



TIP - Getting to the information you want:

If you are looking for specific steps, click on the

1. Pre-screen

Pre-screen process

The pre-screen process evaluates if the plans submitted for review contain the minimum information necessary for Plan Review.

Once the permit application is received, our permit processors route the plans to the pre-screening staff. In general, the pre-screening involves Zoning and Building Code taking a preliminary look at the documents submitted, identifying missing items, and indicating to our processors which departments will need to perform the Plan Review of the proposal.

Note that the pre-screen process is only a preliminary scan of the plans, and it is not intended to provide a comprehensive list of missing items. Additional, more in-depth information, may be required during the Plan Review process.

No action is needed from the applicant while the pre-screen review is ongoing and uploads are disabled. After the pre-screening staff completes their task (typically in 1-2 business days), the review is routed back to the applicant.

In submitting the plans, it is very important to <u>read the instructions included</u> <u>in the emails</u> and to address reviewer's comments. Drawings must be uploaded according to the Upload Requirements included in the ProjectDox invitation email. If instructions are ignored, plans may be rejected at prescreening or time added to the overall pre-screen process.



Login to the Portal to check status

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Show	ing 1-5 of 5	Add to collection 1 Add	to car							
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Seai Unti	rch for Bi	uilding Permi	ts ake City Building P	ermits Office is clos	ed to the publi	c. Please subm	it applications elect	ronically. Th	ere will be no	interruption to

Login to the Citizen Access Portal. Select the "Building" tab to see all permit records associated with the account and click on the permit you are working on.



Check review status

📕 Announcements 🖪 Logged in as 🐜 E Collections (0) 🔲 Cart (0) 🗎 Receipt/Reports (5) 💌 🖪 Account Management 🛱 Log
Search Q
Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more 💌
Q Check/Research Permits SApply for a Permit Schedule an Inspection
Record BLD2022 Add to c Residential Building Permit Add to collecti
Record Info V Payments V Plan Review
Plan Review
To do task: None
Plan Review Status:
Review Type: Building Permit Total Number of Files: 2 View uploaded files
Time Elapsed: 0 days 5 hrs Prescreen Review Comments (Unresolved): 0 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 Prescreen Review Task: 0 days 0 hrs

Select the "Plan Review" tab. When pre-screening is ongoing the "Status" will be "Prescreen" and the "To do task" will be "None".

B Uploads are disabled

lasks	Files	Status	Info	Reports	Discuss	Reviews	BLI	D2022	TEST										
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- 1 of 1	records																l∈ ∢F	rev	Next ≽ →

ProjectDox will show no tasks during the review. Uploads are disabled but other information is viewable to the applicant under the project tabs.



Plans contain minimum information for review? No

2. Corrections Required

Notification email		2 Access through the Portal	
Prescreen Corrections for) Cart (0) Receipt/Reports (5) V Account Management D Logout
DoNotReplySLC@avolvecloud.com	$\begin{array}{c c c c c c c c c c c c c c c c c c c $		
(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.			Search Q •
	<u>^</u>	Home Building Business License Civil Enforcement Engineering Events Fire Fix the Br	ricks Planning Real Estate Services more 🔻
Prescreen Corrections		${\sf Q}_{\sf Check/Research Permits}$ ${igstarrow}_{\sf Apply}$ for a Permit ${lackstarrow}_{\sf Schedule}$ an Inspection	
Attention *****:			
The plan review submission for Project: BLD2022 has been reviewed by the Building Permits Pre- Screening Staff and corrections have been requested before the project can be accepted for plan review.		Record BLD2022- Residential Building Permit	Add to cart Add to collection
Please respond to the Pre-Screening review by taking the following steps:			
Review correction comments and requirements by accessing the ProjectDox site and reviewing the checklist items.		Record Info v Payments v Plan Review	
Checklist items are available by accepting the Prescreen Conections task, and then clicking the Checklist items Tab. Immorphylic longer theme may be deleted by clicking the x			
Responses should be included in the Checklist in the Applicant Column. One all reviewe have been submitted places complete the tack to re-route the project back to the		Ptan Review	
 Once an revisions have been submitted, please complete the task to revioute the project back to the Building Permits Pre-Screening Staff. Once corrections have been understel for raview no artifitional submissions will be accented unless 		To de table Desenses Competing Table	
Please make corrections within 180 days of this notice to prevent this application from expiring.		lo do task: Prescreen Corrections Task	
		Plan Review Status:	
Project: BLD2022-		Total Number of Files: 2 View uploaded files	
Description: TEST Task: Prescreen Corrections		Time Elapsed: 3 days 0.5 hrs	
Project Access Login to ProjectDox		Prescreen Review Comments (Unresolved): 1	
		Time with Jurisdiction: 0 days 23.5 hrs Time with Applicant: 2 days 1.5 hrs	
If you need further assistance, please contact our front line staff @ 801-535-7968 or frontlinebldgapermit@slcgov.com		Status: Prescreen Corrections Prescreen Corrections: 1 days 20.5 hrs	
Please do not reply to this email.		Current Non-Completed Tasks: 1	
	-	Waiting Prescreen Corrections Task: 1 days 20.5 hrs	

Email is sent when pre-screen review is complete and corrections are required. Access application through the Portal (step 2) or click "Login to ProjectDox" (go to step 3).

Under the "Plan Review" tab, click "Prescreen Corrections Task" to access ProjectDox through the Citizen Access Portal. Move to step 4 ahead.



3

Accept task in ProjectDox

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Login to ProjectDox and click "Accept". A new page should open. If not, click "Prescreen Correction Task".

4 Review comments

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After you have successfully upload Resolve Review Comments Unresolved Comments Info Only Comments Files with Markups Plan Review File Upload for: BLD2022	ed all required plans and docume	ents, please click the (Resubmit for Pres	screen) button.	
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Select the destination folder to Select arrow next to folder to e	o upload your files: Learn how expand folder list.			
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Click "Review Comments" to see what corrections are required.



Respond to comments

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Respond to comments by typing in the yellow box. To add a question click "Add Comment / Ask Question". Close window. Upload new and revised files

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Unresolved Comments: 1				
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ile Upload for: BLD2022-)			
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Click on the appropriate folder to upload new and revised files.



Complete task

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DISCUSSION COMMENT CREATED 0 - 0 of 0 records Invite of Group: Upload Only First Name: Last Name: Email: Invite User Confirmation Confirmation Thuse uploaded the corrected documents and/or drawings as indicated above. "Required	Add Comment	Show 5 vecords
Invite /Remove Project User Invite to Group: Upload Only First Name: Last Name: Email: Invite User Confirmation Confirmation Invite User Invite Use	UISCUSSION COMMENT 0 - 0 of 0 records	PARTICIPANT CREATED He 4 Prev 1 Next (r) -91
Confirmation Co	Invite to Group: Upload Only First Name: Last Name: Email: Invite User	Remove from Group: Upload Only V Name: V Remove User

After responding to comments and uploading all files, check the confirmation box and click "Resubmit for Prescreen".

8 Confirm

creen Corrections - Google Chrome			- 0
-ut-us.avolvecloud.com/ProjectDoxWebUI/Workflow	Forms/Eform.aspx?RemoteInvoke=true&wflowTaskID=184497&autoAssign	Task=true	
	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?		
Prescreen Review @ Add Comment	OK Cancel		
			Show 5 v records
DISCUSSION COMMENT		PARTICIPANT	CREATED
0 - 0 of 0 records			I← 《Prev 1 Next >>
Invite/Remove Project User Invite to Group: Upload Only First Name: Last Name:	✓ Remove from Group: Upload Only ✓ Name: ✓ ✓ Remove User		
Email:			
Confirmation	ings as indicated above. *Required		
	Resubmit for Prescreen Save For Later		

Click "OK" to confirm you have completed your task.



Natification amail

Plans contain minimum information for review? Yes **3.** Plan Review Fee is Invoiced

Prescreen Approved for BLD2022-			
DoNotReplySLC@avolvecloud.com	← Reply	« Reply All	\rightarrow Forward
To Research			Mon 2/7/2022
J follow up. Start by Monday, February 7. 2022. Due by Monday, February 7. 2022. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.			
a di ser			
Prescreen Approved			
Attention :			
The above listed project has been accepted by our pre-screening team and is ready to be submitted for plan review			
Plan review will not initiate if there is an outstanding plan review fee.			
If there is an outstanding balance, please arrange to pay the balance due in order to proceed with plan review.			
The balance due may be paid online through the citizens access portal @			
If further assistance is needed, please contact our front line staff @ 801-535-7968 or frontlinebidgpermit@stogov.com			
Project BI D2022			
Description: TEST			
Project Access Login to ProjectDox			
Please do not reply to this email.			

The plan review fee is invoiced when the pre-screen is approved. The applicant then receives an email directing them to make the payment in the Citizen Access Portal.

TIP - Understanding the fees:

- · Building permit fees are based on the total valuation of the proposed project.
- Plan review fees are 65% of the building permit fee.
- Plan review fees are due before plan review can begin and are non-refundable after review has started.
- The payment of plan review fees cover the cost of staff time and does not mean the plans submitted have been approved nor that a permit has been issued.
- For expedite building permits, the plan review fees are double the standard fee.
- The Salt Lake City Consolidated Fee Schedule determines the cost of both building permit fees and plan review fees. This document is approved by City Council on an yearly basis.
- To estimate the total cost of a building permit, go to <u>https://salt-lake-city.</u> <u>opencounter.com/.</u>



4. Login to Citizen Access Portal

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Login to the Citizen Access Portal. Select the "Building" tab to see all permit records associated with the account. Click "Pay Fees Due" on the right of the building permit.





Read the terms then click "Check Out".



TIP - Fee payment without a Portal account:

The fee payment is not restricted to those with an user account and password. To pay without accessing your account (or to have someone else pay for the permit fees), follow these steps:

- 1. Go to www.slcpermits.com
- 2. Select the "Building" tab
- 3. Type the "Permit Number" (BLD#) under General Search (no other information is needed) and click "Search"
- 4. Select "Payments", then click "Pay or View Fees"
- 5. Outstading fees will show. Click "Pay fees" located on the right of the listed item.
- 6. Continue from step 2 of the previous page.



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PAY NOW									
he fee applied may represent a base fe ocessed. No Permit, License, or other	ee ONLY. Additional fees may be assess base application will be issued without possible ad	ed upon the type of Permit, License, or dition of these other fees as determine	other application being d by the Salt Lake City sta	aff.					
Application(s) \$29.24									
Residential Building Permit BLD2022-	Total due: \$29.24								
otal amount to be paid: \$29 ote: This does not include additional	9.24 inspection fees which may be assessed lat	er.							
Checkout » Edit Cart >	» Continue Shopping »								

Confirm that the amount to be paid is correct and click "Checkout".

Provide payment information

•Bank Account	
Payment Options	 indicates a required field.
Salt Lake City imposes a surcharge on credit cards that is no greater than our cost of acceptance.	
Amount to be charged: \$29.24	
Pay with Credit Card Pay with Bank Account	
Credit Card Information:	
*Card Type: *Card Number: *Security Code: ①	
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United States	
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*City: *State: *Zip:	
* Phone:	
E-mail:	
Submit Payment »	

Fill out all the required fields (*) with credit card or bank information to complete payment. Click "Submit Payment".



Plan review fees paid?

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	Citizen Access Portal
	P Announcements 🖸 Logged in as Collections (0) 🗰 Curk W 🖬 Receipt/Reports (5) 🗸 🗖 Account Management 🖞
Home Building Bi	Search
Q _{Check/Research}	ermits Schedule an Inspection
Record BLD2022- Residential Building Record Status: In Fo	E Add Permit Add to co Review
Record Info 🔻	Payments *
Work Location	ay or View Fees
Salt Lake City	
Record Details	
Applicant:	Licensed Professional:

To check that payment was successfully submitted, enter the permit record. Click "Payments" and select "Pay or View Fees".



	Citizen Access Portal										
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naid fees: \$340.27	and the state		32.03				view Details				
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The page will show all paid and outstanding fees. Those outstanding will indicate "Pay fees" on the right. Those already paid will say "View Details".

