

SALT LAKE CITY CORPORATION
BUILDING SERVICES

451 SOUTH STATE STREET, ROOM 215, SALT LAKE CITY, UT 84114-5490

Citizens Access Portal: www.slcppermits.com

Submit Requests or Questions to: Permits.Mail@slcgov.com

REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

Certificates of Occupancies are posted to the Citizen’s Access Portal @ www.slcppermits.com after issuance. Prior to submitting a request for a certificate, research Building Permit records to verify the document hasn’t already been processed.

Certificate of Occupancies are posted under “Attachments” below the “Record Info” tab.

Certificate of Occupancies for remodels and additions to existing buildings for building permits applied for after January 2018 will be automatically posted to the Citizens Access Portal within 5 business days after obtaining final complete inspections on all associated permits related to the project.

To obtain a Certificate of Occupancy for a permit with an application date prior to January 2018, or for a new structure, submit a request to Permits.Mail@slcgov.com to initiate the process.

All subcontractor permits associated the building permit must be inspected and closed by the building inspector prior to Certificate of Occupancy issuance.

Prior to obtaining a Certificate of Occupancy for a New Structure, the following inspections are also required. It is the applicant’s responsibly to contact the agencies below to initiate the Certificate of Occupancy inspection process.

- Public Utilities Contracts Office - 801-483-6727 or PUDevServ@slcgov.com
- Engineering - 801-535-6248
- Transportation - 801-535-6630

Associated Permits

Permit Type	Permit Number	Permit Description
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List of Associated Permits may be incomplete. Records can be researched online @ www.slcppermits.com

Persons in violation of this notice will be subject to issuance of a criminal complaint in accordance to Salt Lake City Code 18.32.020 and/or termination of Public Utilities to the structure(s,) under permit. (Mandatory 5 business days for required processing)