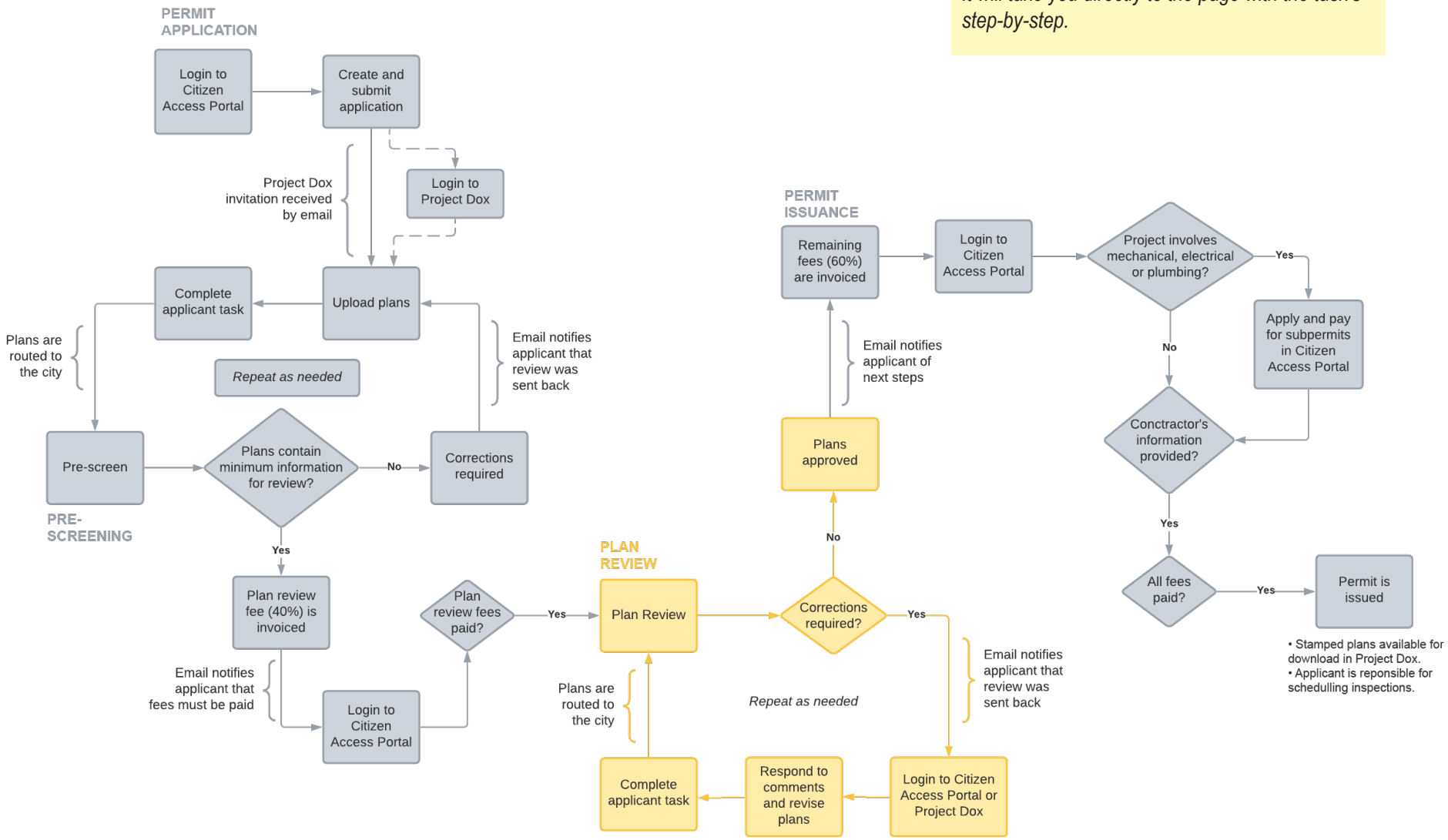
PLAN REVIEW

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.



PLAN REVIEW

1. Plan Review

Plan Review process

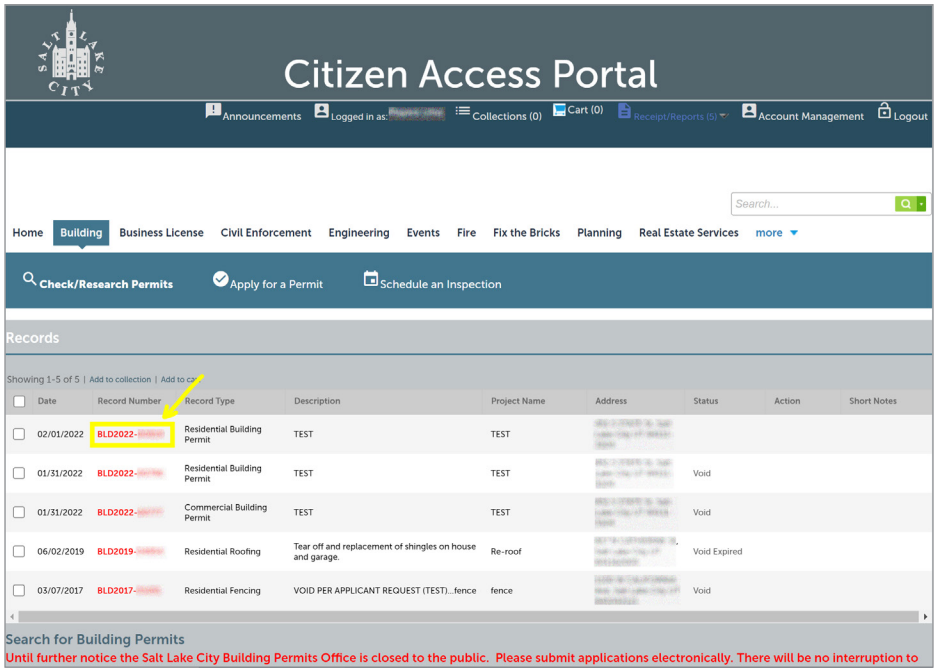
During the Plan review process, a building permit application is reviewed concurrently by multiple disciplines for compliance with adopted city codes and regulations. The disciplines involved are identified by city staff in the pre-screening process and invited to participate in the Plan Review once Pre-screening is completed.

The disciplines invited to review depend on the complexity of the project. Plan Review may be routed out to as many as 9 different groups: Building Code, Zoning, Fire, Public Utilities, Peer Structural, Engineering, Transportation, Planning, and Forestry. Building Code and Fire are groups internal to the Building Services Division; Peer Structural review is provided by an outside agency; and the other disciplines are collaborating city divisions or departments. All disciplines must approve the plans before a building permit can be issued.

All disciplines must finish their review task for a review cycle to be complete and the applicant to be able to respond to comments and upload revisions. In general, the first review will take longer than subsequent reviews.

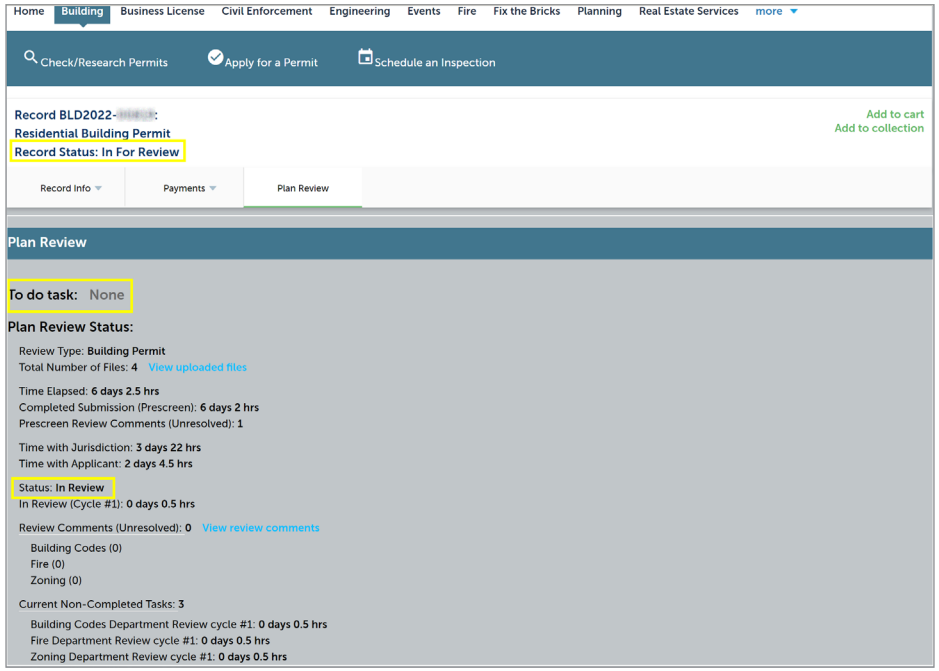
Turnaround times vary according to each divisions' workload. Building Services publishes weekly its first review queue at www.slc.gov/buildingservices/building-permits. An applicant may need to reach out to the separate divisions directly to learn about their times.

1 Login to the Portal to check status



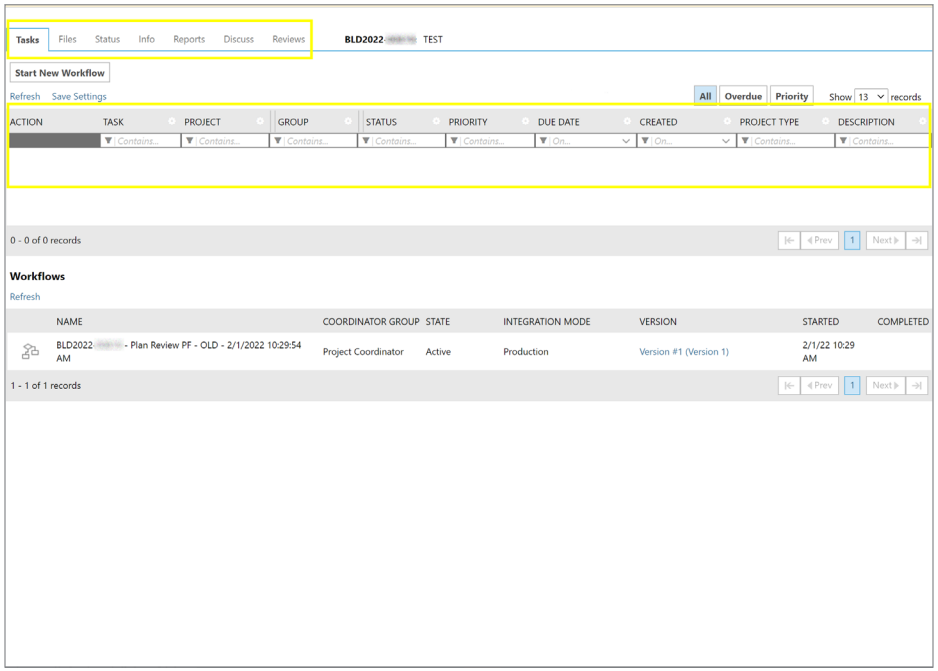
Login to the Citizen Access Portal. Select the "Building" tab to see all permit records associated with the account and click on the permit you are working on.

2 Check review status



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

3 Uploads and responses are disabled



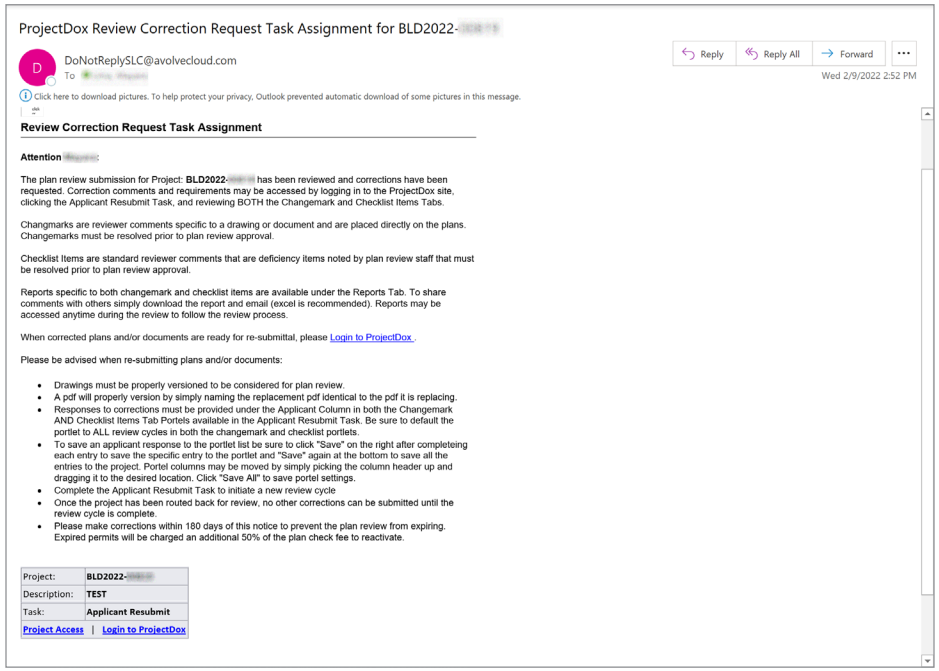
ProjectDox will show no tasks during review. Uploads and response to comments are disabled, but other information is viewable to the applicant under the project tabs.

PLAN REVIEW

Corrections Required? Yes

2. Login to Citizen Access Portal or ProjectDox

1 Notification Email



ProjectDox Review Correction Request Task Assignment for BLD2022-

DoNotReplySLC@avolvecloud.com

Reply | Reply All | Forward

Wed 2/9/2022 2:52 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Review Correction Request Task Assignment

Attention:

The plan review submission for Project: **BLD2022-** has been reviewed and corrections have been requested. Correction comments and requirements may be accessed by logging in to the ProjectDox site, clicking the Applicant Resubmit Task, and reviewing BOTH the Changemark and Checklist Items Tabs.

Changmarks are reviewer comments specific to a drawing or document and are placed directly on the plans. Changemarks must be resolved prior to plan review approval.

Checklist Items are standard reviewer comments that are deficiency items noted by plan review staff that must be resolved prior to plan review approval.

Reports specific to both changemark and checklist items are available under the Reports Tab. To share comments with others simply download the report and email (excel is recommended). Reports may be accessed anytime during the review to follow the review process.

When corrected plans and/or documents are ready for re-submittal, please Login to ProjectDox .

Please be advised when re-submitting plans and/or documents:

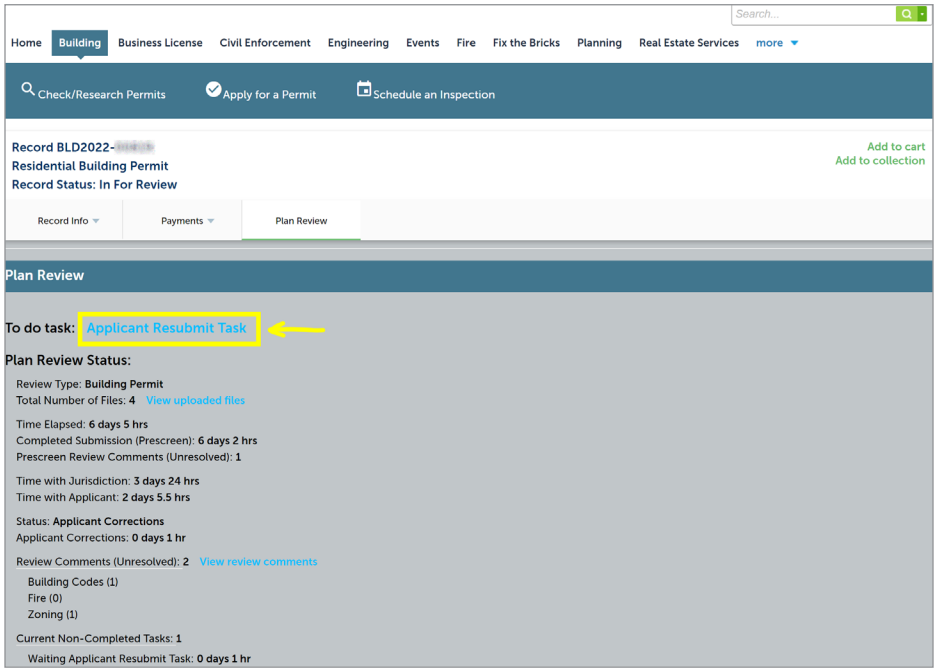
- Drawings must be properly versioned to be considered for plan review.
- A pdf will properly version by simply naming the replacement pdf identical to the pdf it is replacing.
- Responses to corrections must be provided under the Applicant Column in both the Changemark AND Checklist Items Tab Portels available in the Applicant Resubmit Task. Be sure to default the portlet to ALL review cycles in both the changemark and checklist portlets.
- To save an applicant response to the portlet list be sure to click "Save" on the right after completeing each entry to save the specific entry to the portlet and "Save" again at the bottom to save all the entries to the project. Portel columns may be moved by simply picking the column header up and dragging it to the desired location. Click "Save All" to save portel settings.
- Complete the Applicant Resubmit Task to initiate a new review cycle
- Once the project has been routed back for review, no other corrections can be submitted until the review cycle is complete.
- Please make corrections within 180 days of this notice to prevent the plan review from expiring. Expired permits will be charged an additional 50% of the plan check fee to reactivate.

Project:	BLD2022-
Description:	TEST
Task:	Applicant Resubmit

Project Access | Login to ProjectDox

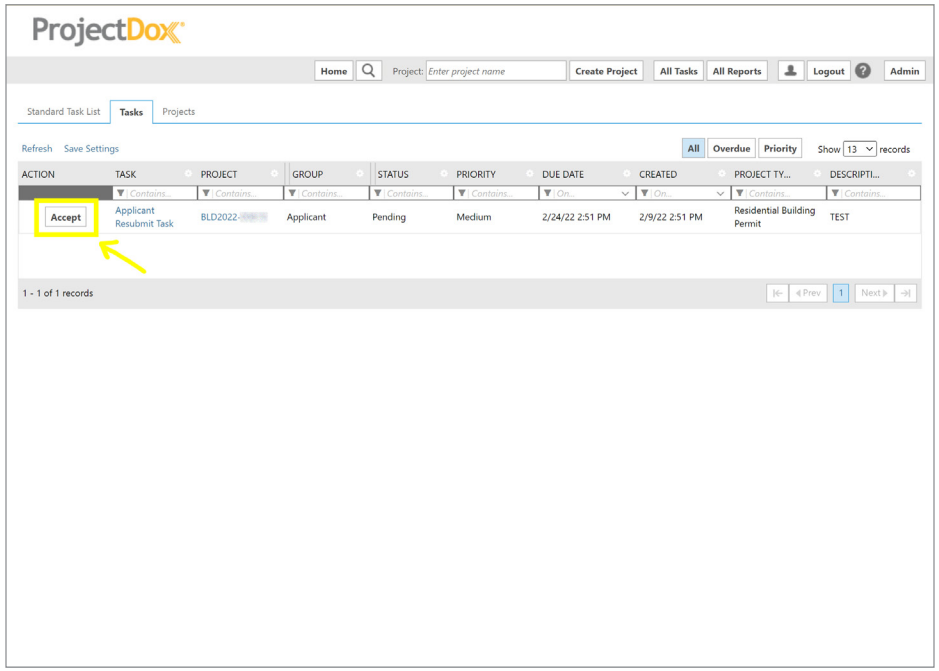
Email is sent when review is completed and corrections are required. Access application through the Portal (step 2) or click "Login to ProjectDox" (go to step 3).

2 Access through the Portal



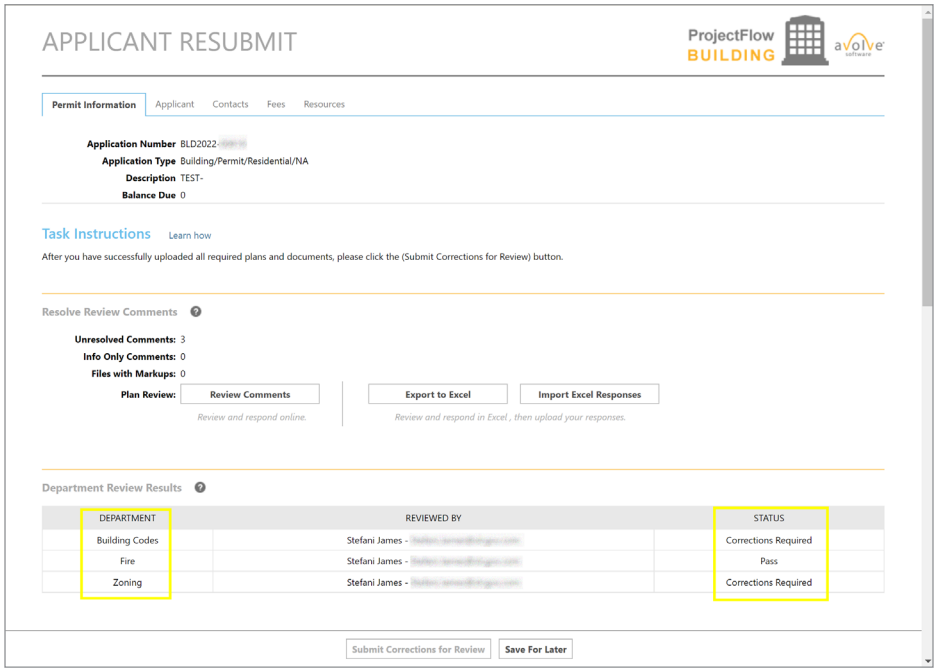
Click "Applicant Resubmit Task" to access ProjectDox through the Citizen Access Portal. Move to step 4 ahead.

3 Accept task in ProjectDox



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

4 Review information

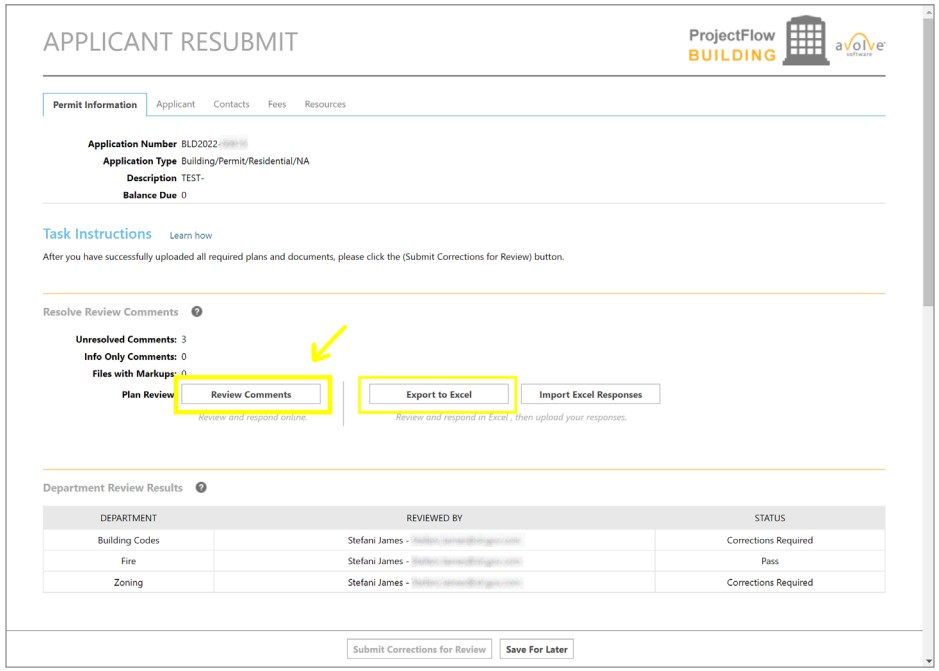


Review the information on the page. It indicates the number of comments made, the disciplines reviewing, their status and reviewer's contact information.

PLAN REVIEW

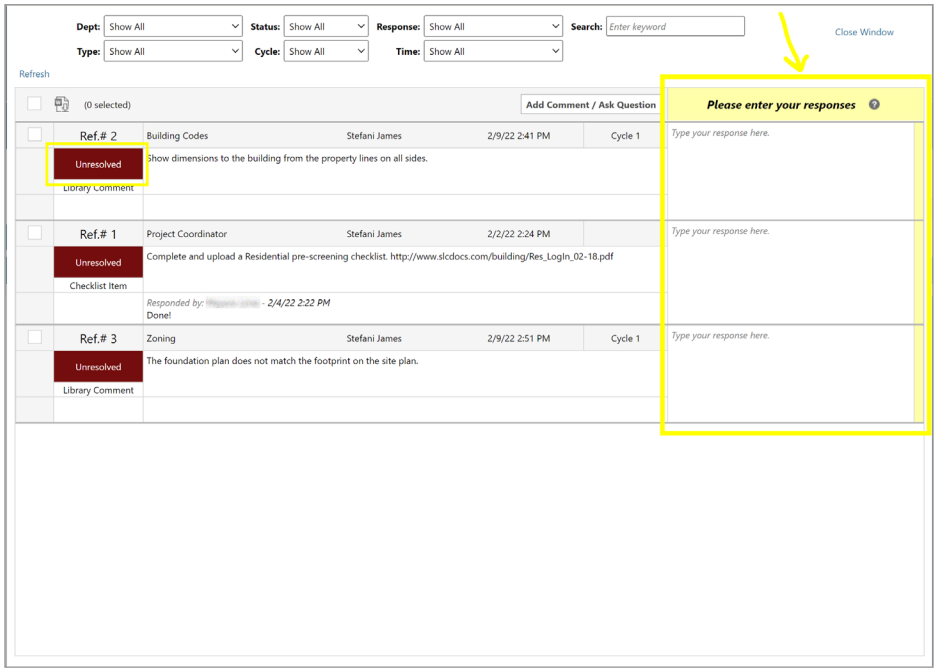
3. Respond to comments and revise plans

1 Review comments



Click "Review Comments" to see what corrections are required. You may also download the review comments by clicking "Export to Excel".

2 Respond to comments in ProjectDox



Respond to all "Not Met" or "Unresolved" comments by typing in the yellow box. You may also "Add Comment / Ask Question". Close window.

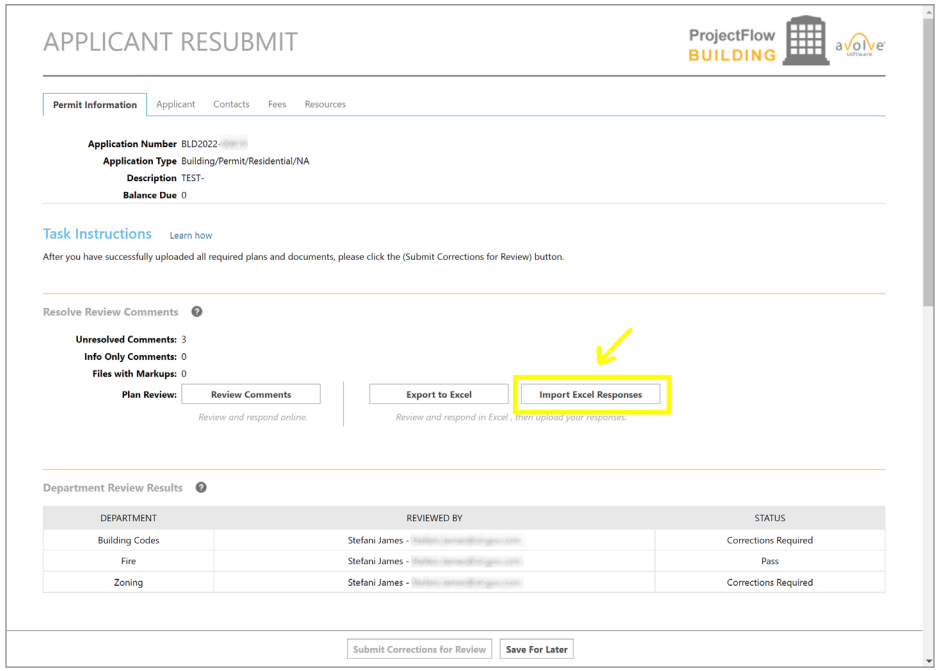
TIP - *Responding to reviewer's comments:*

- *Respond to every comment that has been marked by reviewer as "Not Met" or "Unresolved".*
- *If you don't understand a comment or think it doesn't apply to your project, contact the reviewer. Do not ignore comments and do not leave it to the last minute to resolve it as this may result in multiple review cycles and additional time for plan review.*
- *All reviewer's comments must be resolved before plans can be approved and a permit issued.*
- *Be sure to respond in writing AND with revisions to the drawings when applicable.*
- *Note that some corrections may require that you revise all drawing sheets. For instance, if the address needs correction, it must be revised in all pages where the address is shown.*

TIP - *Public Utilities fees:*

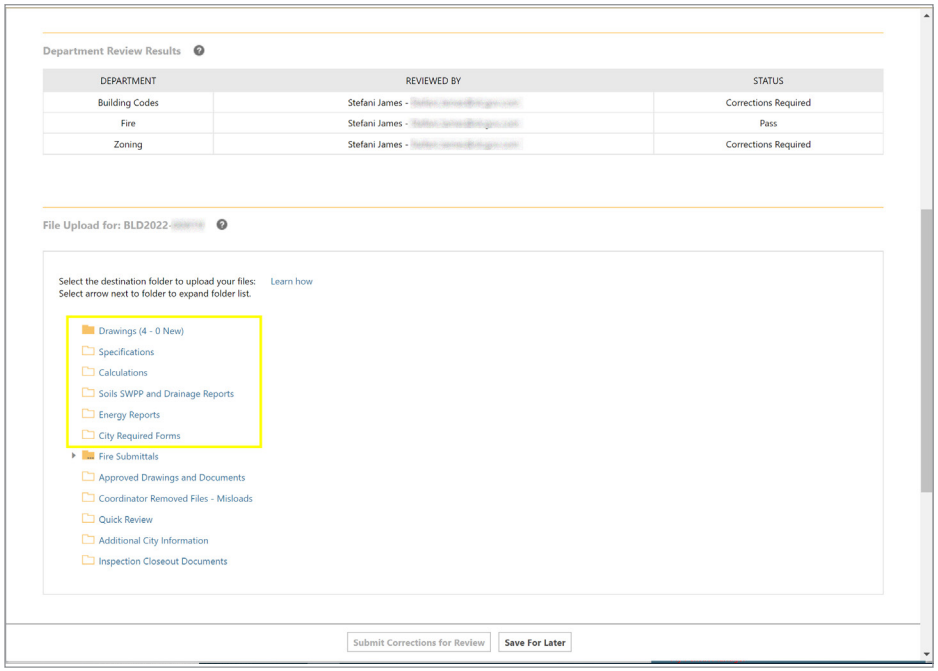
- *Public Utilities fees (related to water and sewer) are assessed and invoiced separately from the building permit and when all plan revisions have been made for the discipline.*
- *The Public Utilities reviewer will inform you when those fees have been invoiced and pass the review upon confirmation of payment in a subsequent review cycle.*
- *We highly encourage that balances due to the Public Utilities' office be paid promptly. The nonpayment of those fees will hold the plan review approval and, in result, the permit issuance.*
- *Public Utilities fees may be paid through the Citizen Access Portal under the "Utilities" tab. You must use either search the public utilities record number (PUT#) or the address. Searches using the building permit record (BLD#) will return with no results.*

Respond to comments in Excel file



To respond in the excel file downloaded, enter your responses in that document, save it and upload it to ProjectDox by clicking "Import Excel Responses".

3 Upload new and revised files

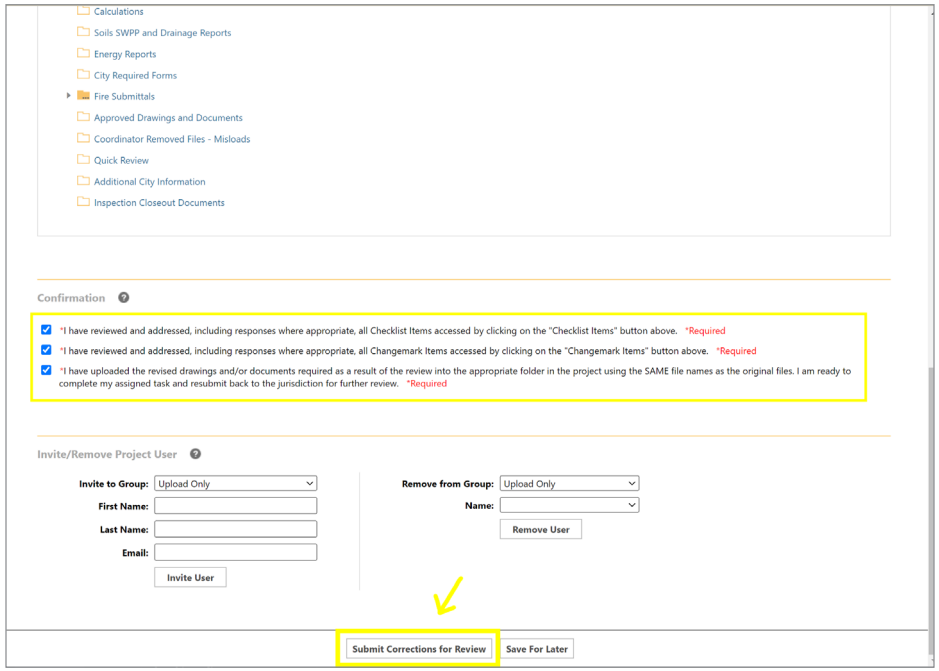


Click on the appropriate folder to upload new and revised files.

PLAN REVIEW

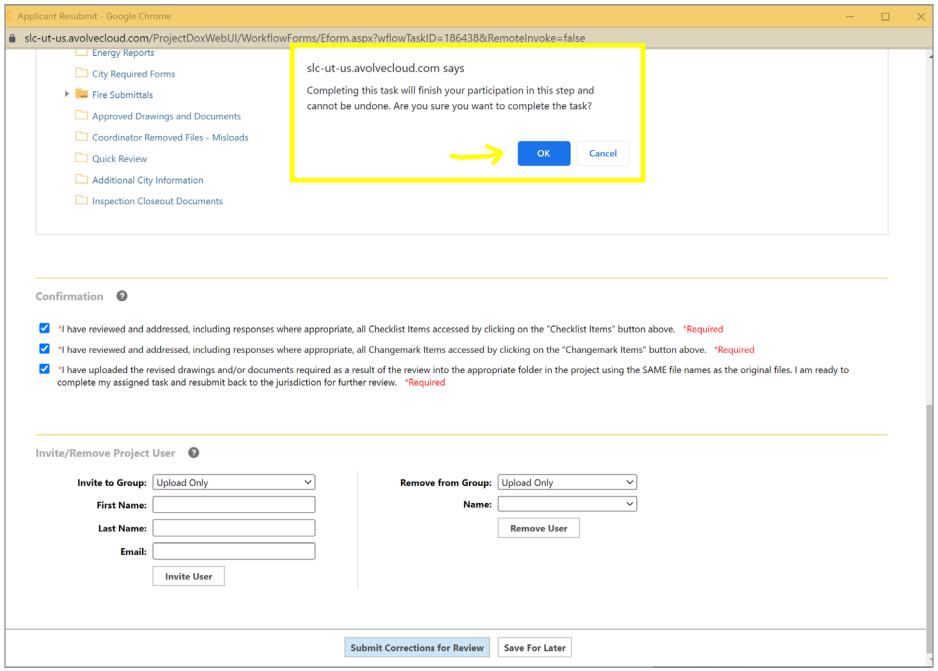
4. Complete applicant task

1 Check all boxes and resubmit



After responding to comments and uploading all files, check all three of the confirmation boxes and click "Submit Corrections for Review".

2 Confirm



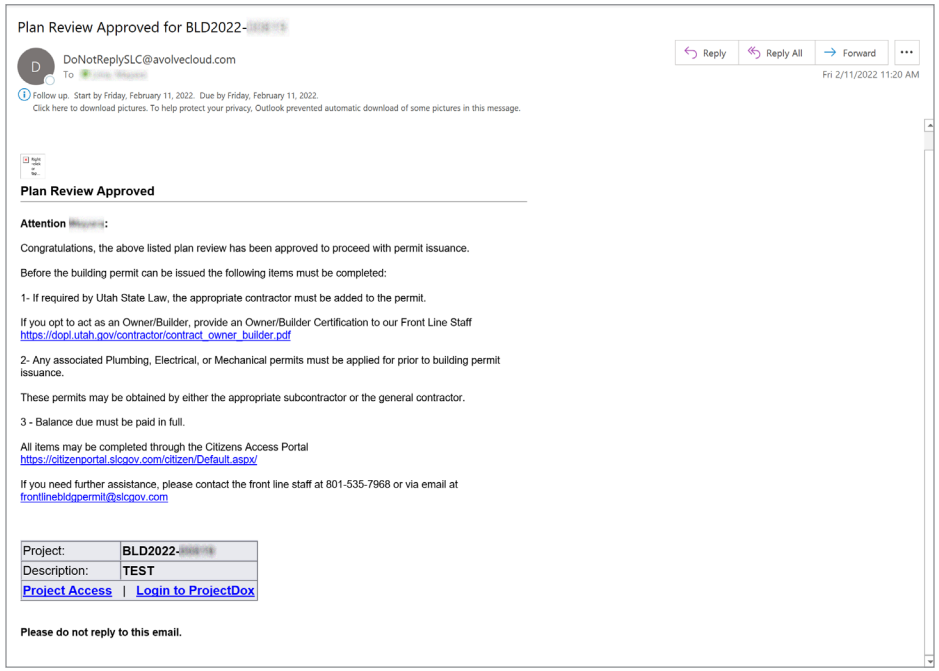
Click "OK" to confirm you have completed your task. This action routes plans back for another plan review cycle (see flowchart).

PLAN REVIEW

Corrections Required? No

5. Plans approved

1 Notification email



Plan Review Approved for BLD2022-

DoNotReplySLC@avolvecloud.com

Reply | Reply All | Forward

Fri 2/11/2022 11:20 AM

Follow up. Start by Friday, February 11, 2022. Due by Friday, February 11, 2022.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Plan Review Approved

Attention :

Congratulations, the above listed plan review has been approved to proceed with permit issuance.

Before the building permit can be issued the following items must be completed:

1- If required by Utah State Law, the appropriate contractor must be added to the permit.

If you opt to act as an Owner/Builder, provide an Owner/Builder Certification to our Front Line Staff
https://dopl.utah.gov/contractor/contract_owner_builder.pdf

2- Any associated Plumbing, Electrical, or Mechanical permits must be applied for prior to building permit issuance.

These permits may be obtained by either the appropriate subcontractor or the general contractor.

3 - Balance due must be paid in full.

All items may be completed through the Citizens Access Portal
https://citizenportal.slcgov.com/citizen/Default.aspx/

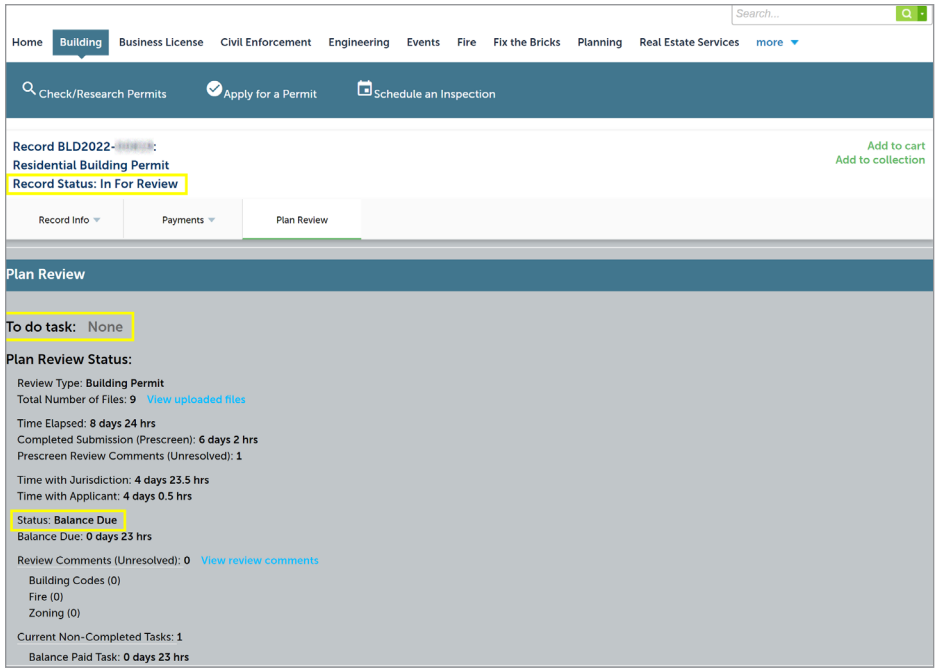
If you need further assistance, please contact the front line staff at 801-535-7968 or via email at
frontlinebldgpermit@slcgov.com

Project:	BLD2022-
Description:	TEST
Project Access | Login to ProjectDox	

Please do not reply to this email.

When plans are approved, the applicant will receive a notification email indicating next steps to complete the permit process.

2 Review status in the Portal



Search...

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

Record BLD2022-:
Residential Building Permit
Record Status: In For Review

Add to cart
Add to collection

Record Info | Payments | Plan Review

Plan Review

To do task: None

Plan Review Status:

Review Type: **Building Permit**
Total Number of Files: **9** View uploaded files

Time Elapsed: **8 days 24 hrs**
Completed Submission (Prescreen): **6 days 2 hrs**
Prescreen Review Comments (Unresolved): **1**

Time with Jurisdiction: **4 days 23.5 hrs**
Time with Applicant: **4 days 0.5 hrs**

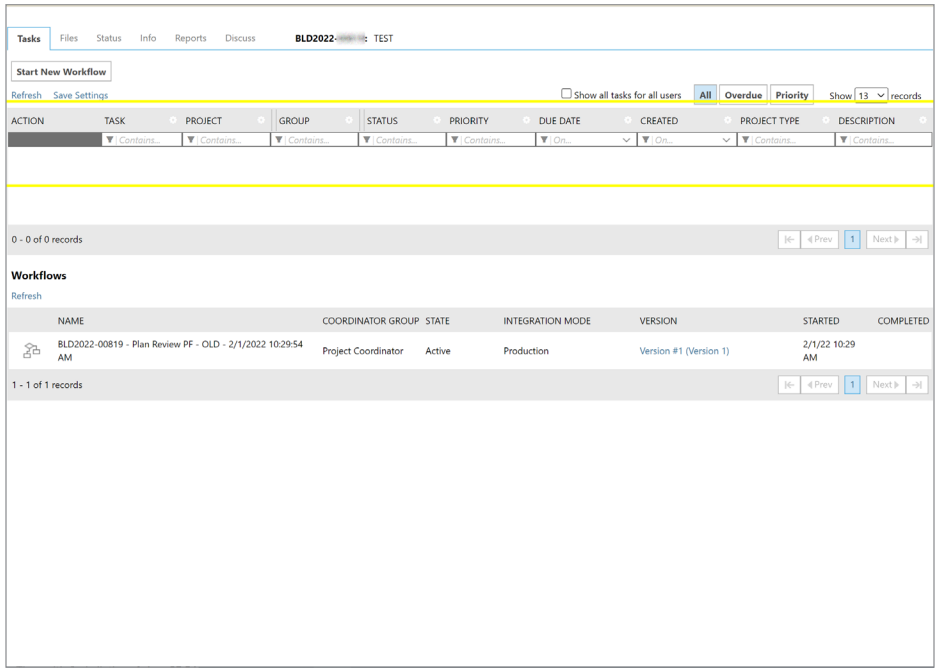
Status: **Balance Due**
Balance Due: **0 days 23 hrs**

Review Comments (Unresolved): **0** View review comments
Building Codes (0)
Fire (0)
Zoning (0)

Current Non-Completed Tasks: **1**
Balance Paid Task: **0 days 23 hrs**

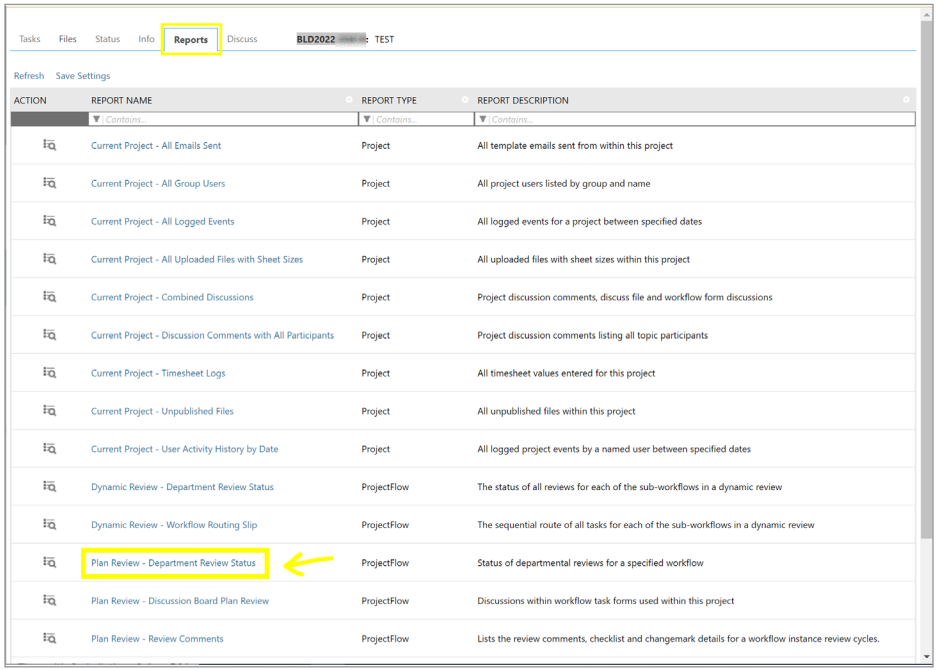
The "Plan Review" tab in the Portal will confirm the status. "To do task" is "None" but "Record Status" is "In For Review" until last steps of the process are completed.

3 Review status in ProjectDox



ProjectDox will also show no tasks when plans are approved.

4 Review department status

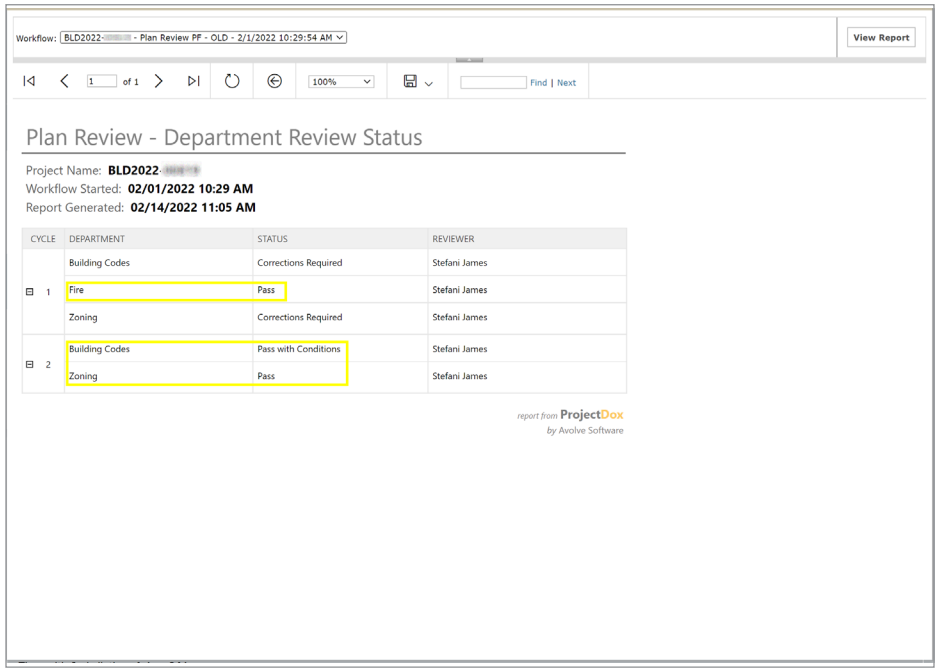


Some disciplines may approve the plans with conditions. To check on each departmet's status, select the "Reports" tab and click "Plan Review - Department Review Status"

TIP - *Pass with conditions:*

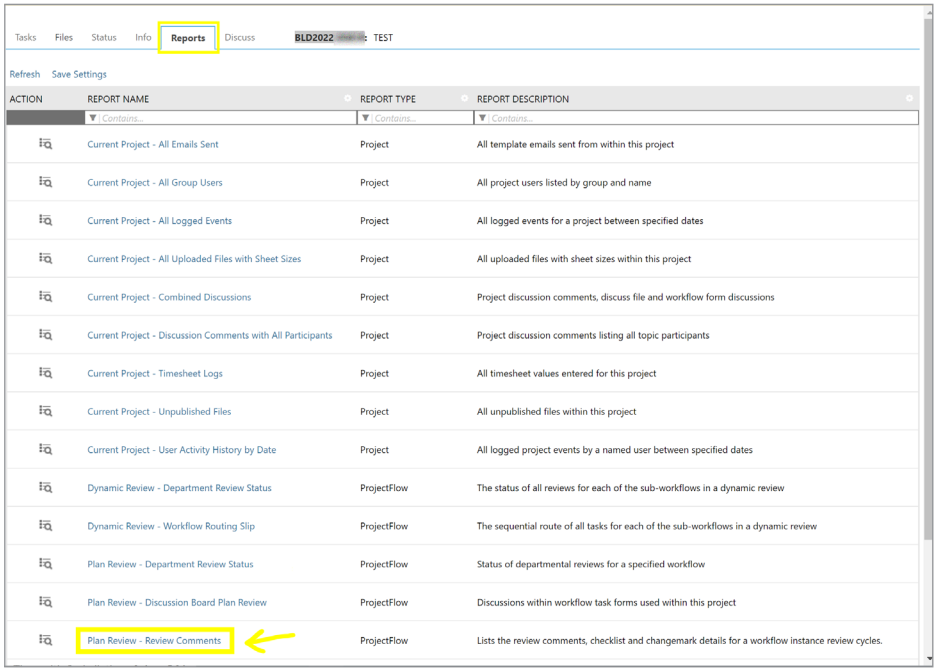
- *"Pass with conditions" is a possible status when minor changes are required but there is no need for an additional review cycle. It may also be related to a situation that must be addressed after the building permit is issued. For example, obtaining a right-of-way permit from Engineering and Transportation.*
- *When a department approves the plans with conditions, those conditions will be noted on the approved and stamped plans.*
- *If a condition is related to the construction of the project, make sure to address them on the job site. Our inspectors will be looking for compliance with those conditions.*
- *If you have questions about the conditions, please contact the reviewer directly.*

Review department status



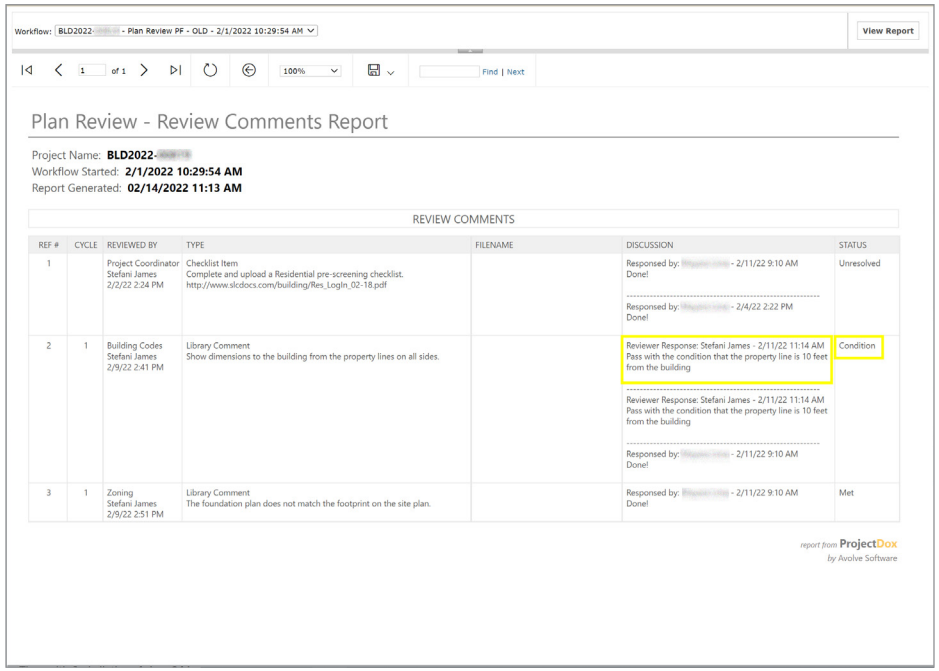
This report shows each discipline's status in every review cycle. Approvals may be in different cycles.

5 Checking for conditions



For more information on the conditions, return to the "Reports" tab and click "Plan Review - Review Comments".

Checking for conditions



Workflow: BLD2022- - Plan Review PF - OLD - 2/1/2022 10:29:54 AM

View Report

1 of 1 | 100% | Find | Next

Plan Review - Review Comments Report

Project Name: **BLD2022-**
Workflow Started: **2/1/2022 10:29:54 AM**
Report Generated: **02/14/2022 11:13 AM**

REVIEW COMMENTS

REF #	CYCLE	REVIEWED BY	TYPE	FILENAME	DISCUSSION	STATUS
1		Project Coordinator Stefani James 2/2/22 2:24 PM	Checklist Item Complete and upload a Residential pre-screening checklist. http://www.slcdocs.com/building/Res_LogIn_02-18.pdf		Responsed by: - 2/11/22 9:10 AM Done! --- Responsed by: - 2/4/22 2:22 PM Done!	Unresolved
2	1	Building Codes Stefani James 2/9/22 2:41 PM	Library Comment Show dimensions to the building from the property lines on all sides.		Reviewer Response: Stefani James - 2/11/22 11:14 AM Pass with the condition that the property line is 10 feet from the building --- Reviewer Response: Stefani James - 2/11/22 11:14 AM Pass with the condition that the property line is 10 feet from the building --- Responsed by: - 2/11/22 9:10 AM Done!	Condition
3	1	Zoning Stefani James 2/9/22 2:51 PM	Library Comment The foundation plan does not match the footprint on the site plan.		Responsed by: - 2/11/22 9:10 AM Done!	Met

report from ProjectDox by Avolve Software

This report will show comments posted as conditions. Your plans are only considered approved if those conditions are met.

Congratulations!

Your plans have been approved and you are very close from obtaining your building permit.

As indicated in the ProjectDox notification email, there a few more steps to complete before a building permit is issued.

Please continue to follow the step-by-step guide - which is now moving into the Permit Issuance stage - to successfully complete the permit process.

If you have questions, send us an email or give us a call.