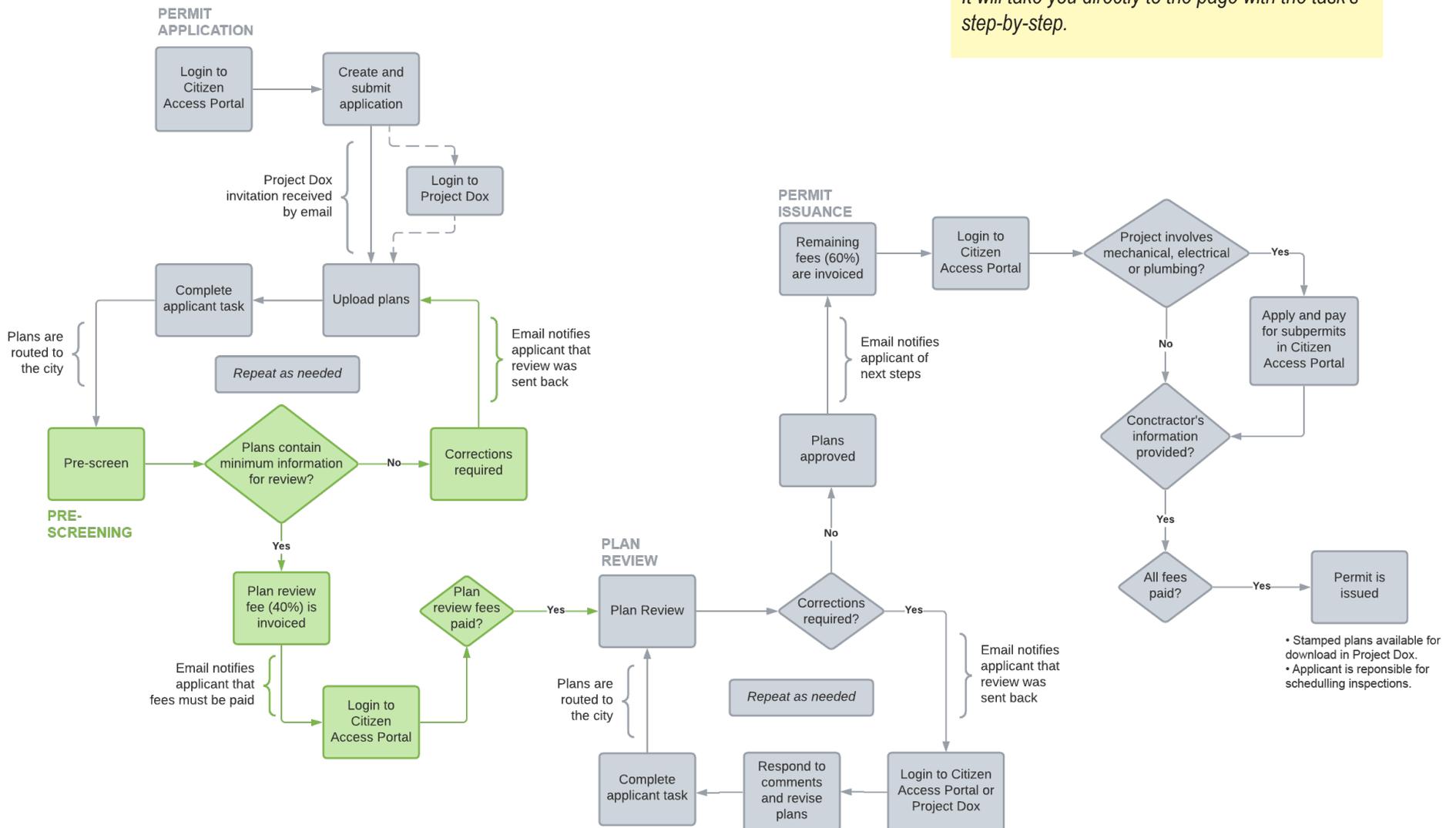


PRE-SCREENING

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.



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

www.slc.gov/buildingservices/building-permits



PRE-SCREENING

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 read the instructions included in the emails 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 pre-screening or time added to the overall pre-screen process.

1 Login to the Portal to check status

The screenshot shows the Citizen Access Portal interface. The header includes the Salt Lake City logo and navigation links for Announcements, Logged in as, Collections, Cart, Receipts/Reports, Account Management, and Logout. The main navigation bar has tabs for Home, Building, Business License, Civil Enforcement, Engineering, Events, Fire, Fix the Bricks, Planning, Real Estate Services, and more. Below this are buttons for Check/Research Permits, Apply for a Permit, and Schedule an Inspection. The Records section displays a table of permit records with columns for Date, Record Number, Record Type, Description, Project Name, Address, Status, Action, and Short Notes. A red box highlights the Record Number 'BLD2022-000001' in the first row, which is a Residential Building Permit. A red arrow points to this record. Below the table, there is a search bar and a notice: 'Until further notice the Salt Lake City Building Permits Office is closed to the public. Please submit applications electronically. There will be no interruption to'.

Date	Record Number	Record Type	Description	Project Name	Address	Status	Action	Short Notes
02/01/2022	BLD2022-000001	Residential Building Permit	TEST	TEST	880-1170000-10, Salt Lake City, UT 84143-1000			
01/31/2022	BLD2022-000000	Residential Building Permit	TEST	TEST	880-1170000-10, Salt Lake City, UT 84143-1000	Void		
01/31/2022	BLD2022-000000	Commercial Building Permit	TEST	TEST	880-1170000-10, Salt Lake City, UT 84143-1000	Void		
06/02/2019	BLD2019-000000	Residential Roofing	Tear off and replacement of shingles on house and garage.	Re-roof	887-1170000-02, Salt Lake City, UT 84143-1000	Void Expired		
03/07/2017	BLD2017-000000	Residential Fencing	VOID PER APPLICANT REQUEST (TEST)...fence	fence	880-1170000-02, Salt Lake City, UT 84143-1000	Void		

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.



2 Check review status

The screenshot shows the ProjectDox user interface. At the top, there are navigation 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', and 'Real Estate Services'. 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, displaying 'To do task: None' and 'Plan Review Status: Prescreen'. It also shows details like 'Review Type: Building Permit', 'Total Number of Files: 2', and various time-based metrics.

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

3 Uploads are disabled

The screenshot shows the ProjectDox interface with the 'Tasks' tab selected. The 'Tasks' table is empty, indicating that no tasks are currently active during the review process. Below the 'Tasks' table, there is a 'Workflows' section with a table showing one record for 'Plan Review PF - OLD'. The table has columns for NAME, COORDINATOR GROUP, STATE, INTEGRATION MODE, VERSION, STARTED, and COMPLETED.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT TYPE	DESCRIPTION

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
BLD2022 AM - Plan Review PF - OLD - 2/1/2022 10:29:54	Project Coordinator	Active	Production	Version #1 (Version 1)	2/1/22 10:29 AM	

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

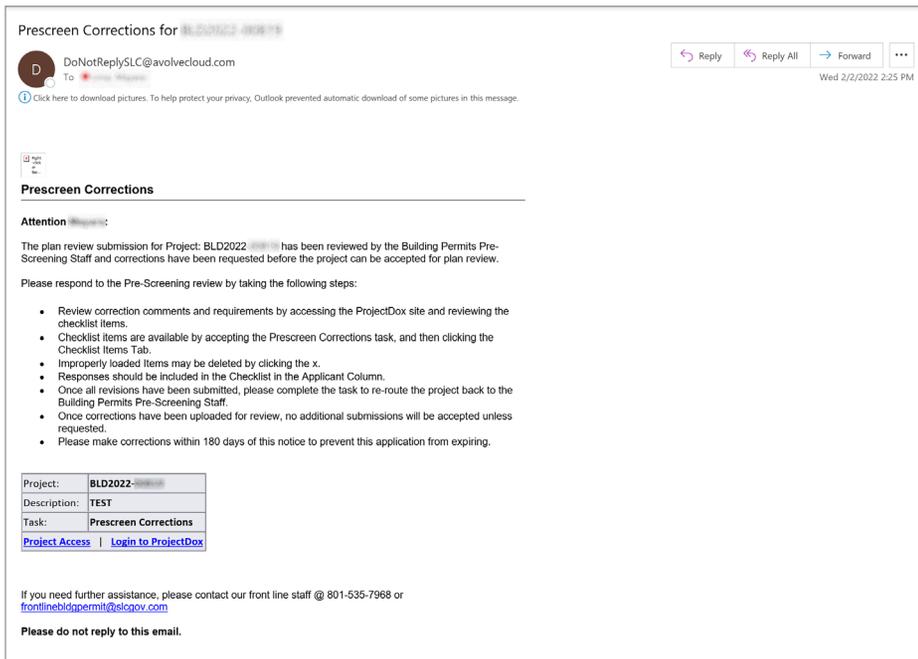


PRE-SCREENING

Plans contain minimum information for review? No

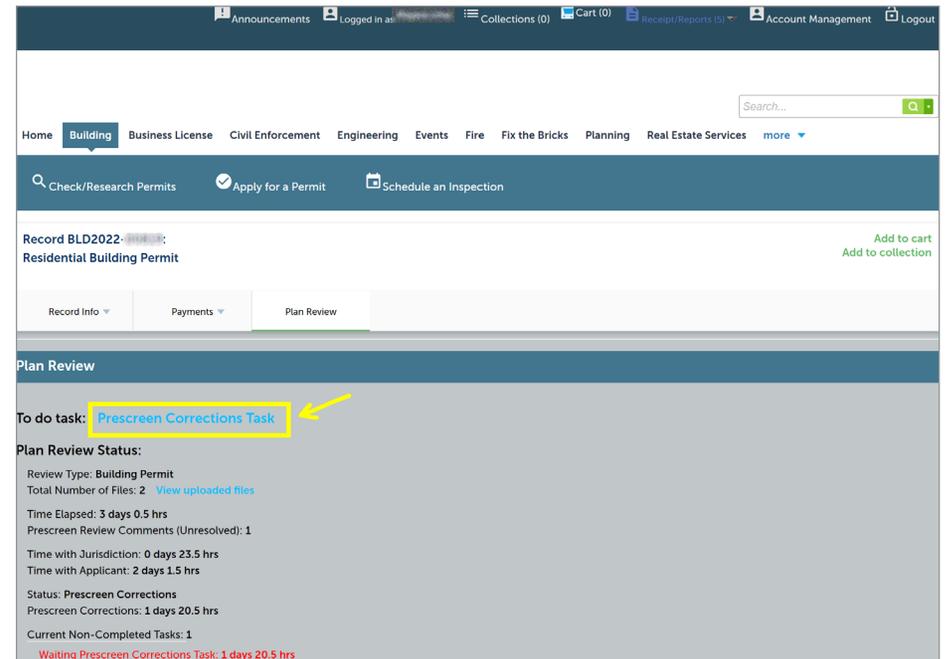
2. Corrections Required

1 Notification email



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).

2 Access through the Portal



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

The screenshot shows the ProjectDox interface. At the top, there is a navigation bar with 'Home', a search bar, and buttons for 'Create Project', 'All Tasks', 'All Reports', 'Logout', and 'Admin'. Below this is a 'Standard Task List' section with tabs for 'Tasks' and 'Projects'. A table lists tasks with columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, CREATED, PROJECT TY..., and DESCRIPTL... The first row shows a task with the ACTION 'Accept' highlighted in a yellow box. The task details are: Prescreen Corrections Task, BLD2022-XXXX, Applicant, Pending, Medium, 2/3/22 2:24 PM, 2/2/22 2:24 PM, Residential Building Permit, and TEST. Below the table, it says '1 - 1 of 1 records' with navigation arrows.

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

4 Review comments

The screenshot shows the 'PRESCREEN CORRECTIONS' page in ProjectDox. At the top right, there are logos for 'ProjectFlow BUILDING' and 'avolve software'. The page has tabs for 'Permit Information', 'Applicant', 'Contacts', 'Fees', and 'Resources'. Under 'Permit Information', it shows: Application Number BLD2022-XXXX, Application Type Building/Permit/Residential/NA, Description TEST, and Balance Due 0. There is a 'Task Instructions' section with a 'Learn how' link and a note: 'After you have successfully uploaded all required plans and documents, please click the (Resubmit for Prescreen) button.' Below this is a 'Resolve Review Comments' section with a dropdown arrow. It shows: Unresolved Comments: 1, Info Only Comments: 0, Files with Markups: 0, and Plan Review. A 'Review Comments' button is highlighted in a yellow box with a yellow arrow pointing to it. At the bottom, there is a 'File Upload for: BLD2022-XXXX' section with a 'Learn how' link and a list of folders: Drawings (2 - 0 New), Specifications, and Calculations. At the very bottom, there are buttons for 'Resubmit for Prescreen' and 'Save For Later'.

Click "Review Comments" to see what corrections are required.



5 Respond to comments

Dept: Show All Status: Show All Response: Show All Search: Enter keyword Close Window

Type: Show All Cycle: Show All Time: Show All

Refresh

(0 selected) Add Comment / Ask Question Please enter your responses

Ref.#	Project Coordinator	2/2/22 2:24 PM	Type your response here.
Unresolved	Complete and upload a Residential pre-screening checklist. http://www.slcdocs.com/building/Res_Login_02-18.pdf		
Checklist Item			

Respond to comments by typing in the yellow box. To add a question click “Add Comment / Ask Question”. Close window.

6 Upload new and revised files

Resolve Review Comments

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: Review Comments

File Upload for: BLD2022-

Select the destination folder to upload your files. Select arrow next to folder to expand folder list. Learn how

- Drawings (2 - 0 New)
- Specifications
- Calculations
- Soils SWPP and Drainage Reports
- Energy Reports
- City Required Forms
- Fire Submittals
 - Approved Drawings and Documents
 - Coordinator Removed Files - Misloads
 - Quick Review
 - Additional City Information
 - Inspection Closeout Documents

Resubmit for Prescreen Save For Later

Click on the appropriate folder to upload new and revised files.



7 Complete task

Additional City Information
Inspection Closeout Documents

Prescreen Review ⓘ
Add Comment

DISCUSSION COMMENT PARTICIPANT CREATED
0 - 0 of 0 records

Invite/Remove Project User ⓘ

Invite to Group: Upload Only Remove from Group: Upload Only
First Name: Last Name: Name:
Email: Remove User
Invite User

Confirmation ⓘ
 I have uploaded the corrected documents and/or drawings as indicated above. *Required

Resubmit for Prescreen Save For Later

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

8 Confirm

Prescreen Corrections - Google Chrome
slc-ut-us.avolvecloud.com/ProjectDoxWebUI/WorkflowForms/Eform.aspx?Remntalvknk=trna&wflowTaskID=184497&wflowAccinTask=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?

OK Cancel

Prescreen Review ⓘ
Add Comment

DISCUSSION COMMENT PARTICIPANT CREATED
0 - 0 of 0 records

Invite/Remove Project User ⓘ

Invite to Group: Upload Only Remove from Group: Upload Only
First Name: Last Name: Name:
Email: Remove User
Invite User

Confirmation ⓘ
 I have uploaded the corrected documents and/or drawings as indicated above. *Required

Resubmit for Prescreen Save For Later

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



PRE-SCREENING

Plans contain minimum information for review? Yes

3. Plan Review Fee is Invoiced

1 Notification email

Prescreen Approved for BLD2022-
DoNotReplySLC@avolvedcloud.com
To
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.

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 @ <https://citizenportal.slccgov.com/citizen/Default.aspx>

If further assistance is needed, please contact our front line staff @ 801-535-7968 or frontlineblid@permits@slccgov.com

Project:	BLD2022-
Description:	TEST

[Project Access](#) | [Login to ProjectDox](#)

Please do not reply to this email.

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 <https://salt-lake-city.opencounter.com/>.

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 - 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.slcpemits.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. Outstanding fees will show. Click "Pay fees" located on the right of the listed item.
6. Continue from step 2 of the previous page.

3 Check out

The screenshot shows the 'Citizen Access Portal' interface. At the top, there are navigation links for 'Announcements', 'Logged in as [username]', 'Collections (0)', 'Cart (1)', 'Receipt/Reports (2)', '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', and 'Real Estate Services'. A secondary menu includes 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area is titled 'Cart' and shows a progress bar with three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance'. Under 'Step 1: Select item to pay', there is a 'PAY NOW' button and a list of items. One item is highlighted: '1 Application(s) | \$29.24' for a 'Residential Building Permit' with BLD#0022. The 'Total due: \$29.24' is displayed. At the bottom, there are three buttons: 'Checkout >>', 'Edit Cart >>', and 'Continue Shopping >>'. A yellow arrow points to the 'Checkout >>' button.

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

4 Provide payment information

The screenshot shows the 'Payment Options' form. At the top, it says 'Bank Account' and 'Salt Lake City imposes a surcharge on credit cards that is no greater than our cost of acceptance.' Below this, it shows the amount to be charged: '\$29.24'. There are two radio buttons: 'Pay With Credit Card' (selected) and 'Pay With Bank Account'. The 'Credit Card Information' section includes fields for 'Card Type', 'Card Number', 'Security Code', 'Name on Card', and 'Exp. Date'. The 'Credit Card Holder Information' section includes a checkbox for 'Auto-fill with [name]', 'Country' (set to 'United States'), 'Street Address', 'City', 'State', 'Zip', and 'Phone'. There is also an 'E-mail' field. At the bottom, there is a 'Submit Payment >>' button with a yellow arrow pointing to it.

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



