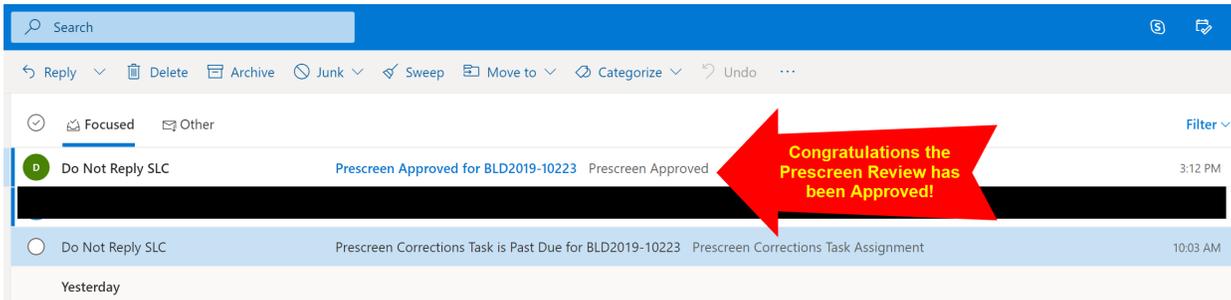
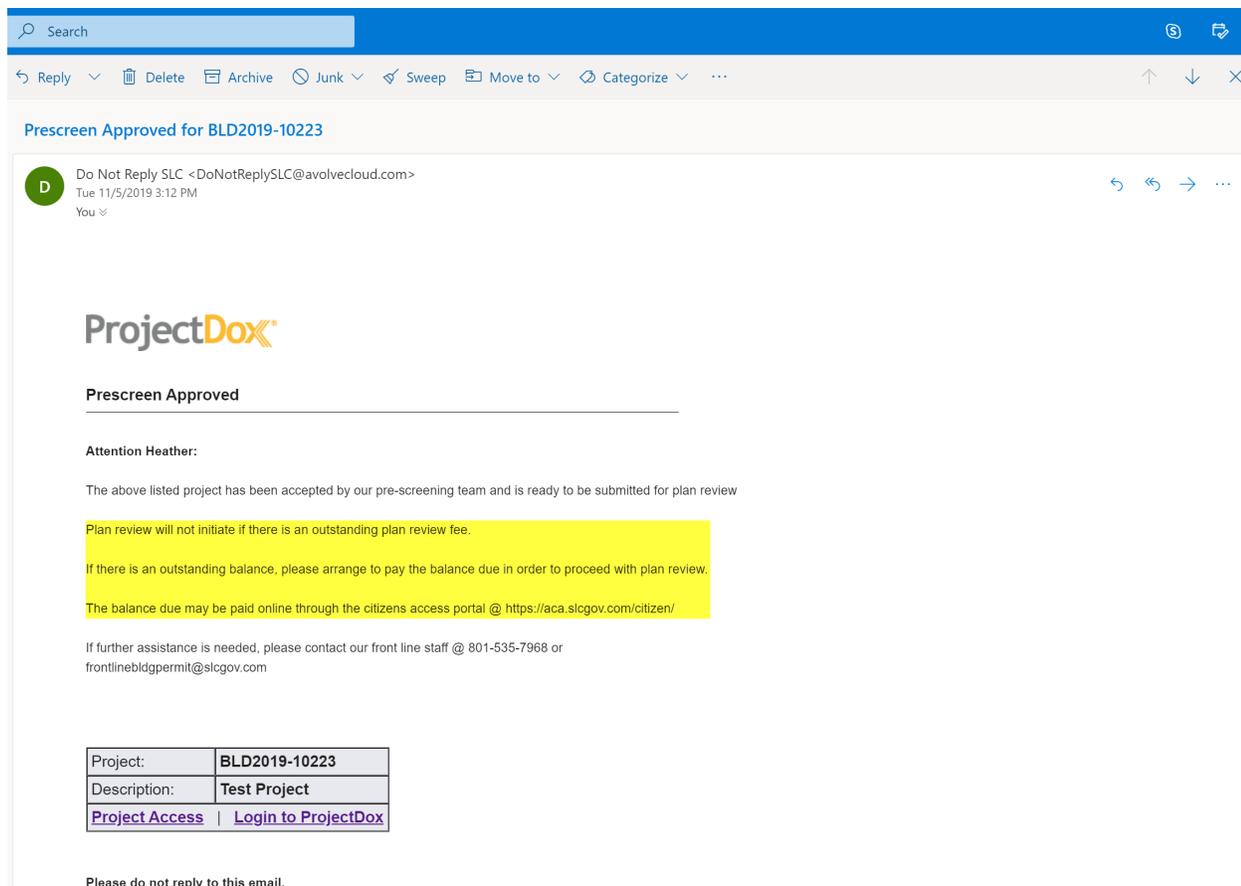


Plan Check Fee Payment

- 1- Congratulations the prescreen review has been approved.
- 2- Projects are not considered accepted for plan review until the plans have been accepted by pre-screening staff and the plan check fee has been paid.
- 3- Questions?? Contact our Front Line Staff @ 801-535-7968 or frontlinebldgpermit@slcgov.com

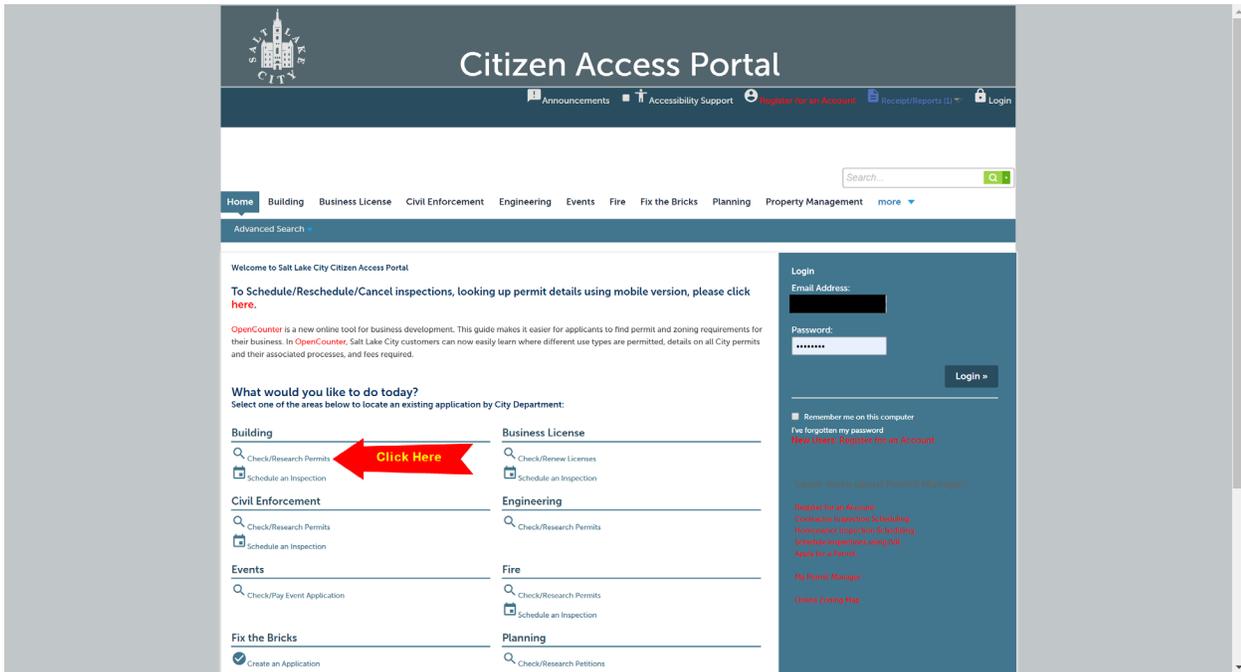


- 4- Before a project can be accepted for plan review the plan check fee must be paid.

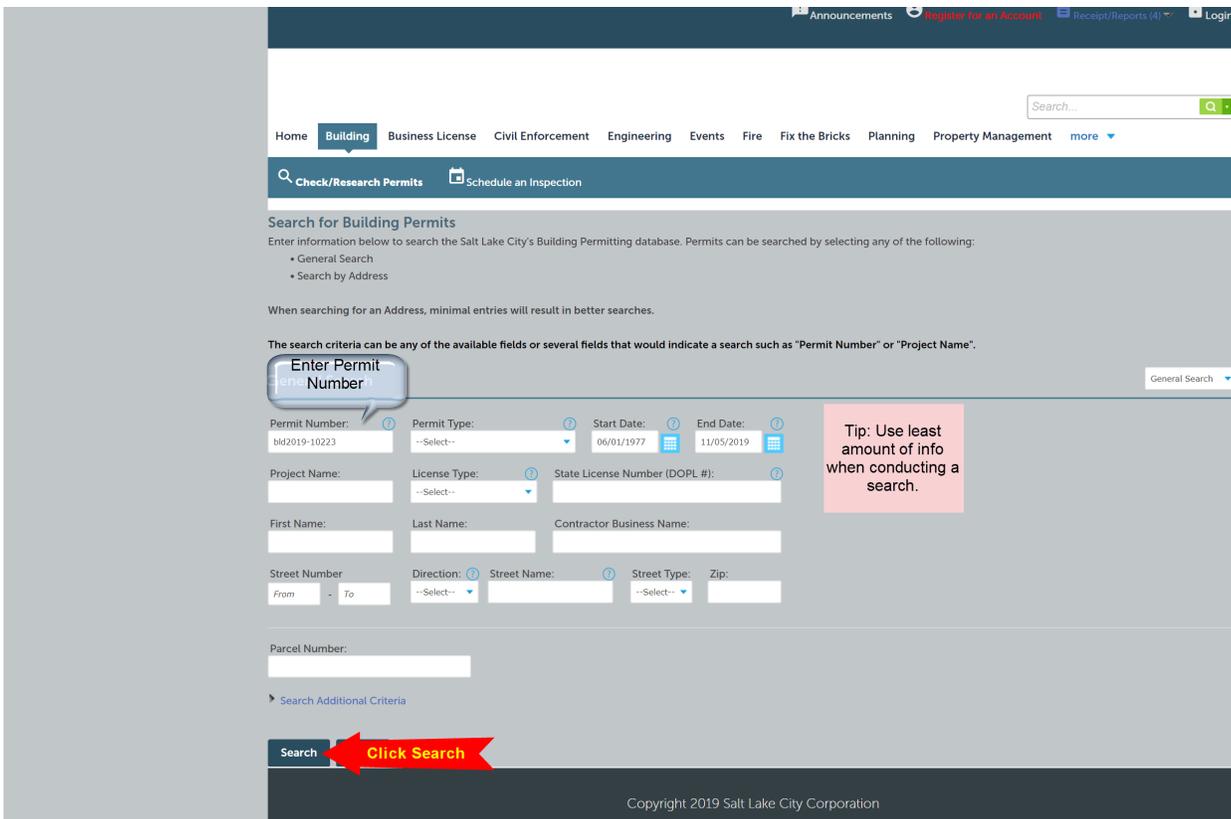


- 5- Go to the Citizen Access Portal @ www.slcpemits.com
- 6- There are 2 paths to pay a balance.

7- 1st Path (no log in required) Under “Building” Click “Check/Research Permits”



8- Search the Permit Number



9- Click Payments

The screenshot shows the 'Citizen Access Portal' interface. At the top, there is a navigation bar with 'Announcements', 'Register for an Account', 'Receipt/Reports (4)', and 'Login'. Below this is a search bar and a main menu with categories like 'Home', 'Building', 'Business License', 'Civil Enforcement', 'Engineering', 'Events', 'Fire', 'Fix the Bricks', 'Planning', and 'Property Management'. A secondary menu includes 'Check/Research Permits' and 'Schedule an Inspection'. The main content area displays 'Record BLD2019-10223: Commercial Building Permit'. There are two tabs: 'Record Info' and 'Payments'. The 'Payments' tab is active, and a red arrow points to the 'Pay or View Fees' link. Below this, the 'Work Location' is listed as '451 S STATE, Salt Lake City'. The 'Record Details' section is divided into 'Applicant', 'Licensed Professional', 'Project Description', and 'Owner'.

**Record BLD2019-10223:
Commercial Building Permit**

Record Info | **Payments**

Pay or View Fees **Click Here**

Work Location

451 S STATE
Salt Lake City

Record Details

Applicant:
Heather M Wright
Salt Lake City Corp
451 S State St
Salt Lake City, UT, 84111
Phone 1: (Work)8015357163
Fax:8015357750
heatherwiddison@hotmail.com

Licensed Professional:
License Not Required
LICENSE NOT REQUIRED
451 S State St
Salt Lake City, UT, 84000
Phone 1: (Work)8015357163
PROFESSIONAL 999999999

Project Description:
Test Project
Tenant Improvement

Owner:
SALT LAKE CITY
PO BOX 145460
Salt Lake City UT 84108

[More Details](#)

10- Click Pay Fees

This screenshot shows the same 'Citizen Access Portal' interface as above, but with the 'Pay or View Fees' section expanded. A red arrow points to the 'Pay Fees' link. Below this, there is an 'Outstanding' table with columns for 'Date', 'Invoice Number', and 'Amount'. The table shows one entry for '10/30/2019' with invoice number '1645401' and amount '\$918.63'. The total outstanding fees are listed as '\$918.63'.

**Record BLD2019-10223:
Commercial Building Permit**

Record Info | **Payments**

Pay or View Fees

Outstanding:

Date	Invoice Number	Amount
10/30/2019	1645401	\$918.63

Total outstanding fees: \$918.63

[Pay Fees](#) **Click Here**

11- Click Continue Application

Citizen Access Portal

Announcements Register for an Account Receipt/Reports (4) Login

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

Check/Research Permits Schedule an Inspection

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

This application for a permit is subject to a pre-screening review by the applicable department. Payment does not constitute an approval or acceptance by the City of Salt Lake until a review is completed. You will receive final notice of review and acceptance/denial when completed.

If documents or drawings are missing or the project coordinator/reviewer has requested additional information given the nature of the project, the application will be deemed as incomplete and will not be considered for review until the submissions have been made.

After 30 days from the request for additional information a second notice giving a two week grace period will be sent out alerting the applicant that the file is being closed out and that further action would require a new application and application fee.

I have reviewed the submission requirements for the application and agree to these terms.

I agree to these terms by proceeding to payment processing:

Application Fees

Fees	Qty.	Amount
Plan Check Fee (Enter 1 to Activate)	1	\$918.63

TOTAL FEES: \$918.63
 Note: This does not include additional inspection fees which may be assessed later. Enter Quantity of 1 and Recalculate to obtain fee.

Continue Application > **Click Here**

12- Complete Credit Card Information Fields and Click Submit Payment

Please select a payment method and then fill in all required information.
 The available payment methods are:

- Credit Card
- Electronic Check

PLEASE NOTE: You may have to hold a valid Building Permit for your on-line Electrical, Mechanical, or Plumbing permit to receive final approval. Your submittal will be reviewed for final approval and you will receive an email informing you of this approval. Make sure your application contains an email.

* indicates a required field.

Payment Options

Salt Lake City imposes a surcharge on credit cards that is no greater than our cost of acceptance.

Amount to be charged: \$918.63

Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment > **Click Submit Payment**

Tip: All fields with an * asterisks must be completed in order to proceed

Complete all fields

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13- 2nd Path Option (Log In Required). This option is only available to the original plan review applicant.

The screenshot shows the Salt Lake City Citizen Access Portal. At the top left is the city logo. The main header reads "Citizen Access Portal". Navigation links include "Announcements", "Accessibility Support", "Register for an Account", "Receipt/Reports (1)", and "Login". A search bar is located below the header. A horizontal menu lists various services: Home, Building, Business License, Civil Enforcement, Engineering, Events, Fire, Fix the Bricks, Planning, Property Management, and more. Below this is an "Advanced Search" dropdown. The main content area features a welcome message and a link to schedule or reschedule inspections. A section titled "What would you like to do today?" lists categories: Building, Business License, Civil Enforcement, Engineering, Events, and Fire, each with sub-links for checking permits and scheduling inspections. On the right side, there is a "Login" form with fields for "Email Address" (partially filled with "heat...@hotn...") and "Password". A red arrow points to the "Click Login" button. Below the form are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account".

14- From the Dashboard Click on "My Records"

The screenshot shows the user's dashboard after logging in. The header now includes "Logged in as: Heather Wright" and "Account Management" with a "Logout" button. The navigation menu is updated to include "Dashboard" and "My Records", with a red arrow pointing to "My Records" and the text "Click Here". The main content area is titled "Hello, Heather Wright" and contains two panels: "Saved in Cart (0)" with a "View Cart" link and the message "There are no items in your shopping cart right now.", and "My Collection (0)" with a "View Collections" link and the message "You do not have any collections right now." At the bottom, there is a "Work in progress" section with a "View All Records" button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".

15- Click "Pay Fees Due"

Citizen Access Portal

Announcements | Logged in as: Heather Wright | Collections (0) | Cart (0) | Receipt/Reports (1) | Account Management | Logout

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

Dashboard | My Records | My Account | Advanced Search

Building

Showing 1-10 of 12 | Add to collection | Add to cart

Date	Record Number	Record Type	Description	Project Name	Address	Status	Short Notes
10/30/2019	BLD2019-10223	Commercial Building Permit	Tenant Improvement	Test Project	451 S STATE St, 215, Salt Lake City UT 841113104	Pay Fees Due	
09/23/2018	BLD2018-09440	Commercial Building Permit	Test	Test	451 S STATE St, Salt Lake City UT 841113104		
08/03/2018	ADDLP18-0063	Add Contractor to Existing Permit					
05/15/2018	BLD2018-04702	Residential Mechanical	Ductwork	Monson Residence	933 S CONNOR St, Salt Lake City UT 841081407	Closed	
11/17/2017	BLD2017-10321	Commercial Building Permit	Addition	Heather's Permit	0 S O St, 2nd flr, Salt Lake City UT 841113104	Void	
11/11/2016	BLD2016-10512	Commercial Building Permit	test	test	451 S STATE St, Salt Lake City UT 841113104	Void	
07/12/2016	BLD2016-06567	Residential Fencing	front yard fence	Eddie's Fence	2054 E SUNNYSIDE Ave, Salt Lake City UT 841081310	Closed	
01/28/2015	BLD2015-00579	Commercial Building Permit	Test Permit for Testing Selectron	test	451 S STATE St, Salt Lake City UT 841113104	Inspections	
01/27/2015	BLD2015-00553	Commercial Building Permit	Test	Test	451 S STATE St, 215, Salt Lake City UT 841113104	Void	
07/02/2013	BLD2013-04583	Commercial Building Permit	PLEASE PAY THE BALANCE DUE AND UPLOAD PROJECT TO PROJECT DOX FOR REVIEW.	test	451 S STATE St, Salt Lake City UT 841113104	Void	

Tip: Only applications submitted with the log in will be visible on this list.

16- Click "Check Out"

Citizen Access Portal

Announcements | Logged in as: Heather Wright | 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

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

This application for a permit is subject to a pre-screening review by the applicable department. Payment does not constitute an approval or acceptance by the City of Salt Lake until a review is completed. You will receive final notice of review and acceptance/denial when completed.

If documents or drawings are missing or the project coordinator/reviewer has requested additional information given the nature of the project, the application will be deemed as incomplete and will not be considered for review until the submissions have been made.

After 30 days from the request for additional information a second notice giving a two week grace period will be sent out alerting the applicant that the file is being closed out and that further action would require a new application and application fee.

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Application Fees

Fees	Qty.	Amount
Plan Check Fee (Enter 1 to Activate)	1	\$918.63

TOTAL FEES: \$918.63
 Note: This does not include additional inspection fees which may be assessed later **Enter Quantity of 1 and Recalculate to obtain fee.**

Check Out Click Check Out

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17- Verify Fees and Click "Check Out"

The screenshot shows the 'Citizen Access Portal' for Salt Lake City. The user is logged in as Heather Wright. The page displays a 'Cart' section with three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance. The current step is 'Step 1: Select item to pay'. Below this, there is a 'PAY NOW' button and a list of items for sale. The total amount to be paid is \$918.63. At the bottom, there are three buttons: 'Checkout >', 'Edit Cart >', and 'Continue Shopping >'. A callout box on the left side of the page says 'Verify Fees and Click Checkout'. The footer contains the copyright information: 'Copyright 2019 Salt Lake City Corporation'.

18- Complete Credit Card Information Fields and Click Submit Payment

The screenshot shows the 'Payment Options' page. It includes a 'PLEASE NOTE' section in red text stating that a valid Building Permit is required for final approval. Below this, there are two radio buttons for payment methods: 'Pay with Credit Card' (selected) and 'Pay with Bank Account'. The 'Credit Card Information' section contains several fields with asterisks indicating they are required: Card Type (set to Visa), Card Number (4712123412341234), Security Code (1234), Name on Card (Heather Gilcrease), and Exp. Date (06/2021). The 'Credit Card Holder Information' section includes Country (United States), Street Address (451 S STATE ST), City (Salt Lake City), State (UT), Zip (84111), Phone (801-535-7968), and E-mail (permits.mail@slcgov.com). A pink callout box says 'Tip: All fields with an * asterisks must be completed in order to proceed'. A blue cloud-shaped callout says 'Complete all fields'. At the bottom, there is a 'Submit Payment >' button with a red arrow pointing to it and the text 'Click Submit Payment'. The footer contains the copyright information: 'Copyright 2019 Salt Lake City Corporation'.