

**SALT LAKE CITY CORPORATION
BUILDING SERVICES DIVISION**

451 SOUTH STATE STREET, ROOM 218, SALT LAKE CITY, UT 84114-5490

Citizens Access Portal: <https://aca-prod.accela.com/SLCREF/Default.aspx>

Submit Requests or Questions to: Permits.Mail@slc.gov

REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

- Certificate of Occupancy for remodels/additions to existing buildings for permits applied after 1/2018 are automatically issued and posted to the Citizens Access Portal within 5 business days after obtaining final inspections.
- To obtain a Certificate of Occupancy for a permit with an application date prior to 1/2018, or for a new structure, submit a request to permits.mail@slc.gov to initiate the process.

To obtain a Certificate of Occupancy for a New Structure the following approvals are required.

- All subcontractor permits associated the building permit must be inspected and closed by the building inspector.
- Approval from the Public Utilities Dept. Contact the Contracts Office at 801-483-6727 or PUDevServ@slc.gov
- Approval for Engineering: Contact 801-535-7961
- Approval from Transportation :Contact 801-535-6630
- * Persons in violation of this notice will be subject to issuance of a criminal complaint in accordance to SLC Code 18.32.020 and/or termination of Public Utilities to the structure(s,) under permit. (Mandatory 5 business days for required processing).

Permit Number	Type of Occupancy	Address of Project					
Reqd. ✓	Inspector	Permit #	Temp ✓	Date	Comments	Perm ✓	Date
	Plumbing 535-6436						
	Plumbing – Water lines 535-6436						
	Lawn Sprinkling 535.6436						
	Fire Suppression 535-6436						
	Underground Fire Line 535-6436						
	Alarm Sys – Plumbing 535-6436						
	Mechanical (Htg/AC) 535-6436						
	Mechanical (fireplaces) 535-6436						
	Mechanical (Gaslines) 535-6436						
	Electrical 535-6436						
	Alarm Sys – Elec. 535-6436						
	Engineering 535-7961						
	Tranportation. 535-6630						
	Building 535-7968						