PERMIT APPLICATION

TIP - Getting to the information you want:

If you are looking for specific steps, click on the box of the task you want more information about. It will take you directly to the page with the task’s step-by-step.
1. Login to Citizen Access Portal

1. Register for an account

Go to [www.slcpermits.com](http://www.slcpermits.com) and follow the steps to create an account. If you already have an account, skip this step.

2. Login

Insert account information and click “Login”.

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com

[www.slc.gov/buildingservices/building-permits](http://www.slc.gov/buildingservices/building-permits)
PERMIT APPLICATION

2. Create and submit application

1. Select the “Building” tab

2. Click “Apply for a Permit”

Make sure your name is showing on the refreshed page. You need to be logged in to access your account information and apply for a permit.

The page will also show all previous permit records associated with the account.

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www.slc.gov/buildingservices/building-permits
Accept user terms

Select a permit type

Read the terms, check the box and click “Continue Application”.

Mark the permit type and click “Continue Application”. Choosing the incorrect permit type will result in a voided permit.

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TIP - Choosing the right permit type:

- Permits are separated by Residential or Commercial. Pick based on the proposed use.
- “Accessory Dwelling Units” are for the construction of secondary living units in a single-family property. For other accessory structures, choose “Detached Garage”.
- “Demolition” are for the demolition of entire habitable principal structures. For partial and interior demolition and demolition of accessory buildings, choose “Building Permit”.
- “Site Development” are for site preparation only. It does not include new buildings, which should be applied for as “Building Permit”.
- “Electrical”, “Mechanical”, and “Plumbing” are for those specific trades, and does not include any building construction. They are also considered subpermits when required in conjunction with an approved Building Permit.

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TIP - Searching the address:

- Search by the street address OR the parcel number. Not both.
- When searching by street address, use only the house number and street name (leave out the direction and city). For example: In 321 E 200 S, type “321” as the house number and “200 S” as the street name. In 830 E 11th Avenue, type “830” as the house number and “11th” as the street name. Hit “Search”.
- Do NOT spell the street direction or an ordinal number (use N, S, E, W and 1st, 2nd, 3rd and so forth) and do NOT include the street type, such as “Street”, “Road”, “Avenue”, etc., in the street name.
- If the search comes with no results, confirm first that the property is located within Salt Lake City’s jurisdiction then give us a call for assistance.

5 Search the address

6 Select Applicant and Licensed Professional

Fill out the address OR the parcel number and hit “Search”. The other information will be automatically populated. Click “Continue Application”.

The “Applicant” is the primary contact for the permit, the person who should be contacted on this application. After adding both contacts, Click “Continue Application”.

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www.slc.gov/buildingservices/building-permits
7 Add permit detail information

Follow instructions to select review type and to include additional information about the permit application. Fill out all the required fields (*) and click “Continue Application.”

8 Review the application

Make sure all information is correct. Click “Edit” on any section to change it. Click “Continue Application.”

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www.slc.gov/buildingservices/building-permits
Application submitted

The green box confirms that the application has been submitted.

The invitation will be sent to the email provided for the “Applicant” in the permit application within minutes of completing application. If you can’t find it in the email inbox, check the junk inbox first, then give us a call.
PERMIT
APPLICATION

3. Upload Plans

Uploading plans
There are two ways to upload plans for plan review:

A. Access ProjectDox through the Citizen Access Portal. This option will not require a login and password to Project Dox.

B. Login to ProjectDox and use it as a separate system from the Citizen Access Portal.

The next pages include the step-by-step for each of these options. It is completely up to the applicant to decide which one to use.

Independently of the method chosen, permit communication will be made via emails sent by ProjectDox. Make sure to check your email, including the “junk” inbox, and make sure to add DoNotReplySLC@avolvecloud.com to the safe sender list to receive all emails.

Read the instructions included in the emails received. In the invitation email, the applicant will find Upload Requirements that must be followed. Ignoring these instructions will result in plans being rejected or add time to the review process.

Option A - Through the Citizen Access Portal

1. Click the permit number

After confirming the application was submitted, click the record number.
2 Select the “Plan Review” tab

3 Click “Applicant Upload Task”

The page will show pending tasks and other review information. After clicking the task, a new page will open directing you to ProjectDox (see step 4 ahead).

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www.slc.gov/buildingservices/building-permits
3. Upload Plans

Option B - Login to Project Dox

1. Login through Upload Task Assignment email

ProjectDox first-time users

If using ProjectDox for the first time, the invitation email will include a User Login and Temporary Password. Click “Permit Access Link” to enter account.

Along with the ProjectDox invitation email, an Upload Task Assignment email is sent. Click “Login to ProjectDox”.

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com

www.slc.gov/buildingservices/building-permits
TIP - Using ProjectDox
• ProjectDox can also be accessed by the direct link: https://slc-ut-us.avolvecloud.com or by searching the internet for “Salt Lake City ProjectDox”.
• Chrome is the preferred web browser when using ProjectDox. However, the system will work with most browser types.
• New pages will open while using ProjectDox. Disable any pop-up blockers you may have installed on your browser for best use of the program.
• ProjectDox offer instructional videos to help you use the program. These are located on the Login page (image below), under “Video Series”. Pages in the video may look a little different, but in general provide a similar step-by-step to set up your account, accept tasks and download approved plans.

2 Login to ProjectDox

Confirm that email and password are correct and click “Login”.

3 Accept Task

Select the “Tasks” tab, then click “Accept”.

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com
www.slc.gov/buildingservices/building-permits
4. Choose folder

5. Click “Select Files to Upload”

Click on the appropriate folder to upload your plan files.

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com

www.slc.gov/buildingservices/building-permits
6 Upload Files

A new page will open. Browse for the files or drag them directly into the marked area in the page. Once the files show on the page, click “Start Upload”.

7 Confirm upload

Uploaded files will show on the page. To upload into other folders, click “View Folders”. After uploading all files, check the box to confirm that upload task is completed.

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www.slc.gov/buildingservices/building-permits
4. Complete applicant task

1. Complete task

Confirm that the upload checkbox is marked, then click “Upload Complete - Start Precreen”.

2. Confirm

A confirmation message will show up to confirm the task is complete. Uploads will not be possible after clicking “OK” and until Precreen review is complete.

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Status updated on Citizen Access Portal

3

Congratulations!

You have successfully submitted your permit application. That does not mean you have a permit nor that the plans have been accepted, but it is one step closer.

Projects are not considered in plan review until they are accepted by our prescreening staff and the plan review fee is paid. A permit is not issued until the plan review is complete and all fees are paid.

We are working diligently to get your application moving forward. To get updates on the review, refer back to the project status in the Citizen Access Portal or ProjectDox.

If you have questions, send us an email or give us a call.

Refresh the Citizen Access Portal. The “To do task” should be “None”. Plans are now routed to the city and no further action is needed until prescreen review is completed.