### 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.

**Login to the Portal to check status**

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

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.

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

www.slc.gov/buildingservices/building-permits
3. Accept task in ProjectDox

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

4. Review comments

Click “Review Comments” to see what corrections are required.

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5. Respond to comments

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

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

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

8 Confirm

Click “OK” to confirm you have completed your task.
PRE-SCREENING

Plans contain minimum information for review? Yes

3. Plan Review Fee is Invoiced

Notification 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 https://salt-lake-city.opencounter.com/.

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4. Login to Citizen Access Portal

1. Click “Pay Fees Due”

2. Agree to terms

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”.

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**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](http://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. Outstanding 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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**3 Check out**

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

**4 Provide payment information**

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

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[www.slCGOV/buildingservices/building-permits](http://www.slCGOV/buildingservices/building-permits)
PRE-SCREENING

Plan review fees paid?

5 Check payment status

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

6 Confirm

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”.

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