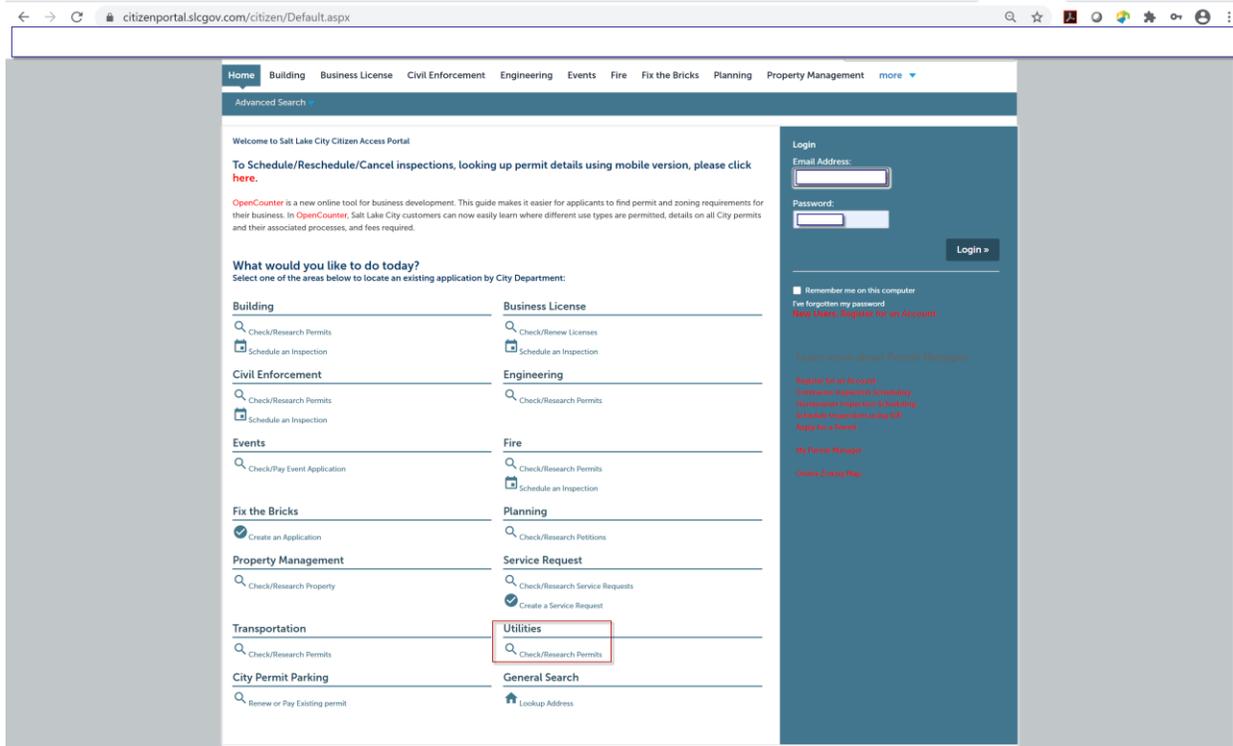
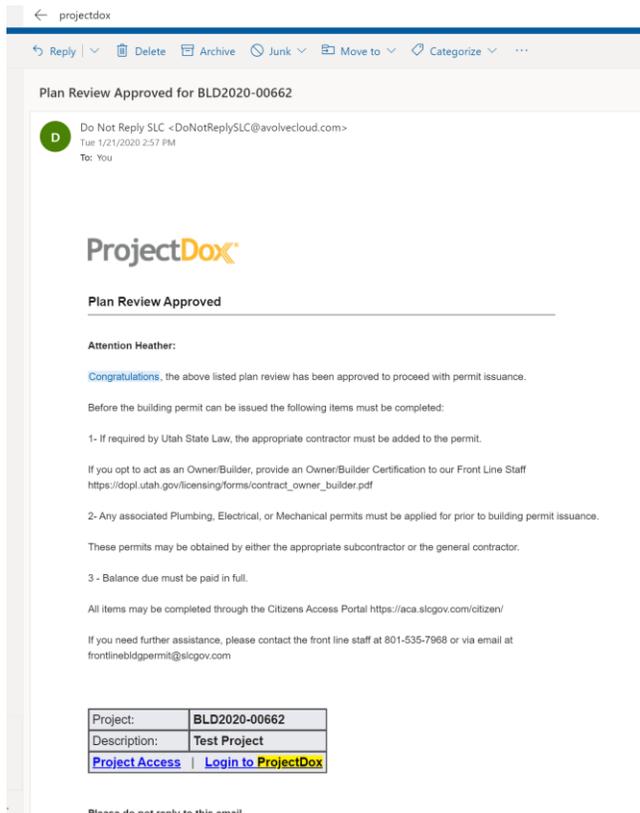


Building Permit Issuance:

Any outstanding Public Utilities Fees will require another plan review cycle to complete Public Utilities approval. It is highly encouraged that any outstanding balances due to the Public Utilities office are paid promptly. Fees may be paid by searching the PUT number or the address under the “Utilities” tab @ the [Citizen's Access Portal](#)



Once the plan review has been approved, the following auto email is sent to the applicant. Please review the email. The items listed on the email must be completed before the Approved Plan Review is released as a Building Permit.



A general contractor licensed through the State of Utah Department of Professional must be added to the permit prior to permit issuance

- Refer to Salt Lake City Ordinance [18.20.060: PERMIT; ISSUED TO LICENSED CONTRACTORS ONLY](#)

A building permit can also be issued to the Owner of an Owner Occupied Single Family Dwelling

- Refer to Salt Lake City Ordinance [18.20.070: HOMEOWNER PERMITS](#)
- Complete and Upload an [Owner Builder Certification](#) to ProjectDox.

A contractor can be added to an application anytime during the review process through the [Citizen's Access Portal](#)

- Log into your Citizens Access Account
- Click the “Building” and “Apply for a Permit” Tab
- Use the screen shots below to navigate “Add a Contractor”

ov.com/Citizen/Cap/CapHome.aspx?module=Building&TabName=Building&TabList=HOME%7C0%7CBuilding%7C1%7CBusLic%7C2%7CHAZE%7C3%7CEngi...

Citizen Access Portal

Announcements | Logged in as: Heather Gilcrease | Collections (0) | Cart (0) | Receipt/Reports (4) | Account Management | Logout

Home | **Building** | Business License | Civil Enforcement | Engineering | Events | Fire | Fix the Bricks | Planning | Property Management | more ▾

Check/Research Permits | **Apply for a Permit** | Schedule an Inspection

Search...

Showing 1-10 of 25 | Add to collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Status	Action	Short Notes
<input type="checkbox"/>	06/01/2019	BLD2019-04951	Commercial Building Permit	test	test accel a 10	451 S STATE St, Salt Lake City UT 841113104	Inspections		
<input type="checkbox"/>	03/17/2019	BLD2019-02137	Commercial Pool	TEST	TEST	0 S 0 St, Salt Lake City UT 841113104	Void		
<input type="checkbox"/>	02/24/2019	BLD2019-01455	Commercial Pool	testing site	projectdox test	0 S 0 St, Salt Lake City UT 841113104	Void		
<input type="checkbox"/>	06/24/2017	BLD2017-05456	Residential Pool	TEST	TEST	0 S 0 St, Salt Lake City UT 841111518	Void		
<input type="checkbox"/>	03/03/2017	BLD2017-01628	Commercial Building Permit	Test	Test	0 S 0 St, Salt Lake City UT 841113104	Void		
<input type="checkbox"/>	07/13/2016	BLD2016-06600	Residential Fencing	test	test	451 S STATE St, Salt Lake City UT 841113104	Void		
<input type="checkbox"/>	11/02/2015	BLD2015-09423	Commercial Building Permit	LEED	Test	451 S STATE St, Salt Lake City UT 841113104	Void		
<input type="checkbox"/>	07/23/2012	BLD2012-05342	Residential Fencing	6' PRIVACY FENCE	WATSON RESIDENCE	2856 S 1335 E, Salt Lake City UT 841060000	Closed		
<input type="checkbox"/>	09/12/2011	BLD2011-05782	Residential Plumbing	new bathroom group to an addition		879 E 2ND Ave, Salt Lake City UT 841033822	Closed		
<input type="checkbox"/>	07/18/2011	BLD2011-04387	Residential Roofing			1004 E 200 S, Salt Lake City UT 841022502	Closed		

< Prev | **1** | 2 | 3 | Next >



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Check/Research Permits **Apply for a Permit** Schedule an Inspection

Salt Lake City Online Permit Application

Welcome to City's Online Building Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final permit all from the convenience of your home or office, 24-hours a day.

Note:
To find more information please visit our main web page, forms page, or information page by clicking on the links below:

- [Building Permit Web Page](#)
- [Building Permit Application Worksheets & Forms](#)
- [Building Permit Information Page](#)
- [Building Permits Online Instruction Guides](#)

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Click the checkbox and then Continue Application

Continue Application »



Citizen Access Portal

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Search...

Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Property Management more

Check/Research Permits Apply for a Permit Schedule an Inspection

Select a Permit Type

For assistance or to apply for a record type not listed below please contact us.

Please select your permit type from the list. You will then be asked to determine if the permit is Commercial or Residential.

Search

- COMMERCIAL BUILDING
- RESIDENTIAL BUILDING
- Add Contractor
 - Add Contractor to Existing Permit

Continue Application »

Search...

Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Property Management more

Check/Research Permits Apply for a Permit Schedule an Inspection

Add Contractor to Existing Permit

1 Associate Contractor 2 Review 3 Record Issuance

Step 1: Associate Contractor > Information

* indicates a required field.

Custom Fields

GENERAL

*Permit Number: BLD2020-xxxxx

Use this option to update your ACA account information as the new permit contact info

Use this option to add a new project contact to this permit different than ACA account info

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account Add New

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

NOTE: Home Owners should select "Professional" as the License Type and enter 00000 for the State License Number lookup.

Use to Add a New Contractor's License

Add New Look Up

Use look up to pull existing licensing information from ACA

Continue Application »

Save and resume later

Continue Application after both the Applicant (Contact Info) and Contractor's License has been Updated

Home **Building** Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Property Management more

Check/Research Permits Apply for a Permit Schedule an Inspection

Add Contractor to Existing Permit

1 Associate Contractor 2 Review 3 Record Issuance

Step 1: Associate Contractor > Information

Custom Fields

GENERAL

Current status is: In For Review, Located at 451 STATE St, Salt Lake City

* Permit Number: BLD2020-04077

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Heather M Gilcrease
Salt Lake City
heather.gilcrease@slcgov.com
Home phone: 8015357752
Mobile Phone:
Work Phone:
Fax: 8015357750
Edit Remove

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

NOTE: Home Owners should select "Professional" as the License Type and enter 00000 for the State License Number lookup.

✔ Licensed professional added successfully.

License Not Required
LICENSE NOT REQUIRED
License Type: PROFESSIONAL
License Number: UT
Address: Salt Lake City 84111
Edit Remove

Continue Application > **Click Continue** Save and resume later

1 Associate Contractor 2 Review 3 Record Issuance

Step 2: Review

Continue Application > Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Add Contractor to Existing Permit

Custom Fields

GENERAL **Edit**

Permit Number: BLD2020-04077

Applicant **Edit**

Heather M Gilcrease
Salt Lake City
451 S State St
Salt Lake City, UT, 84111
Phone 1: (Work) 8015357752
Phone:
Fax: 8015357750
e-Mail: heather.gilcrease@slcgov.com

Licensed Professional **Edit**

License Not Required
LICENSE NOT REQUIRED
PROFESSIONAL-UT
451 S STATE ST
Salt Lake City, 84111

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 07/30/2020

Review the Application, click the checkbox, and click Continue Application

Continue Application > Save and resume later

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Check/Research Permits Apply for a Permit Schedule an Inspection

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

Step 3: Receipt/Record issuance

For eCheck payment, please click on Receipt/Reports link on the top right corner then select Online EFT Receipt to print your receipt.

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

Application Complete

No Address

ADDLP20-0062

Sub Permit Applications.

- Any Electrical, Mechanical (HVAC), and/or Plumbing work will be authorized by a separate permit with additional fees associated with the scope of work. These permits must be obtained prior to the Building Permit being released. Salt Lake City Ordinance [18.32.035: FEES](#)
 - Sub Permit applications should be submitted by logging in to an account through the [Citizen's Access Portal](#)
 - Instructions to Apply through the Citizen's Access Portal are available [HERE](#)
 - Plumbing, Electrical, and Mechanical permits normally do not required a separate plan review.
 - Sub Permits may be obtained by either the appropriate Sub Contractor, the General Contractor, or in some circumstances, the homeowner.
 - If you would like to review fees associated with MEP Permits, See [Worksheets and Forms](#)
- Any Underground Fire Line, Fire Sprinkler System, and/or Fire Alarm will be authorized by a separate plan review and permit and have additional permit and inspection fees associated with the scope of work. As per the [Fire Deferred Submittal Agreement](#) all Fire Permits must be submitted within 30 days of building permit issuance. Fire reviews could take 2-6 weeks, please plan accordingly.
 - Permit applications should be submitted by logging in to an account through the [Citizen's Access Portal](#)
 - Instructions to apply for a permit through the Citizen's Access Portal are available [HERE](#)
 - Plan Submission instructions are available [HERE](#)
 - If you would like to review fees associated with Fire Permits, See [Worksheets and Forms](#)

- Payment of Building Permit Fees – Please refer to [Step 5](#)