assessed at the discretion of the Building Official, based upon set standards and fee structures.

**Note: It is the applicant's responsibility to confirm any deed restrictions or covenants that may apply.**

