

Owner Checklist - Single Family Residence - Brian Head, UT

(Quick Reference)

Land-Prep	☐ Land Surveys
	☐ Boundary
	☐ Topographic
	☐ Soils Reports
	☐ Geotechnical Report
	☐ Environmental
	☐ Utilities
	☐ Tree Removal Permit
	☐ Engineered & Site Plans
	Plans
☐ Structural Plans	
☐ Site plan	
☐ Grading Plan (for lots >25% slope)	
☐ Restoration and Landscaping Plan	
☐ Drafting, Elevation & Designs	
☐ Building Height - Topographic	
☐ Septic Permit	
☐ Permit Fees	
Permits	
	☐ Owner Builder Form
	☐ Building Plans
	☐ Stamped by UT Licensed Engineer
	☐ Wildland Urban Interface
	☐ Site Plans (Construction Mitigation Plan)
	☐ Restoration and Landscaping Plan
	☐ House Design
	☐ Building Bonus Agreement
	☐ Design Elevations & Design Choices with photos
	☐ Gas Clearance Form
	☐ Geologic Form
	☐ Materials Testing / Compaction Test
	☐ If Applicable:
	☐ Insurance Information for Contractor
	☐ Design Review Approval
☐ Engineered Grading Plan	
☐ Grading & Excavating Permit	
☐ Tree Removal Permit	
☐ Retaining Wall Approval	

Checklist - Brian Head Town Submittal Requirements 2025

- ☐ Land Surveys & Soils Reports are completed and shared with Structural Engineer
- ☐ Utilities
 - ☐ Water: _____
 - ☐ Electricity: _____
 - ☐ Sewer / Septic: _____
 - ☐ Natural Gas / Propane: _____
 - ☐ Fiber / Internet: _____
- ☐ Tree Removal Permit
 - ☐ If separate from building permit, a tree removal permit is required for:
 - ☐ Removing living and/or dead trees over 6 inches in diameter and taller than 5 feet
 - ☐ Wildland Urban Interface (WUI) Code
- ☐ Septic Permit approved by **Southwest Utah Public Health Department**
<https://swuhealth.gov/septic-systems/>
 - ☐ One copy of completed application
 - ☐ Three copies of the plot plan with the system design and trench detail
 - ☐ All Soil Analysis Documentation
 - ☐ Outline and floor plan of all plumbed buildings
 - ☐ Proof of water service or private water rights with a protection zone
 - ☐ Any specialty documentation required by the local municipality
 - ☐ Septic Plot Plan
 - ☐ Construction lot, block & Site address
 - ☐ Lot size, dimensions, and direction of north
 - ☐ Location and dimensions of roads, driveways, parking and paved roads
 - ☐ Ground surface contours, relative elevations, or statement of grade
 - ☐ Any wells, springs, protection zones, ditches, ponds, lakes, or streams on or within 100 ft. of the property
 - ☐ All water service lines on the property
 - ☐ System Design: Proposed system drawn to scale or all dimensions shown, including:
 - ☐ Building Sewer
 - ☐ Cleanout Placement
 - ☐ Replacement area
 - ☐ Location and liquid capacity of septic tank
 - ☐ Applicable isolation distances
 - ☐ Other essential components of the proposed system
 - ☐ Septic tank size and name of manufacturer
 - ☐ Location of water source for the dwelling and the distances from the septic system
 - ☐ Location of all soil exploration pits, and percolation test holes
 - ☐ Trench Details: Cross-section of subsurface seepage divide including:

- ☐ Depth and width of excavation
- ☐ Depth of perforated drain line
- ☐ Depth and size of gravel or stone used as fill
- ☐ Barrier used to separate gravel fill from backfill
- ☐ Need from an Engineer
 - ☐ Septic Plot Plan
 - ☐ Soils Reports
 - ☐ Floorplan of plumbed buildings
- ☐ Permit Fees
- ☐ Security Agreement
<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2023/08/3-Security-Agreement-1.pdf>
- ☐ Owner Builder Form
<https://dopl.utah.gov/wp-content/uploads/2022/09/contractor-owner-builder-certification-agreement.pdf>
- ☐ Building plans
 - ☐ Permit Plans
 - ☐ Rooms labeled with dimensions
 - ☐ Window sizes and types
 - ☐ Roof Pitch
 - ☐ Appliances
 - ☐ Attic Access Location
 - ☐ Crawl space access location if applicable
 - ☐ Doors with sizes
 - ☐ Electrical Plan
 - ☐ Lights
 - ☐ Smoke Detector(s)
 - ☐ Carbon Monoxide Detector(s)
 - ☐ Subpanel
 - ☐ Main panel and size of service
 - ☐ GFCI locations
 - ☐ Plumbing Plans
 - ☐ Plumbine Fixtures
 - ☐ Water Heater
 - ☐ Furnace (heat source)
 - ☐ Foundation Drainage Plan
 - ☐ Structural Plans
 - ☐ Stamped by Utah Licensed Engineer
 - ☐ Foundation thickness and bar placement
 - ☐ Beam and header sizes
 - ☐ Hailing pattern
 - ☐ Bearing points
 - ☐ Structural member size and spans

*Town codes, permits, and processes are always changing, you may use this checklist as a guide, but please verify with your local municipality to be sure you are submitting a complete application. Thanks! :)

- ☐ Sheathing
- ☐ Details with the information provided
- ☐ Soil/Geology Report
 - ☐ Geologic Conditions Form
 - ☐ Geotechnical Report
- ☐ Res check/Energy Code Compliance
 - https://utahenergycode.com/wp-content/uploads/Residential_Energy_Code_QR_Guide_031821.pdf
 - ☐ Method which you will follow
 - ☐ 2015 RES check
 - ☐ Simulated Performance Alternative - R405
 - ☐ ERI (Energy Rating Index) - HERs Score
- ☐ Elevation Views
 - ☐ Front
 - ☐ Side
 - ☐ Heights
 - ☐ Finish Materials
- ☐ Wildland Urban Interface
 - ☐ May affect Exterior materials that can be used
 - ☐ May require a fire sprinkler system for your home
 - ☐ Dead & Down Tree Removal
 - ☐ Defensible Space
 - ☐ https://ffsl.utah.gov/wp-content/uploads/06_Utah_Wildland_5thdnd.pdf
- ☐ Site Plans
 - ☐ Site Plan (Construction Mitigation Plan)
 - ☐ Lot boundaries with Dimensions and lot size
 - ☐ Setbacks to all property lines
 - ☐ Adjacent roads, Including names
 - ☐ Easements and Right-of-way
 - ☐ Existing Utilities
 - ☐ Proposed utilities and meter locations
 - ☐ Existing drainage and proposed drainage
 - ☐ Drainage Control plan during construction
 - ☐ Percentage of slope
 - ☐ Footprint of existing structures
 - ☐ Driveway (width, slope, material)
 - ☐ Footprint and sq footage of proposed structures
 - ☐ Percentage of buildings footprint coverage
 - ☐ Elevation of foundation
 - ☐ Undisturbed area of lot with percentage
 - ☐ Construction staging area
 - ☐ Snow storage areas

- ☐ Number of parking spaces
- ☐ North Arrow Indicator
- ☐ Defensible Space
- ☐ <https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2025/07/Construction-Mitigation-Policy-4-22-2025.pdf>
 - ☐ Example Site Plan
<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2025/07/Example-Site-Plan-Rev.pdf>
 - ☐ Example Construction Sign
<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2025/07/Sign-Example.pdf>
- ☐ Engineered Grading Plan
 - ☐ Required on lots with 25% slope or greater prepared and stamped by Utah Licensed Engineer
 - ☐ Existing conditions, including:
 - ☐ Existing topography
 - ☐ Previously disturbed areas
 - ☐ Areas showing signs of a history of landslide or erosion
 - ☐ Proposed area of disturbance
 - ☐ Existing and proposed surface drainage flow patterns
 - ☐ Location of existing and proposed utilities
 - ☐ Proposed cuts with slope measurements and heights
 - ☐ Proposed retaining walls with heights and lengths
 - ☐ Clearly show any tiering of walls with heights of each tier
 - ☐ Notes describing materials used for retaining walls
 - ☐ Proposed storm drainage infrastructure
- ☐ Restoration and Landscaping Plan
 - ☐ All disturbed, undisturbed, and landscaped areas
 - ☐ Areas where mature trees will be preserved
 - ☐ Locations of walls, walkways, patios, fences, trees, and other vegetation
 - ☐ Descriptions of materials used
 - ☐ Specifications of species, Variety, number and size of trees and shrubs
 - ☐ Description of restoration measures for remaining disturbed areas including xeriscape and reseeding
 - ☐ North Arrow Indicator
 - ☐ Lot Boundaries with dimensions and lot size
- ☐ House Design
 - ☐ Under 1,000 sq ft and less than 25' tall
 - ☐ Building Bonus Agreement: Any applicant wishing to build a home larger than 1,000 square feet footprint or over 25 feet high must sign a Building Bonus Agreement, Land Management Code 9-12, also found on town website
<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2023/08/Building-Bonus-Agreement-Form.pdf>
- ☐ Design Elevations & Design Choices with pictures

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- ☐ Illustrations of exterior structure designs (look on town website for example)
- ☐ Building height in feet NOT scale (measured from natural grade to the highest point of the building over the natural grade)
- ☐ Architectural style (including type and color of exterior materials to be used)
 - ☐ Exterior Walls
 - ☐ Siding Types Materials and Colors
 - ☐ Height of any exposed Foundations
 - ☐ Foundation over 4 ft high finish type and colors
 - ☐ Decking and Railings Type and Colors
 - ☐ Post Columns Type and Color
 - ☐ Must include samples or pictures exterior materials
 - ☐ Roof material, color and pitch
 - ☐ Must provide manufacturer's Light Reflective Value (LRV) for metal roof
 - ☐ Type and style of exterior lighting (must be night sky friendly)
- ☐ Gas Clearance Form - Brian Head Town Form
<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2024/10/Gas-Clearance-Form-rev.10-2024.pdf>
- ☐ Geologic Form - Brian Head Town Form
<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2023/08/Geologic-forms.pdf>
- ☐ Engineer Materials Testing: Compaction testing during construction
- ☐ Other Required Permits & Approvals if applicable
 - ☐ Insurance Information: Provide Certificate of Insurance of the contractor. If work is undertaken in the town right-of-way insurance must have:
 - ☐ \$1,000,000 Coverage
 - ☐ Brian Head Town named as additional insured
 - ☐ Design Review Approval
 - ☐ Grading & Excavating Permit
 - ☐ Tree Removal Permit
 - ☐ If separate from building permit, a tree removal permit is required for:
 - ☐ Wildland Urban Interface (WUI) Code
 - ☐ Removing Live Trees over 6 inches in diameter & taller than 5 ft
 - ☐ Removing Dead Trees over 6 inches in diameter & taller than 5 ft
 - ☐ Clear Cutting: Engineered plans are generally required for clearing camping pads, building pads, driveways and movement of dirt
 - ☐ Retaining Wall Approval, walls over 12' height or 100' length must be approved (Planning Commission)

Brian Head's Review Process

- ☐ Review Process
 - ☐ Completed Application Submitted
 - ☐ Fees & Security Submitted through brianhead.cityinspect.com
 - ☐ Town Planning & Building Review

- ☐ Engineering Review
- ☐ Wildland Urban Interface Evaluation
- ☐ Town Design Approval
- ☐ Structural Review
- ☐ Building Permit Issued
- ☐ Inspections
 - ☐ Initial Grading / Tree Evaluation (prior to commencing work)
 - ☐ Required Building Code Inspections
 - ☐ Water & Sewer Connections
 - ☐ Exterior Cladding Confirmation
 - ☐ Ensure materials match approved summittal prior to installation
 - ☐ Re-seeding Inspection
 - ☐ Final Planning & Building Approval
 - ☐ Final Approval & Certificate of Occupancy
 - ☐ Security Release

OTHER LINKS

Title 9 Land Management Code - Chapter 12 - Design Standards for Construction & Development

<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2023/05/Chapter-12-Design-Standards-for-Construction-Development.pdf>

Title 9 LMC Chapter 7 - Zone District Regulations

<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2023/05/Chapter-7-Zone-District-Regulations.pdf>

General Design Info for Brian Head- Snow load etc

<https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2024/11/GENERAL-DESIGN-INFO-RMATION-FOR-CONSTRUCTION-Table-R301.2-rev.-11-20-24.pdf>

To connect to City Water complete & turn in 48 hrs in advance - meters are provided fchs basis

https://cdn.townweb.com/brianheadtown.utah.gov/wp-content/uploads/2023/05/Utility_Agreement_Update_d_Fill_in_April_2022_20220531163431.pdf

SW UT Public Health Dept. Septic Systems

<https://swuhealth.gov/septic-systems/>

Brian Head Town

<https://brianheadtown.utah.gov/>

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