



Building Permit Checklist

Our Community Development Department has created this checklist to make applying for a Building Permit process as seamless as possible for you. Kyndal Sagers, our Zoning Administrator is your main point of contact at ksagers@springdale.utah.gov or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

Application Process

Application for a building permit is made online through the Town's permit application portal. You can access the building permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

Property Owner Contact Information

Property owner's first and last name, telephone number, contact email, and mailing address.

Point of Contact Information

This is the applicant's information, including first and last name, telephone number, and contact email. We will communicate with the email listed.

Site Information

Site Address
Subdivision Information (if applicable)
Lot # (if applicable)
Parcel #

Project Information

Letter of Authorization

If the applicant is not the homeowner, a written letter of authorization from the property owner authorizing the applicant to make the Building Permit Application is required.

Construction Plans

If the project involves any exterior changes to the building, provide the approved Design Development Review (DDR). Please see the DDR checklist and make a DDR application if this hasn't been done.

Engineered construction drawings
Geotechnical reports

Fire District Impact Fee Receipt

For new builds provide a copy of the receipt.

License Numbers

Provide the full license numbers for the general contractor, electrical contractor, and any other contractors.

Structure Type

Habitable Square Feet

Interior finished space - if this is a shed or exterior structure with electrical or plumbing, that is counted here too.

Garage Square Feet

Excavation Cubic Yards

Number of Buildings

Number of new residential dwellings or units

Number of new residential transient lodging units

Type of Construction

List Culinary Water Meter if needed

Estimated Project Value