

## ***Applicant Guide for Permit by Inspector***

### **What is the Permit by Inspector program?**

Permit by Inspector is a process that allows building permit issuance prior to approval of required construction plans. In lieu of providing approved plans for the inspections department, the applicant is required to obtain a pre-consultation inspection and obtain notification to proceed prior to initiating construction.

### **What types of project qualify for Permit by Inspector?**

Currently PBI's are working well with projects that are under building code enforcement, or have already received pre-inspection due to a disaster situation such as a fire repair, water damage, etc.

At this time, only simple residential repair and basic remodel projects that would only require review by Building Code and Zoning qualify for the Permit by Inspector program.

Examples of Residential Permit Types Eligible for Permit by Inspections.

- Roofing (non-historic)
- Standard Fencing 6' or under (PBI processing required for fencing)
- Driveways, Patios, and on grade concrete (no work in the public way)
- Kitchen Remodel (no increase in plumbing fixture count)
- Bathroom Remodel (no increase in plumbing fixture count)
- Minor Fire or Water Damage repair permits
- Window Replacement, Siding, Stucco

Projects that require multi-dept reviews are ineligible for PBI. If a review is required by Public Utilities, Transportation, Engineering, or Outsourced Structural review.

Examples of Permits Ineligible for PBI.

- Basement finish with a new bathroom.
- Residential Addition or New Construction
- New Garage or Accessory Buildings
- Driveway with New Approach (Public Way Permits Required)
- Any exterior work in a local Historic District

Small Commercial projects can also be issued as Permit by Inspector providing the space is under 3000 sq ft and falls under the same guidelines as listed above.

For additional information about the Permit by Inspector Program, call 801-535-7968 or email [FrontLineBldgPermit@slcgov.com](mailto:FrontLineBldgPermit@slcgov.com)

## Processing

1. PBI's must be applied for online by the applicant.  
<https://aca.slcgov.com/citizen/>
2. Refer to the <http://www.slcdocs.com/building/pdox.pdf> for step by step application instructions for Citizens Access Portal
3. Be sure to click "Yes" for both Permit by Inspector and Project Dox during the application process
4. Upon completing of the application, go to project dox and upload the necessary documentation in preparation of the pre-consultation inspection. Log in information will be emailed to the "project contact" listed during the application process.
  - Site related permits such as fencing, driveways, and patios will require a site plan.
  - Window permits require a completed window schedule  
[http://www.slcdocs.com/building/Window Door Sched 8-16.pdf](http://www.slcdocs.com/building/Window_Door_Sched_8-16.pdf)
  - Remodel and Repair permits require a detailed scope of work, an existing floor plan and a proposed floor plan drawn to scale, be sure to include plumbing fixtures and electrical details.
5. Self-help guides are available online
  - Fences and Driveway permits require a site plan. Refer to <http://www.slcdocs.com/building/b-site-plan.pdf> for site plan requirements.
  - Fencing Information is available online @ [http://www.slcdocs.com/building/Fence Wall Hedge 7-16.pdf](http://www.slcdocs.com/building/Fence_Wall_Hedge_7-16.pdf)
  - Driveway Information is available online @ <http://www.slcdocs.com/building/b-residential-driveways.pdf>
6. The Processor to review electronic application for completeness, verify minimum construction documents have been loaded to project dox, and assess permit fees.
  - Verify the application was completed by the appropriate contractor or homeowner (SFD owner occupied only)
  - Check to see if the structure is in a local historic district.
    - i. If there is any exterior work in a historic district, the permit is ineligible for PBI.

7. Once the project has been accepted as eligible for the PBI program, the balance due will be assessed, and notification will be sent via email.
8. After the balance has been paid the permit will be issued and referred to the inspections department for the pre-consultation inspection.
9. The project contact listed during the application process will be contacted by the inspector within 1 business day of permit issuance.
  - Refer to [http://www.slcdocs.com/building/Bldg\\_Insp\\_Areas\\_Codes\\_082416.pdf](http://www.slcdocs.com/building/Bldg_Insp_Areas_Codes_082416.pdf) for inspection scheduling instructions and for the building inspector area map and contact information.
  - Fence and driveway inspections will be conducted by Civil Enforcement and can also be scheduled through the citizens access portal Contact information for civil enforcement inspectors is available online @ <http://www.slcgov.com/civil-enforcement/civil-enforcement-contacts>
10. During the on-site pre-consultation inspection the inspector will go over the plans and project details. Plans are required to be loaded to project dox and 2 hard copies of the necessary plans will be required on-site for the pre-consultation.

**The pre-consultation inspection must be conducted prior to initiation of construction.**

**General Contact List:**

Building Permits Office

(801) 535-7968

[FrontLineBldgPermit@slcgov.com](mailto:FrontLineBldgPermit@slcgov.com)

Fence and Driveway Inspections

(801) 535-7225

[civilenforcement@slcgov.com](mailto:civilenforcement@slcgov.com)

Building Inspections Office

(801) 535-7224