PLAN REVIEW

For assistance, please call the Permits Office at (801) 535-7968 or email slcpermits@slcgov.com
www.slc.gov/buildingservices/building-permits

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.
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.

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.
Corrections Required? Yes

2. Login to Citizen Access Portal or 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).

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.

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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.

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**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**

**Upload new and revised files**

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”.

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

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PLAN REVIEW

Corrections Required? No

5. Plans approved

1. Notification 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

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.

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www.slc.gov/buildingservices/building-permits
Some disciplines may approve the plans with conditions. To check on each department’s status, select the “Reports” tab and click “Plan Review - Department Review Status.”

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www.slc.gov/buildingservices/building-permits
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.

Checking for conditions

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

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Checking for conditions

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.

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