



**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	n account	
	tizen Access Porta	apar to an Academic 🖄 Recept/Reports (2) 👻 🔒 Login
Home Building Business License Civil Enforcement	Engineering Events Fire Fix the Bricks Planning Re	Search Q •
Welcome to Salt Lake City Citizen Access Portal To Schedule/Reschedule/Cancel inspections, lookin here. OpenCounter is a new online tool for business development. This guid their business. In OpenCounter, Salt Lake City customers can now easi and their associated processes, and fees required. What would you like to do today? Select one of the areas below to locate an existing application by	g up permit details using mobile version, please click e makes it easier for applicants to find permit and zoning requirements for y learn where different use types are permitted, details on all City permits vCity Department:	Login Email Address: Password: Login »
Building Check/Research Permits Schedule an Inspection	Business License Check/Renew Licenses schedule an Inspection	Remember me on this computer The forgotten my password New Users: Register for an Account
Civil Enforcement Check/Research Permits Schedule an Inspection Events	Engineering Q Check/Research Permits	Learn more about Permit Manager: Register for an Account Constants Inspection Schedung Isteneowenes Inspection Schedung Schedule Inspections wing IVB Building Permit Agalication Instructions An Permit Malager

Go to <u>www.slcpermits.com</u> and follow the steps to create an account. If you already have an account, skip this step.



Insert account information and click "Login".



Select the "Building" tab

## 2. Create and submit application

	<i>j</i> (a)					
	n Ac	CESS F	Port	al Receipt/Reports (2) ♥	Account Ma	anagement 🔂 L
Home Building Business License Civil Enforcement Engineering Dashboard My Records My Account Advanced Searc	: Events Fi	re Fix the Bricks	Planning	Real Estate Servic	Search es more ▼	
Saved in Cart (0)	View Cart	My Collection (0)				View Collections
There are no items in your shopping cart right now	ι.		rou do not	have any collect	tions right nov	v.
Work in progress ①						View All Recor

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.



## Click "Apply for a Permit"

	NKE .		Citizen Acc	ess P	ortal			
		Announcen	nents Logged in as	ollections (0) 📃 C	Cart (0) 📔 Receipt/Rej	ports (5) 🔝 💈	Account Manag	gement 🗗 Logout
Home Build	ng Business Li	icense Civil Enforc	cement Engineering Events Fire	Fix the Bricks	Planning Real Esta	Se te Services	arch more 🔻	Q
Q <sub>Check/R</sub>	esearch Permits	✓ Apply for	a Permit	tion				
Records								
Showing 1-2 of 2	Add to collection   Add	i to cart						
Date	Record Number	Record Type	Description	Project Name	Address	Status	Action	Short Notes
06/02/2019	BLD2019-	Residential Roofing	Tear off and replacement of shingles on house and garage.	Re-roof	ADT W. CATHOLINHE IN, Suit Laws (Dig Sitt BHOLINHE)	Void Expired		
03/07/2017	BLD2017-0000	Residential Fencing	VOID PER APPLICANT REQUEST (TEST)fence	fence	Sold & CALPORNA Ass. Sat Later Dig Of BHDH/DD	Void		
Search for Bi Jntil further n nspection sch Enter information General Sea Search by A	uilding Permi otice the Salt L eduling. Inspe I below to search t arch ddress	ts ake City Building I ctions can be sche the Salt Lake City's Bui	Permits Office is closed to the publi eduled and will be conducted as nor Iding Permitting database. Permits can be s	c. Please submit rmal. searched by selectin	g any of the following:	onically. Th	here will be no	, interruption to

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

α.



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### Accept user terms

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	ļ	Announcements	Logged in as:	i≣ <sub>c</sub>	ollections (0)	Cart (0)	Receipt/Reports (5)	Account Manageme	nt Dogout
								Search	Q۰
ome Building Busi	ness License	Civil Enforcement	Engineering	Events Fire	Fix the Bricks	Planning	Real Estate Servi	ces more 🔻	
Q <sub>Check/Research</sub> Pe	rmits	Apply for a Pern	iit 🖬 <sub>Sche</sub>	dule an Inspec	tion				
Lake City Online Permi	it Application	_							
ome to City's Online Buildi	ing Permitting S	ystem. Using this system	you can submit and i	update informatic	n, pay fees, sched	ule inspections	, track the status of you	r application, and print your fi	nal permit all from
convenience of your nome	or office, 24-ho	urs a day.							
r: nd more information please	e visit our main i	veb page, forms page, o	r information page by	clicking on the li	nks below:				
ding Permit Web Page									
ding Permit Application V ding Permit Information I	<u>Norksheets &amp; F</u> Page	orms							
ding Permits Online Instr	uction Guides								
se "Allow Pop-ups from Thi	is Site" before p	roceeding. You must ac	cept the General Disc	laimer below befo	ore beginning you	application.			
eneral Disclaimer hile the Agency attempts to	o keep its Web in	formation accurate and	timely, the						
ency neither warrants nor i	makes represen	ations as to the functio	nality or						
ndition of this Web site, its mputer virus, or non-infrin	suitability for us gement of prop	e, freedom from interru rietary rights. Web mate	ptions or from rials have						
en compiled from a variety	of sources and	are subject to change w	ithout notice						
in the Agency as a result of	r updates and co	mections.	*						
have read and accepted the	e above terms.								
ontinue Application »									

Read the terms, check the box and click "Continue Application".

## **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.

## Select a permit type

Select a Permit Type
For assistance or to apply for a record type not listed below please contact us.
Please select your permit type from the list. You will then be asked to determine if the permit is Commercial or Residential.
Search
Commercial Accessory Building     Commercial Accessory Building     Commercial Building Permit     Commercial Diverses     Commercial Diverses     Commercial Electrical     Commercial Frichig     Commercial Frichig     Commercial Frichig     Commercial Frichig     Commercial Perform     Comme
Festornal Accessory Overling Unit      Residentia Building Permit      Residentia Building Permit      Residentia Building Permit      Residentia Detableto Garage      Residentia Detableto Garage      Residentia Fercing      Residentia Fercing      Residentia Fercing      Residentia Fercing      Residentia Storkeyy      Residentia Storkey      Residentia Sto
Add Contractor
Continue Application »

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



### **TIP** - Searching the address:

Search 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.

esidential Building Per	mit			
1 Step 1	2 Step 2	3 Step 4	4 Review	5 Record Issuance
itep 1: Step 1>Loca	ation			
ddress				* indicates a required fi
u will need to search for you ty are recorded with the Co w. map may be used to locat spulate. House Number: ity: Clear Clear	ur address in our database of address re unity. A general rule is to use less inform: e an address. Once you have found the . Direction: Select	cords. Enter some search criteria, click Search, and t tion than is needed. For example, if your permit is or ddress, use the arrow icon on the left to select the p set Name:	hen select the address. These are provide to Salt 100 South you would search on 100 S. In most roperty. From the "Action" icon you can select "U	Lake City by the County of Salt Lake and need to be exactly a cases the Street name will include the direction such as N. S. E be Property Information' and the address, parcel, and owner v
rcel				
nce you select a valid Salt La	ke City address, the Parcel information	vill automatically fill. You will NOT be allowed to m	odify this information.	
Parcel Number:		nn de national se		
egal Description:	Land	Jse: (7)		
gar b comp dom				

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

## Select Applicant and Licensed Professional

°. 11.4		en Access	Portal	
	Announcements Logged in	as Collections (0)	Cart (0)	Logout Management 한 Logout
			_	
Home Building Business Lice	nse Civil Enforcement Engineer	ing Events Fire Fix the Brick	s Planning Real Estate Services	earch Q • more •
Q Check/Research Permits	Apply for a Permit	Schedule an Inspection		
Residential Building Permit				
1 Step 1	2 Step 2	3 Step 4	4 Review	5 Record Issuance
Step 2:Step 2>Contacts				* indicates a required field
Applicant				interference e require e rinte
To add a new contact, click the Add Contact link.	To edit a contact, click the link next to a contact r	iame.		
Select from Account Add Ne	•••			
Licensed Professional				
To add a new Licensed Professional, click the Ac in the list.	dd Licensed Professional link. To find a Licensed f	Professional, enter the search criteria and click th	e Search button. To edit an existing Licensed Prof	essional, select the Licensed Professional number
NOTE: Home Owners should select "Professio	nal" as the License Type and enter 00000 for th	e State License Number lookup.		
Add New Look Up				
Continue Application »				Save and resume later

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".





## Add permit detail information

Step 3:Step 4:	Page 1	
Buildng Perm	it Detail	*indicates a required field.
BUILDING PERMIT	hmt plans electronical): seiect FES on Phylect Dax.	
*Use Type (Permit):	-5686-	
Permit Details/Comments:		
Project Dox:	€ Yes ⊖ No	
EXPEDITED Choose Review Process Salt Lake City Standard Salt Lake City Expedite Permit by Inspector (Se State of Utah Linear Re	n Senser Deven Pross Alexandra de Anno Alexandra de Anno de	
Salt Lake City Standard Concurren Review Process:	{⊖ Yes ● No	
Salt Lake City Expedited Review: Permit By Inspector	() Yes ⊛ No : () Yes ⊛ No	
State of Utah Linear Review Process:	○ Yes ❀ No	
SUITE If there is a Suite # for y	soar work location ploane enter it here	
Suite #:		
Detail Inform	stion	
Detait morn		
Project Name indicate	s the project such as City Greek or Jones House Remodel. Please add Detailed Description. Nore details will facilitate the issuance of the permit.	
<ul> <li>Project Name:</li> </ul>		
Detailed Descript	ion: 0	
spell check		
Additional Inf	ormation	
• Job Value(\$): o	0	
Continue Appli	cation »	we and resume later

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

Step 4: Review				
Continue Application »				Save and resume later
Please review all information below. Click the "Edit" bu	ttons to make changes to sections or "Cont	inue Application" to move on.		
Record Type				
		Commercial Building Pern	nit	
Address				Edit
Salt Lake City				
Parcel				Edit
Parcel Number: Land Use: GOVERNMENT BUILDING/LAND Legal Description: 0227. ALL OF BLK 38, PLAT A, SLC S	URVEY			
Owner				Edit
SALT LAKE CITY PO BOX 145460 SALT LAKE CITY UT 84114 546				
Applicant				Edit
SALT LARE CITY PO BOX 145460 SALT LARE CITY, UT, 84114 546 ⊷Malt				
Licensed Professional				Edit
sait Lake City, 84111	PROFESSIONAL -00000			
Buildng Permit Detail				

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



### Application submitted

	Citizen Access Portal
	📕 Announcements 🛃 Logged in as 🔤 Collections (b) 🖬 Cart (b) 🖺 Receipt/Reports (b) 💎 🖪 Account Management 🙆 Logout
Home Building	Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more 💌
Q <sub>Check/Researc</sub>	ch Permits Schedule an Inspection
1 Select item to pay	2 Payment 3 Receipt/Record issuance
Step 3:Receipt/I	/Record issuance
For eCheck payment, plea:	ase click on Receipt/Reports link on the top right corner than select Online EFT Receipt to print your receipt.
Click the permit n review.	number and then the 'Plan Review Tab' to submit construction drawings for plan
Receipt	
Your app Please pr	plication(s) has been successfully submitted. rint your record(s) and retain a copy for your records.
in an sa	alt Lake City
BLD2022-	
The areen	n box confirms that the application has been submitted.

ProjectDox invitation will be sent to your email

#### Applicant Upload Task Assignment

#### Attention [UserFirstName]:

You have been assigned a task on Project: [Project.Name]

Please Login to ProjectDox to begin your task.

Project:	[Project.Name]
Task:	[Activity.Name]
Project Acce	ss   Login to ProjectDox

Important Upload Instructions:

Each Project should include an index.

All submissions must be in PDF format to be accepted into ProjectDox for plan review.

Each sheet should be oriented so that no rotation of the document is required for plan review.

All Drawing sheets should be broken out into individual PDF files to be considered for plan review. Specs, Calcs, Reports, etc should be loaded as individual packages.

Each drawing pdf sheet name should be named with a discipline designator with sheet number and the sheet name. The naming convention should follow industry standards.

Do not include special characters in the file name.

Example of what the drawings folder should look like:

- IndexT.1 Title Sheet
- A.1 Floor Plan
- S.1 Structural Floor Plan
- E.1 Electrical Plan

Additional submission instructions are available on the ProjectDox Login Page and on our website @ https://www.slc.gov/buildingservices/self-help-instructions/

Many permit types require Checklists and additional Forms to be included with the submission. See our Worksheets and Forms Page @ https://www.slc.gov/buildingservices/applications-forms/

Once the project has been uploaded to the portlet and your project team has been created, please complete the applicant submit task to initiate the plan review process.

A building permit is not considered accepted for plan review until it has been approved by the pre-screening staff and the plan check fee has been paid.

If you need further assistance, please contact the Permit Processing Staff at 801-535-7968 or slcpermits@slcgov.com

Please do not reply to this email.

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.

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



## **3. Upload Plans**

## **Option A** - Through the Citizen Access Portal

## **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 <u>add DoNotReplySLC@avolvecloud.com to the safe sender list</u> to receive all emails.

<u>Read the instructions included in the emails</u> 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.

с Гт, СТ.Т.	Citizen Access Portal Announcements 🗠 Logged in as 📾 Collections (0) 🖬 Cart (0) 🔹 Receipt (Reports (5) 🗸 🗳 Account Manage	ement 🔂 Logout
me Building Business	Search	Q.
Check/Research Permit:	Apply for a Permit     Schedule an Inspection      Secent Record     Supervised	
r eCheck payment, please click on R lick the permit number a eview. eceipt	Reports link on the top right comer then select Online EFT Receipt to print your receipt. hen the "Plan Review Tab" to submit construction drawings for plan	
Your application(s) Please print your re-	en successfully submitted. ) and retain a copy for your records.	

After confirming the application was submitted, click the record number.





### Select the "Plan Review" tab

		C	itizer		cess I	Port	al		
	ļ	Announcements	Logged in as		Collections (0)	Cart (0) 📲		Account Manag	iement 🔂 Logout
Home Building	Business License	Civil Enforcement	Engineering	Events Fir	e Fix the Bricks	Planning	Real Estate Service	Search s more ▼	۵.
Q <sub>Check/Researc</sub>	ch Permits	Apply for a Permit	Scher	dule an Inspe	ction				
Record BLD2022- Residential Buildi	ng Permit		K						Add to cart Add to collection
Record Info 🔻	Payments	Plan Revi	ew						
Work Location									
Salt Lake City									
Record Details									
Applicant: SALT LAKE CITY PO BOX 145460	94114 546	License Salt L	d Professional: ake City, UT, 84111						

## B 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).



## **3. Upload Plans**

### ProjectDox first-time users

#### Welcome to Online Submission

## NEW ACCOUNT REQUEST

Welcome to Online Submission!

Before gaining access, you must confirm your account.

TIP: Set New Password Now Your verification code will expire quickly. If it has expired, you can click on Login and request another to be sent by email.

#### Your login:

gkersex@dweltdesignstudia.com Verification code: FA967A()good until 12/9/2023 12:03:54 PM

To set a new password, please click on "Login" below.

To confirm account and set your password

Please do not reply to this email.

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.

## **Option B** - Login to Project Dox



### Login through Upload Task Assignment email

#### Applicant Upload Task Assignment

#### Attention [UserFirstName]:

You have been assigned a task on Project: [Project.Name]

Please Login to ProjectDox to begin your task.

Project:	[Pro	ject.Name]
Task:	[Act	ivity.Name]
<b>Project Acces</b>	ss	Login to ProjectDo

Important Upload Instructions:

Each Project should include an index

All submissions must be in PDF format to be accepted into ProjectDox for plan review.

Each sheet should be oriented so that no rotation of the document is required for plan review.

All Drawing sheets should be broken out into individual PDF files to be considered for plan review. Specs, Calcs, Reports, etc should be loaded as individual packages.

Each drawing pdf sheet name should be named with a discipline designator with sheet number and the sheet nam The naming convention should follow industry standards.

Do not include special characters in the file name.

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



## **TIP** - Using ProjectDox

- ProjectDox can also be accessed by the direct link: <u>https://slc-ut-us.avolvecloud.</u> <u>com/</u> 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.

## Login to ProjectDox

E-mail: Password: Continue Plan Review Continue Plan Review Continue Plan Review Continue Plan Review Projection: 40,000 Add Projection: Projection: Continue Add Projection: Continue Add Proj	15 A.S.	General Disclaimer While the Agency atte Agency neither warran condition of this Web- computer virus, or nor compiled from a variet	mpts to keep its Web information accur ts nor makes representations as to the site, its suitability for use, freedom from -infringement of proprietary rights. We y of sources and are subject to change	ate and timely, the functionality or interruptions or from b materials have been without notice from
0.2222 Archeve Software. ProjectDex (Version 52.8317) are trademarks     of Aroleve Software. ProjectDex (Version 52.8317) are trademarks     of Aroleve Software. ProjectDex (Version 52.8317) are trademarks     OFFICE CONTROL OF A TASK    DOWNLOADING APPROVED PLANS	Online Plan Revie	E-mail: Password: W Logi	n Forgot your password?	
VIDEO SERIES GETTING STARTED    ACCEPTING A TASK    DOWNLOADING APPROVED PLANS ProjectDox:  To add ProjectDox  to your develops by your develo	© 2022 Avolve Softw	are. ProjectDox (Version 9.2.8.909) a of Avolve Software. All	nd ProjectFlow (Version 9.2.8.917) are trademar rights reserved.	ks avoit
ProjectDox To add ProjectDox to your favorities	GETTI	VIDI NG STARTED    ACCEPTING A T	EO SERIES ASK    DOWNLOADING APPROVED PLA	NS
Click here	Proj	ect <mark>Dox</mark>	To add ProjectDox to your favorites Click here	

Confirm that email and password are correct and click "Login".

## 3 Accept Task

#### **ProjectDox** Home Q Project: Enter project name Create Project All Tasks All Reports 1 Logout 2 Admin Standard Task List Tasks Refresh Save Setting Priority DUE DATE PROJEC GROU STATUS PRIORITY CREATE I Building TEST Medium 2/3/22 2:24 PM 2/2/22 2:24 PM Accept Applican 1 - 1 of 1 record

#### Select the "Tasks" tab, then click "Accept".

## Choose folder

APPLICANT UPLOAD	ProjectFlow BUILDING	APPLI
Permit Information Applicant Contacts Fees Resources		Permit Infor
Application Number 8LD2022- Application Type Building/Permit/Residential/NA Description TEST Balance Due 0		Appl A
Task Instructions Learn how After you have successfully uploaded all required plans and documents, please click the (Upload Complete) bu	uton.	Task Instru After you have s
File Upload for: BLD2022-		File Upload f
Select the destination folder to upload your files: Learn how Select arrow next to folder to expand folder list.		Select your
Drawings		
C Specifications		🗀 Dr
Calculations		
C Soils SWPP and Drainage Reports		
Energy Reports		
City Required Forms		Invite/Remo
Fire Submittals		invite/Kemo
Approved Drawings and Documents		Invit
Coordinator Removed Files - Misloads		-   ·
C Quick Review		
Additional City Information		
Inspection Closeout Documents		

## Click "Select Files to Upload"

	NT OF LOAD			BUILDING
Permit Information	Applicant Contacts Fees Resourc	ces		
Application N Applicatio Desc Balan	umber 8LD2022- Type Building/Permit/Residential/NA iption TEST ce Due 0			
Task Instruction	Learn how			
After you have successful	y uploaded all required plans and documents,	please click the (Upload Complete) butt	on.	
File Upload for: BLD	oad to this folder: Learn how			
File Upload for: BLD: Select your files to up Select Files to Uplo	Co22 Co22 Co24 Co24 Co24 Co24 Co24 Co24			
File Upload for: BLD: Select your files to up Select Files to Uplo Drawings	Coad to this folder: Learn how			
File Upload for: BLD: Select your files to up Select Files to Uplo Drawings	Coad to this folder: Learn how ad View Folders t User  Φ κ Upload Only	Remove from Group:	Upload Only V	
File Upload for: BLD: Select your files to up Select Files to Uplo Drawings	Coad to this folder: Learn how ad View Folders t User User Upload Only	Remove from Group: Name:	Upload Only V	

Click on the appropriate folder to upload your plan files.



## Upload Files

ProjectDox	Close Window
Folder: BLD2022 \Drawings	
Browse For Files or drag files into this area.	Start Upload
🖼 3.5png	0B/174.89KB ×
0 of 1 uploaded Hide Details	
	0B/174.89KB
Orange files are new uploads	
Blue files are new version uploads Red files apper to be same as previously uploaded (will likely be discarded)	

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".

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.



## Confirm upload

After you have successfully	uploaded all required plans and documents, please click the (Upload Complete) button.
File Upload for: BLD20	22-
Select your files to uplo	ad to this folder: Learn how
<ul> <li>Drawings (2 - :</li> </ul>	Vew Holders
Invite/Remove Project	
Invite to Group: First Name:	Upload Only     Remove from Group:     Upload Only       Name:
Email:	Invite User
Confirmation 🛛 🛛 🕢	
Upload Task Complet	e (I have uploaded all required drawings and/or documents) "Required
	Upload Complete - Start Prescreen Save For Later



## 4. Complete applicant task

1 Complete task	2 Confirm
After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.	🗶 Applicant Upload - Google Chrome - 🗆 🗙
	sic-ut-us.avoivecloud.com/ProjectDox/WebUJ/WorkflowEorms/Eform.asov28emoteInvoke_true8wflowTaskID=184497&autoAssinnTask=true
File Upload for: BLD2022-	After you have successfully uploaded all required plans and a slc-ut-us.avolvecloud.com says slc-ut-us.avolvecloud.com says
Select your files to upload to this folder. Learn how	File Upload for: BLD2022-
Select Files to Upload View Folders	Select your files to upload to this folder: Learn how
Trawings (2 - 3 New)	Select Files to Upload View Folders  Drawings (2 - 3 New)
Invite/Remove Project User	Invite/Remove Project Heer
Invite to Group: Upload Only V Remove from Group: Upload Only V First Name: V Last Name: V Remove User	Invite to Group: Upload Only V Remove from Group: Upload Only V First Name: Name: Remove from Group: Upload Only V Remove from Group: Upload Only V First Name: Remove from Group: Upload Only V Remove from Group
Email:	Email: Invite User
Confirmation	Confirmation
	Upload Task Complete (I have uploaded all required drawings and/or documents) "Required
Upload Complete - Start Prescreen Save For Later	Upload Complete - Start Prescreen Save For Later

Confirm that the upload checkbox is marked, then click "Upload Complete - Start Preescreen".

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



## 3

## Status updated on Citizen Access Portal

	Announcements	Logged in as	≔ <sub>Collections (0)</sub>	Cart (0) 🖹 Receipt/Reports (	5) ♥ Account Management Dogo
					Search Q
Home Building Business License	Civil Enforcement	Engineering Events	Fire Fix the Bricks	Planning Real Estate Se	rvices more 🔻
Q Check/Research Permits	✓Apply for a Perm	it 🗖 Schedule an I	nspection		
Record BLD2022-					Add to ca Add to collectio
Record Info V Payments	• Plan Re	view			
Plan Review					
To do task: None					
Plan Review Status:					
Review Type: Building Permit Total Number of Files: 2 View upload	ded files				
Time Elapsed: 0 days 5 hrs Prescreen Review Comments (Unreso	lved): 0 View prescre	en review comments			
Time with Jurisdiction: 0 days 0 hrs Time with Applicant: 0 days 5 hrs					
Status: Prescreen Prescreen: 0 days 0 hrs					
Current Non-Completed Tasks: 1 Prescreen Review Task: 0 days 0 hrs					

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.

## **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.

