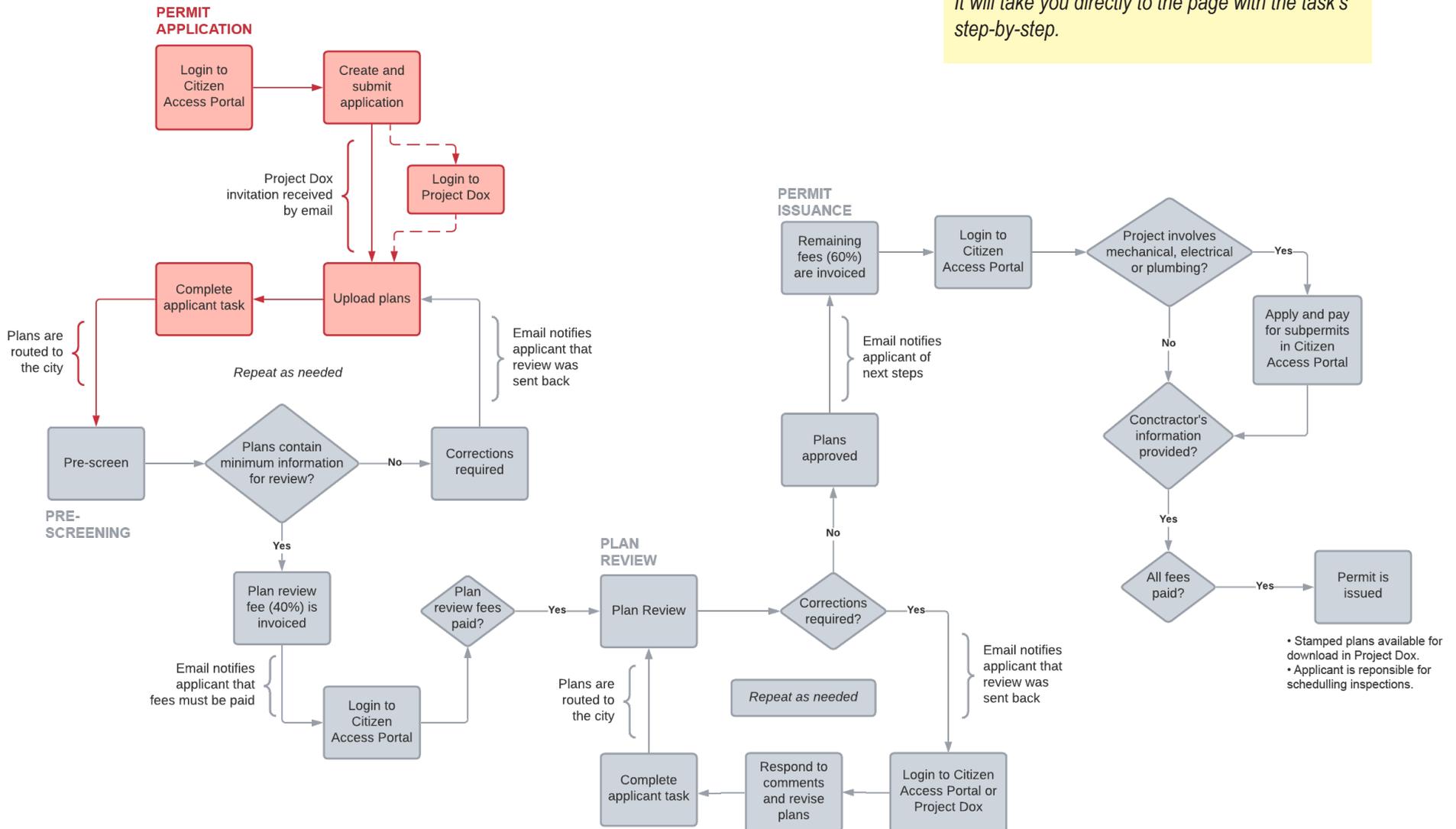


PERMIT APPLICATION

TIP - Getting to the information you want:

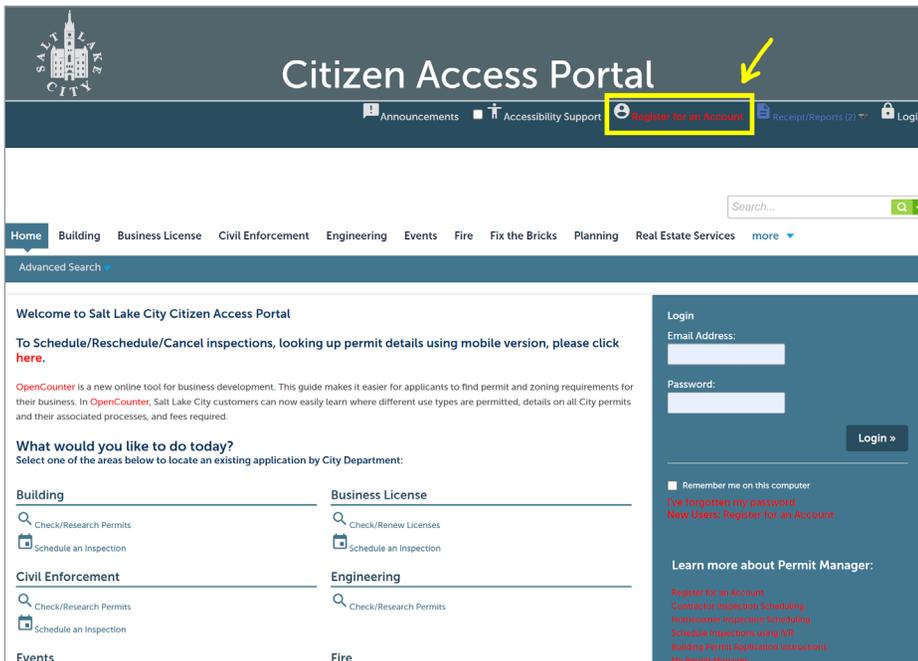
If you are looking for specific steps, click on the box of the task you want more information about. It will take you directly to the page with the task's step-by-step.



PERMIT APPLICATION

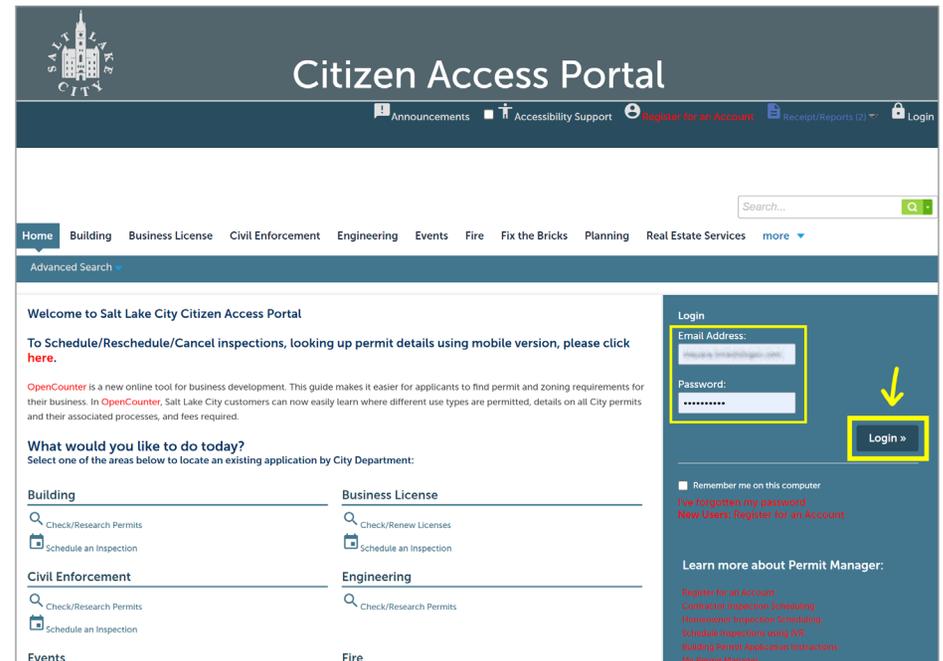
1. Login to Citizen Access Portal

1 Register for an account



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

2 Login



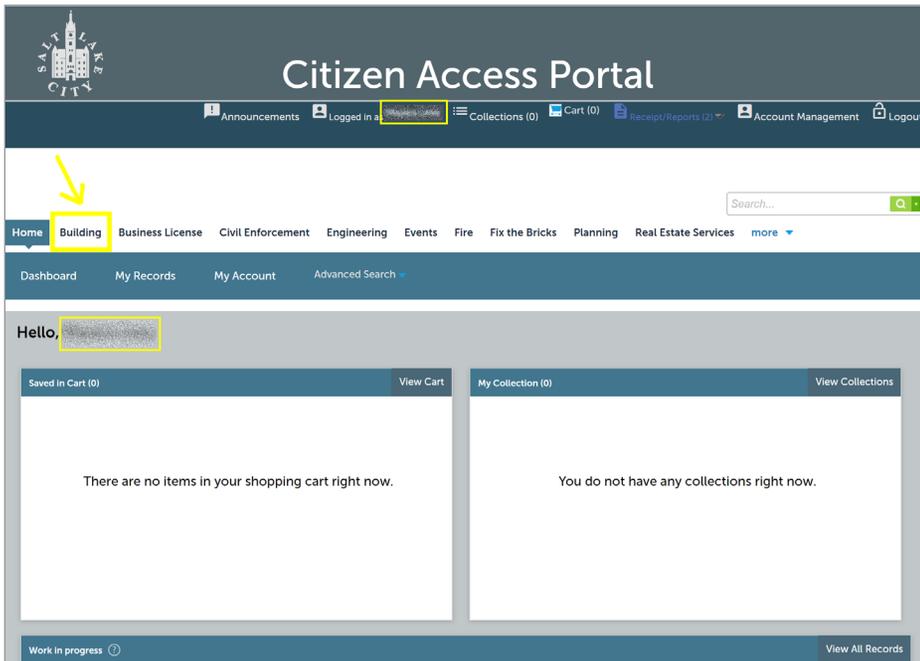
Insert account information and click "Login".



PERMIT APPLICATION

2. Create and submit application

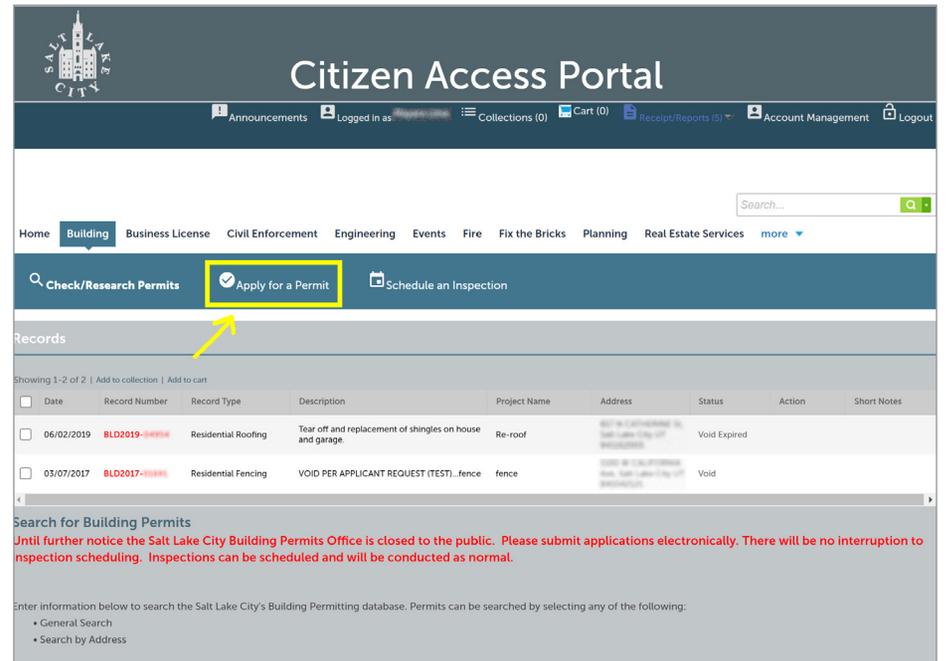
1 Select the “Building” tab



The screenshot shows the Citizen Access Portal interface. The 'Building' tab is highlighted in the navigation menu. The user is logged in as 'johndoe@slc.gov'. The main content area shows a 'Hello, [redacted]' greeting and two empty sections: 'Saved in Cart (0)' and 'My Collection (0)'. A yellow arrow points to the 'Building' tab in the navigation menu.

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.

2 Click “Apply for a Permit”



The screenshot shows the Citizen Access Portal interface. The 'Apply for a Permit' button is highlighted in the navigation menu. The user is logged in as 'johndoe@slc.gov'. The main content area shows a 'Records' section with a table of permit records. A yellow arrow points to the 'Apply for a Permit' button.

Date	Record Number	Record Type	Description	Project Name	Address	Status	Action	Short Notes
06/02/2019	BLD2019-00004	Residential Roofing	Tear off and replacement of shingles on house and garage.	Re-roof	101 W. CATHEDRAL BL, Salt Lake City UT 84143	Void Expired		
03/07/2017	BLD2017-00004	Residential Fencing	VOID PER APPLICANT REQUEST (TEST)...fence	fence	101 W. CATHEDRAL BL, Salt Lake City UT 84143	Void		

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



- 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.

3 Accept user terms

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

4 Select a permit type

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



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

Residential Building Permit

1 Step 1 2 Step 2 3 Step 4 4 Review 5 Record Issuance

Step 1: Step 1 > Location

Address

You will need to search for your address in our database of address records. Enter some search criteria, click **Search**, and then select the address. These are provided to Salt Lake City by the County of Salt Lake and need to be exactly as they are recorded with the County. A general rule is to use less information than is needed. For example, if your permit is on 100 South you would search on 100 S. In most cases the Street name will include the direction such as N, S, E, or W.

The map may be used to locate an address. Once you have found the address, use the arrow icon on the left to select the property. From the "Action" icon you can select "Use Property Information" and the address, parcel, and owner will populate.

*House Number: Direction: Street Name:

City:

Search **Clear**

Parcel

Once you select a valid Salt Lake City address, the Parcel information will automatically fill. You will NOT be allowed to modify this information.

*Parcel Number:

Legal Description: Land Use:

Search **Clear**

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

6 Select Applicant and Licensed Professional

Citizen Access Portal

Announcements Logged in as [username] Collections (0) Cart (0) Receipts/Reports (5) Account Management Logout

Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more

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

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account Add New

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

NOTE: Home Owners should select "Professional" as the License Type and enter 00000 for the 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”.



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".



9 Application submitted

The screenshot shows the 'Citizen Access Portal' for Salt Lake City. The user is logged in as 'Permitting User'. The navigation menu includes 'Building', 'Business License', 'Civil Enforcement', 'Engineering', 'Events', 'Fire', 'Fix the Bricks', 'Planning', and 'Real Estate Services'. The 'Building' tab is active, and the 'Apply for a Permit' button is highlighted. The 'Step 3: Receipt/Record issuance' section is displayed, with a green box containing a checkmark and the text: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.'

The green 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 Access 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:

- Index
- T.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/](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.



PERMIT APPLICATION

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 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.

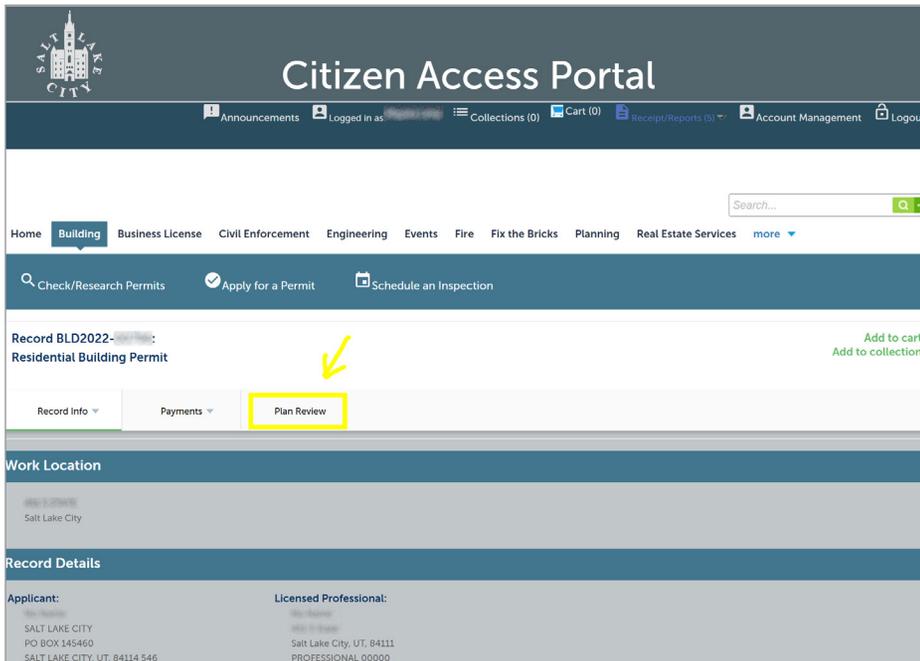
1 Click the permit number

The screenshot shows the 'Citizen Access Portal' interface. At the top, there's a navigation bar with links for 'Home', 'Building', 'Business License', 'Civil Enforcement', 'Engineering', 'Events', 'Fire', 'Fix the Bricks', 'Planning', and 'Real Estate Services'. Below this is a search bar and a menu with 'Check/Research Permits', 'Apply for a Permit', and 'Schedule an Inspection'. A progress bar indicates the current step is '3 Receipt/Record issuance'. A green notification box with a checkmark says: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this, a blue box displays the permit number 'BLD2022-00001' with a yellow arrow pointing to it.

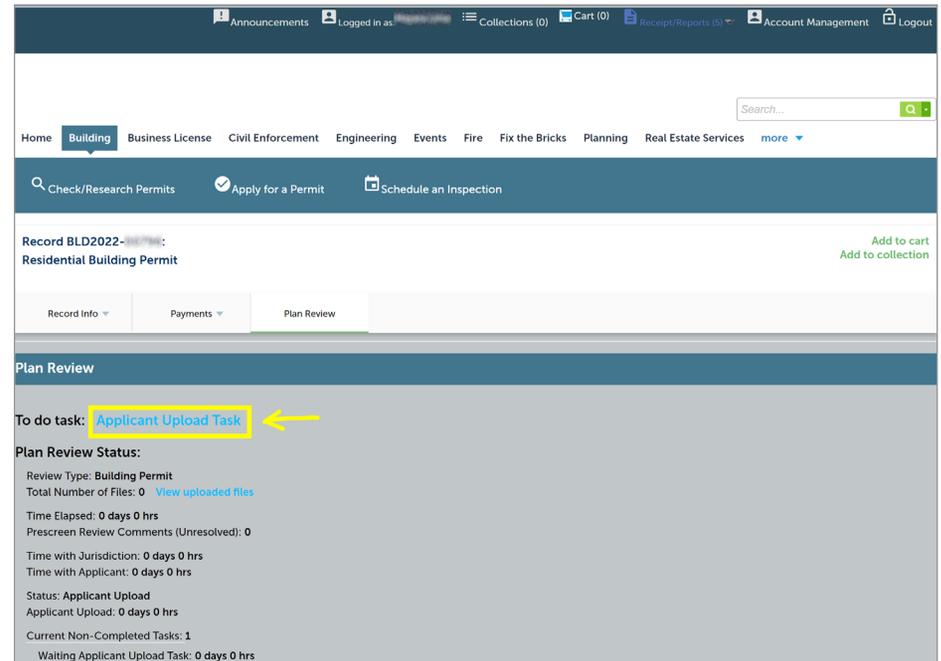
After confirming the application was submitted, click the record number.



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).



PERMIT APPLICATION

3. Upload Plans

Option B - Login to Project Dox

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:
~~skersy@dwelldesignstudio.com~~
Verification code: ~~699074~~ 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.

1 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:	[Project.Name]
Task:	[Activity.Name]

Project Access | **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.

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: <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

SALT LAKE CITY BUILDING SERVICES

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Online Plan Review
SALT LAKE CITY BUILDING SERVICES

E-mail:

Password:

Login ←

Forgot your password?

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avolve

VIDEO SERIES
GETTING STARTED || ACCEPTING A TASK || DOWNLOADING APPROVED PLANS

ProjectDox

To add ProjectDox to your favorites
Click here

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

3 Accept Task

ProjectDox

Home Search Project: Enter project name Create Project All Tasks All Reports Logout Admin

Standard Task List **Tasks** Projects

Refresh Save Settings All Overdue Priority Show 13 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT TY...	DESCRIP...
Accept	Applicant Upload Task	BLD2022	Applicant	Pending	Medium	2/3/22 2:24 PM	2/2/22 2:24 PM	Residential Building Permit	TEST

1 - 1 of 1 records

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



4 Choose folder

The screenshot shows the 'APPLICANT UPLOAD' interface. At the top, there are navigation tabs: 'Permit Information', 'Applicant', 'Contacts', 'Fees', and 'Resources'. Below the tabs, the application details are displayed: 'Application Number BLD2022-...', 'Application Type Building/Permit/Residential/NA', 'Description TEST', and 'Balance Due 0'. A 'Task Instructions' section follows, with a 'Learn how' link and a note: 'After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.' Below this is a 'File Upload for: BLD2022-...' section. The main area contains a list of folders to choose from, with a yellow box highlighting the 'Fire Submittals' folder. Other folders include 'Drawings', 'Specifications', 'Calculations', 'Soils SWPP and Drainage Reports', 'Energy Reports', 'City Required Forms', 'Approved Drawings and Documents', 'Coordinator Removed Files - Misloads', 'Quick Review', 'Additional City Information', and 'Inspection Closeout Documents'.

Click on the appropriate folder to upload your plan files.

5 Click "Select Files to Upload"

This screenshot shows the same 'APPLICANT UPLOAD' interface as the previous one, but with a yellow arrow pointing to the 'Select Files to Upload' button. The button is highlighted with a yellow box. Below the button, there is a 'View Folders' button and a folder icon labeled 'Drawings'. The rest of the page content, including the application details and the 'Invite/Remove Project User' section at the bottom, remains the same.



6 Upload Files

ProjectDox

Folder: BLD2022 \Drawings

Browse For Files or drag files into this area

Start Upload

3.5.png 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 appear 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”.

7 Confirm upload

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

File Upload for: BLD2022 \Drawings

Select your files to upload to this folder: Learn how

Select Files to Upload View Folders

Drawings (2 - 3 New)

Invite/Remove Project User

Invite to Group: Upload Only

Remove from Group: Upload Only

First Name: Last Name: Email: Invite User

Name: Remove User

Confirmation

*Upload Task Complete (I have uploaded all required drawings and/or documents) *Required

Upload Complete - Start Prescreen Save For Later

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.



PERMIT APPLICATION

4. Complete applicant task

1 Complete task

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

File Upload for: BLD2022-[REDACTED]

Select your files to upload to this folder: [Learn how](#)

▶ Drawings (2 - 3 New)

Invite/Remove Project User

Invite to Group: Remove from Group:

First Name: Name:

Last Name: Remove User

Email:

Confirmation

*Upload Task Complete (I have uploaded all required drawings and/or documents) *Required

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

2 Confirm

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

File Upload for: BLD2022-[REDACTED]

Select your files to upload to this folder: [Learn how](#)

▶ Drawings (2 - 3 New)

Invite/Remove Project User

Invite to Group: Remove from Group:

First Name: Name:

Last Name: Remove User

Email:

Confirmation

*Upload Task Complete (I have uploaded all required drawings and/or documents) *Required

slc-ut-us.avolvecloud.com says
Completing this task will finish your participation in this step and cannot be undone. Are you sure you want to complete the task?

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

The screenshot displays the Citizen Access Portal interface. At the top, there is a navigation bar with links for Announcements, Logged in as [user], Collections (0), Cart (0), Receipts/Reports (0), Account Management, and Logout. Below this is a search bar and a main navigation menu with categories like Home, Building, Business License, Civil Enforcement, Engineering, Events, Fire, Fix the Bricks, Planning, Real Estate Services, and more. A secondary menu includes Check/Research Permits, Apply for a Permit, and Schedule an Inspection. The main content area shows a record for 'Residential Building Permit' with tabs for Record Info, Payments, and Plan Review. The Plan Review tab is active, showing a 'To do task: None' status, which is highlighted with a yellow box. Below this, the 'Plan Review Status' section provides details: Review Type: Building Permit, Total Number of Files: 2 (with a link to view uploaded files), Time Elapsed: 0 days 5 hrs, Prescreen Review Comments (Unresolved): 0 (with a link to view prescreen 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, and 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 pre-screening 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.

