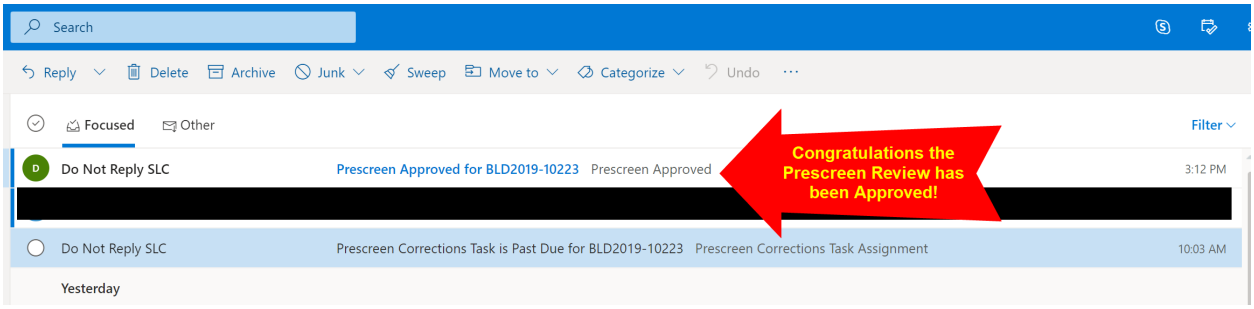
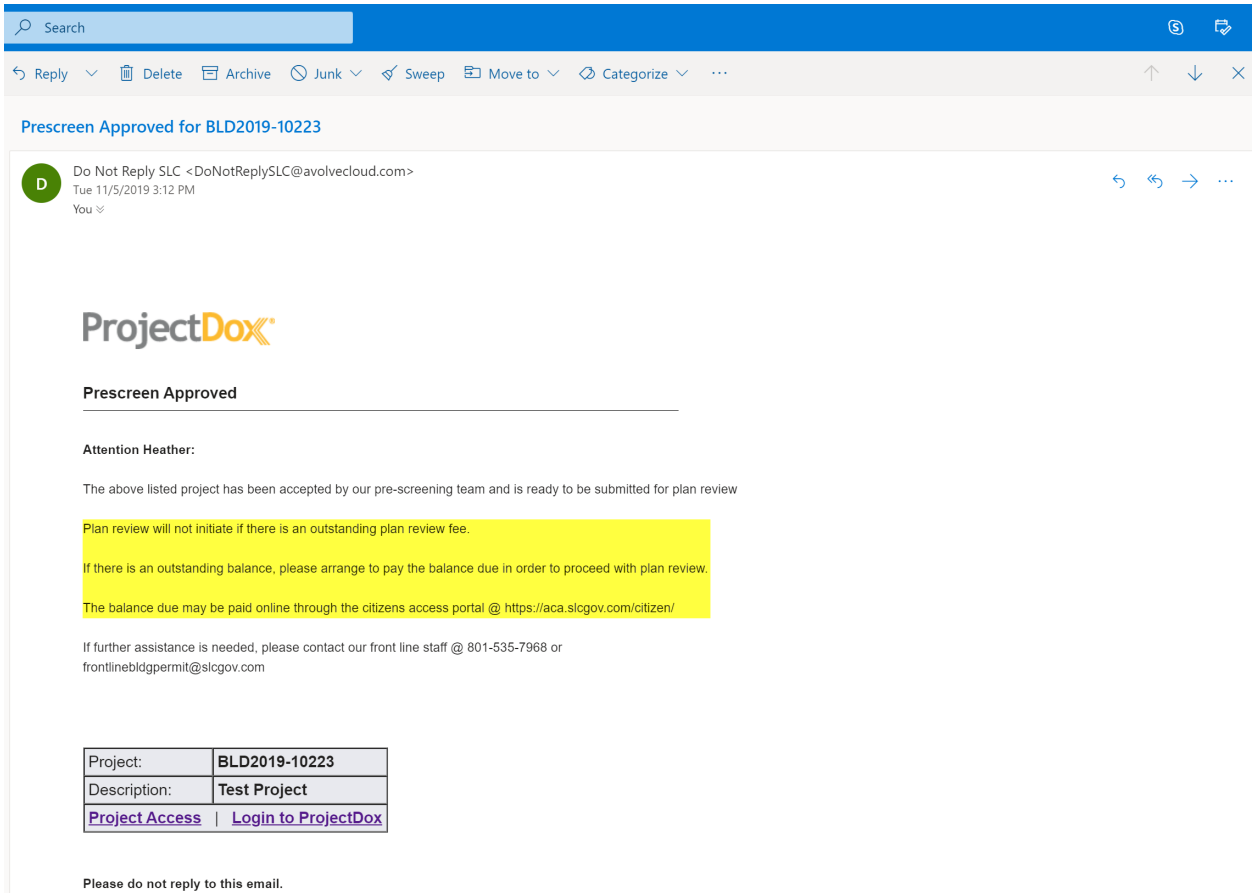
Plan Check Fee Payment

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

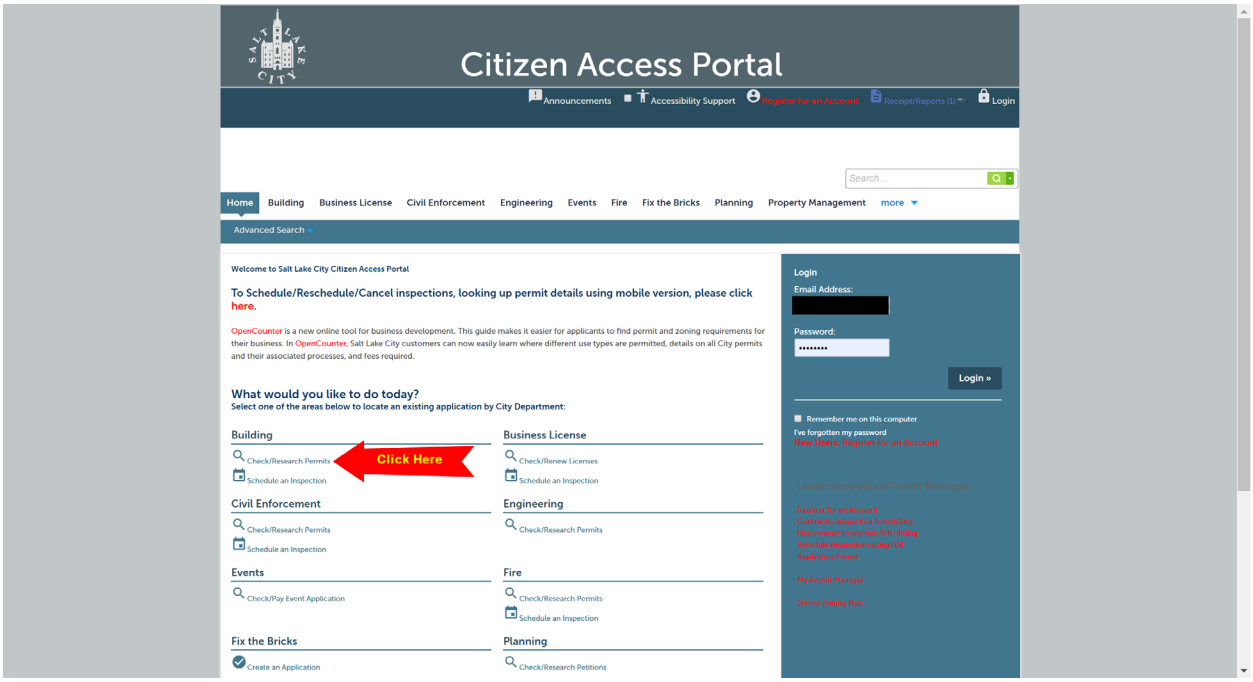


4- Before a project can be accepted for plan review the plan check fee must be paid.

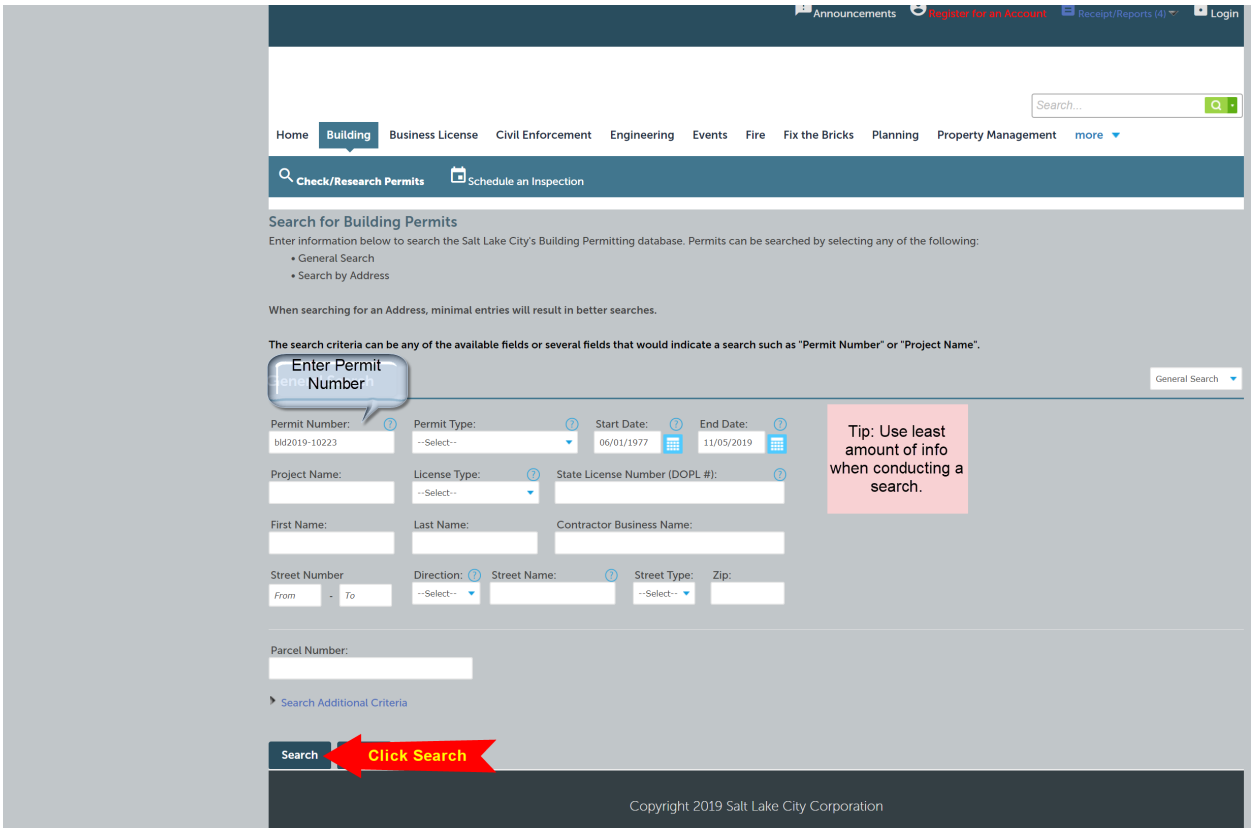


5- Go to the Citizen Access Portal @ www.slcpermits.com
6- There are 2 paths to pay a balance.

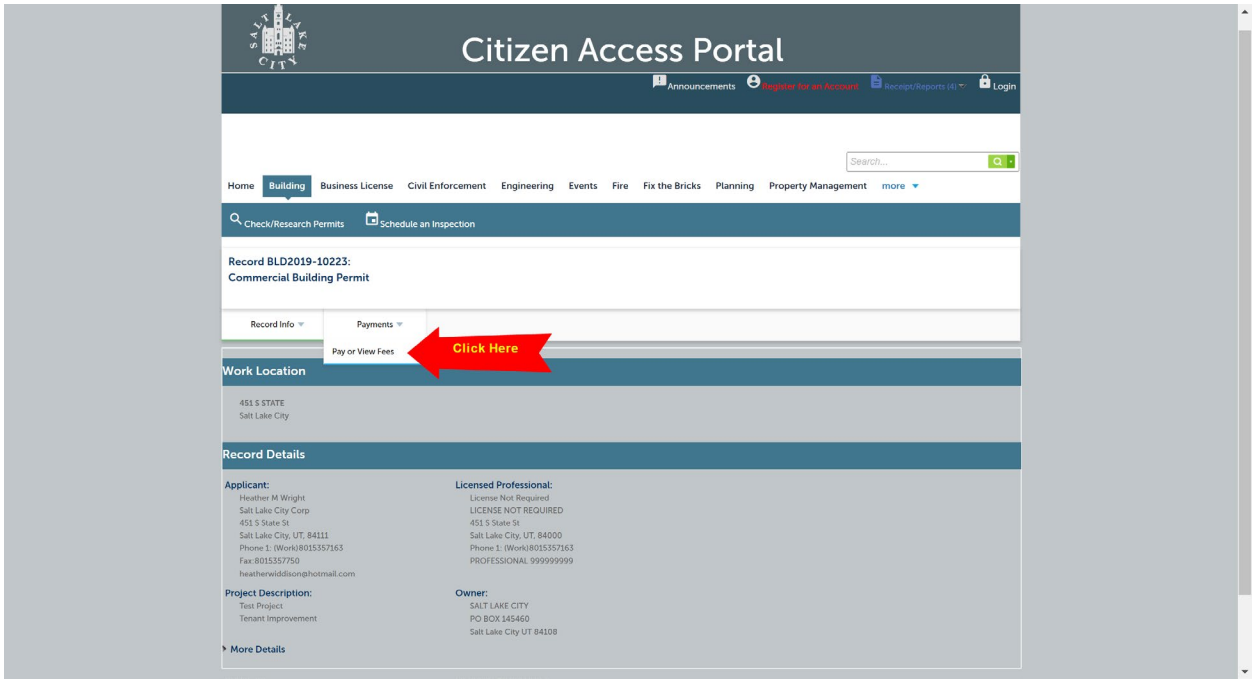
7- 1st Path (no log in required) Under “Building” Click “Check/Research Permits”



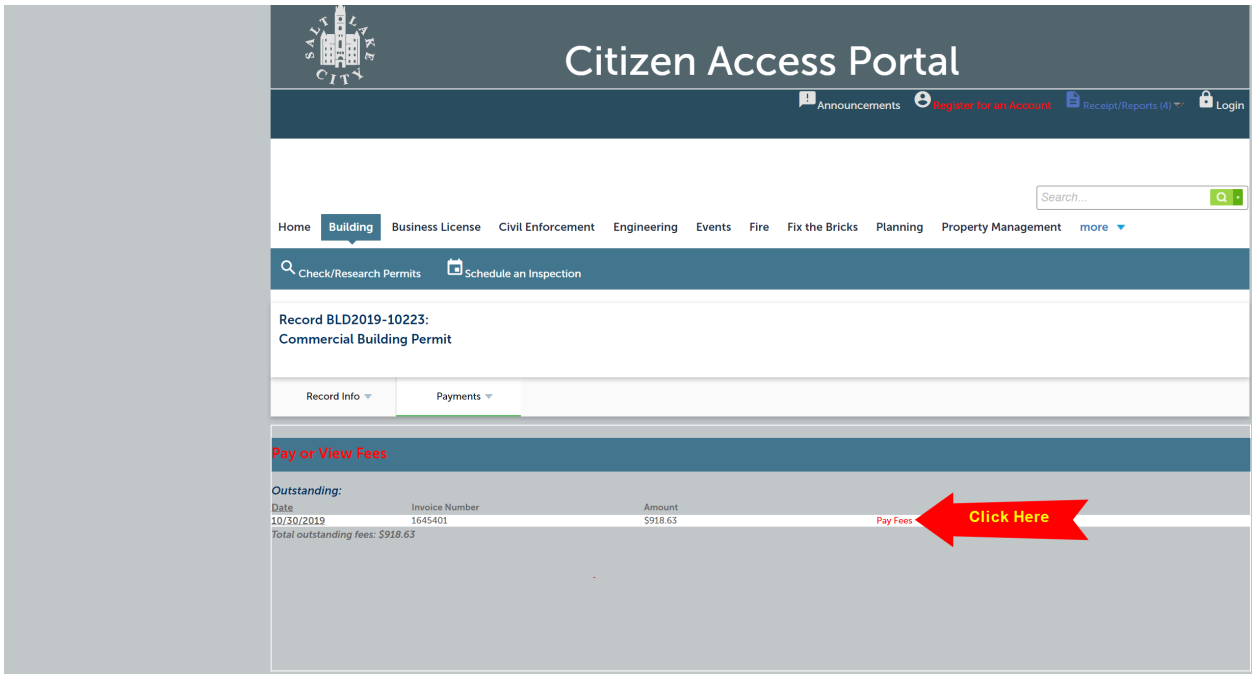
8- Search the Permit Number



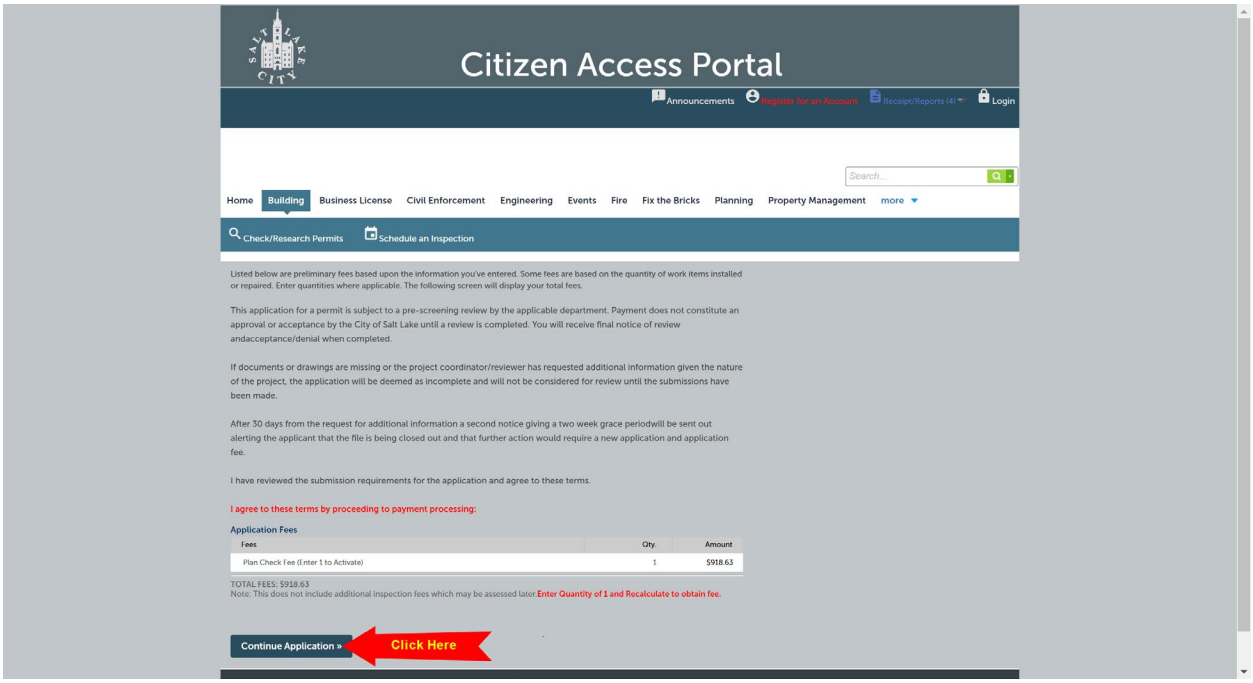
9- Click Payments



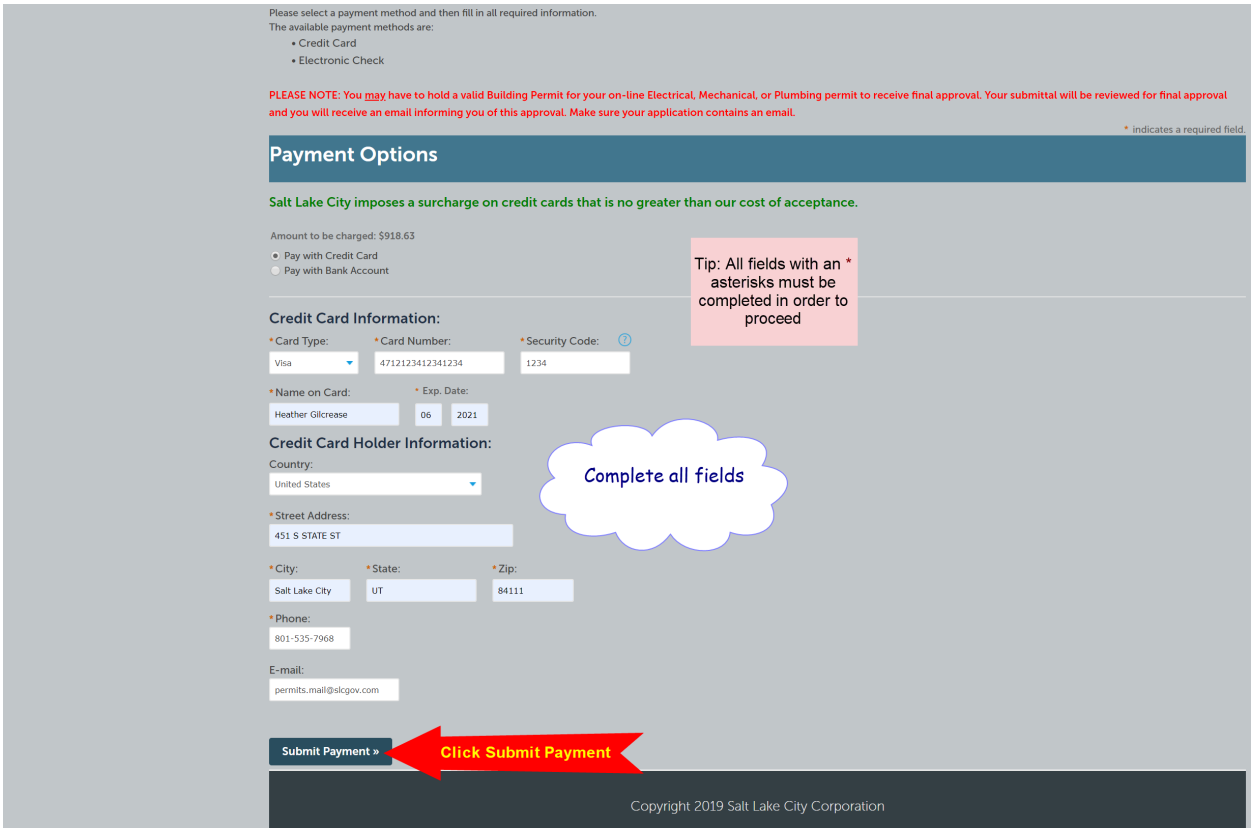
10- Click Pay Fees



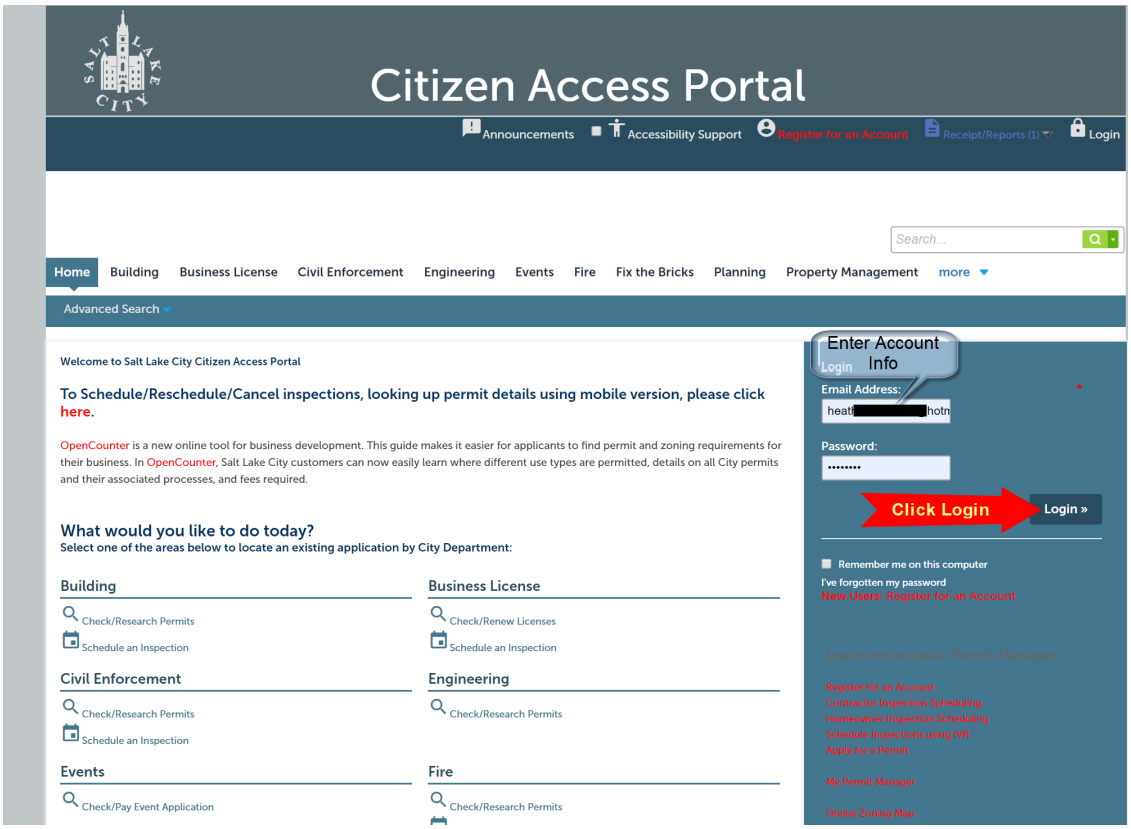
11- Click Continue Application



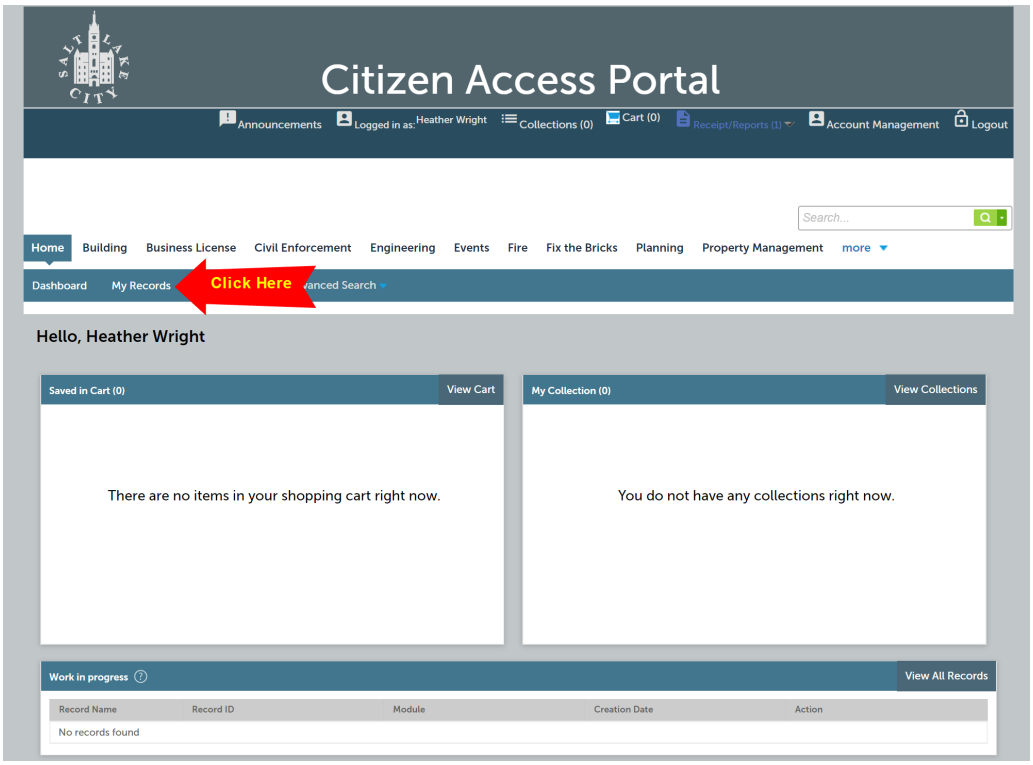
12- Complete Credit Card Information Fields and Click Submit Payment



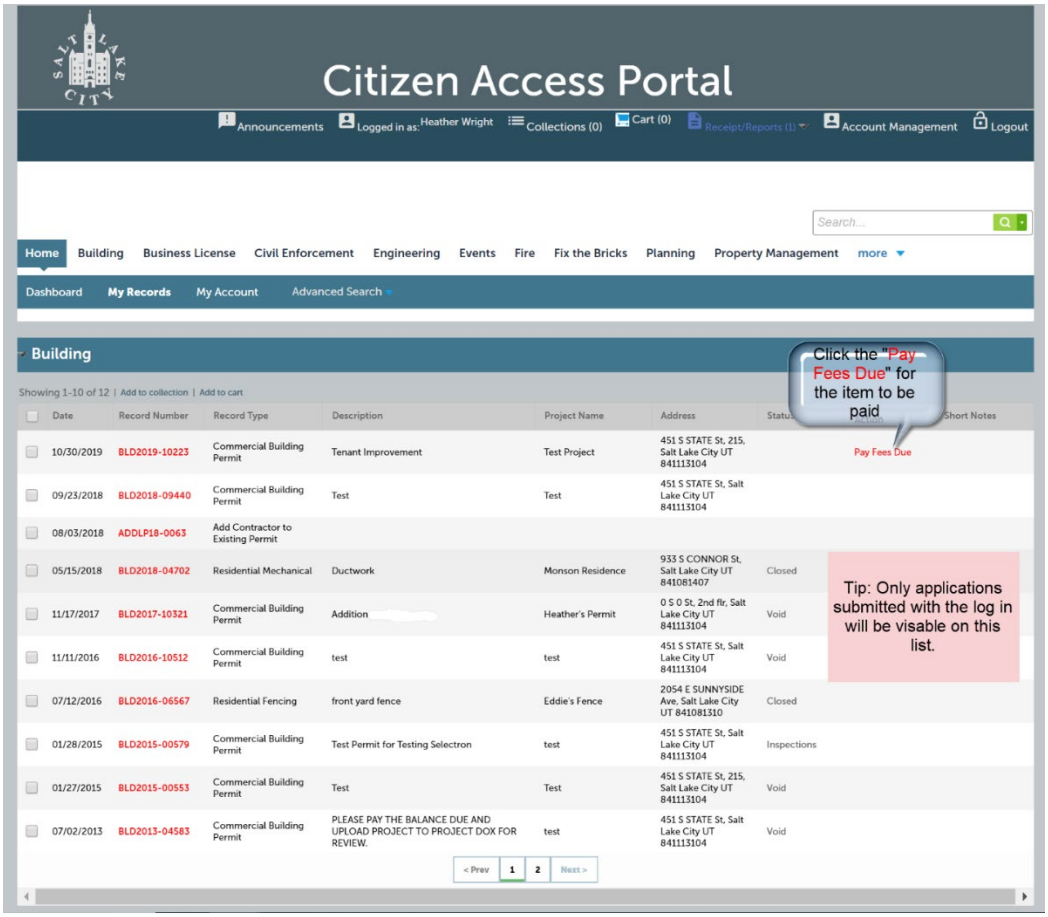
13- 2nd Path Option (Log In Required). This option is only available to the original plan review applicant.



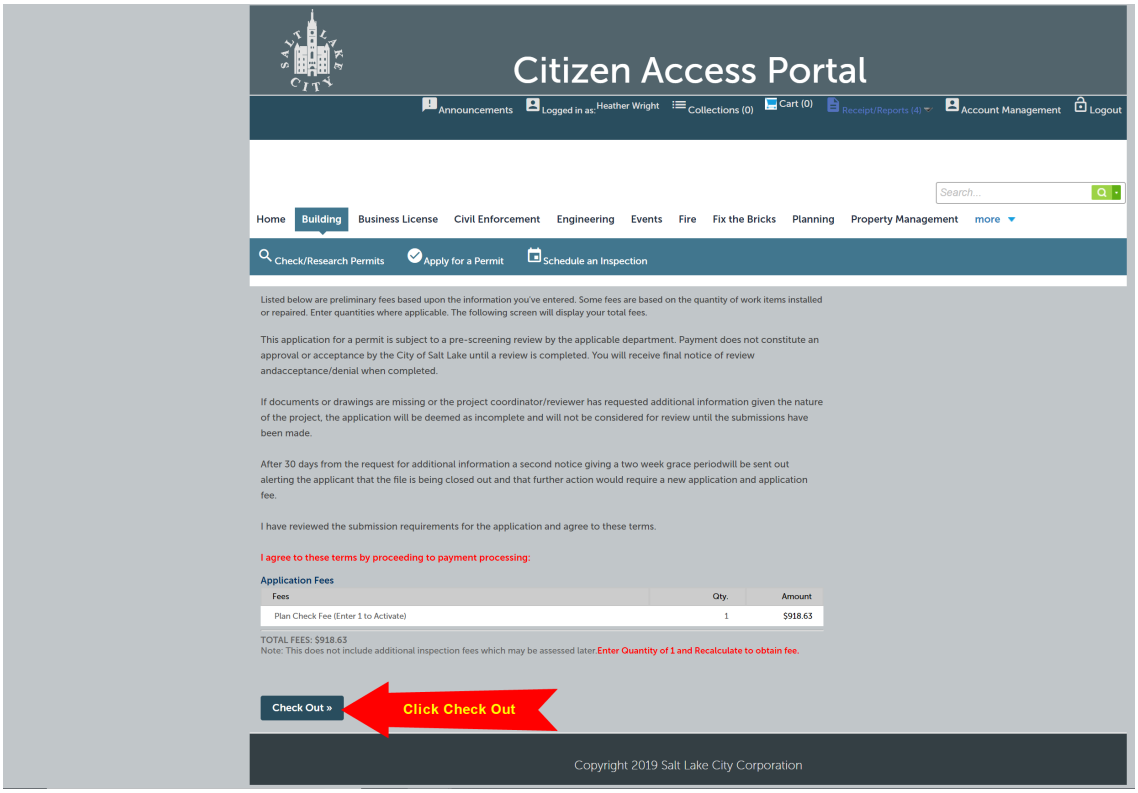
14- From the Dashboard Click on “My Records”



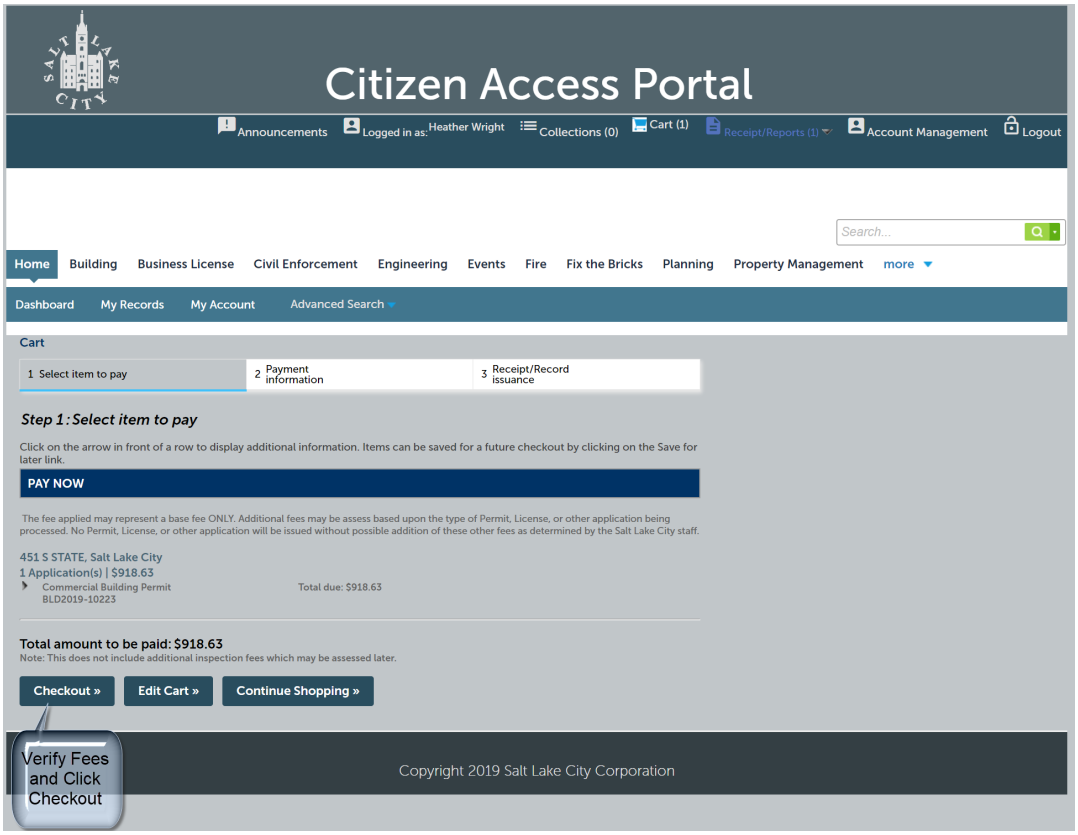
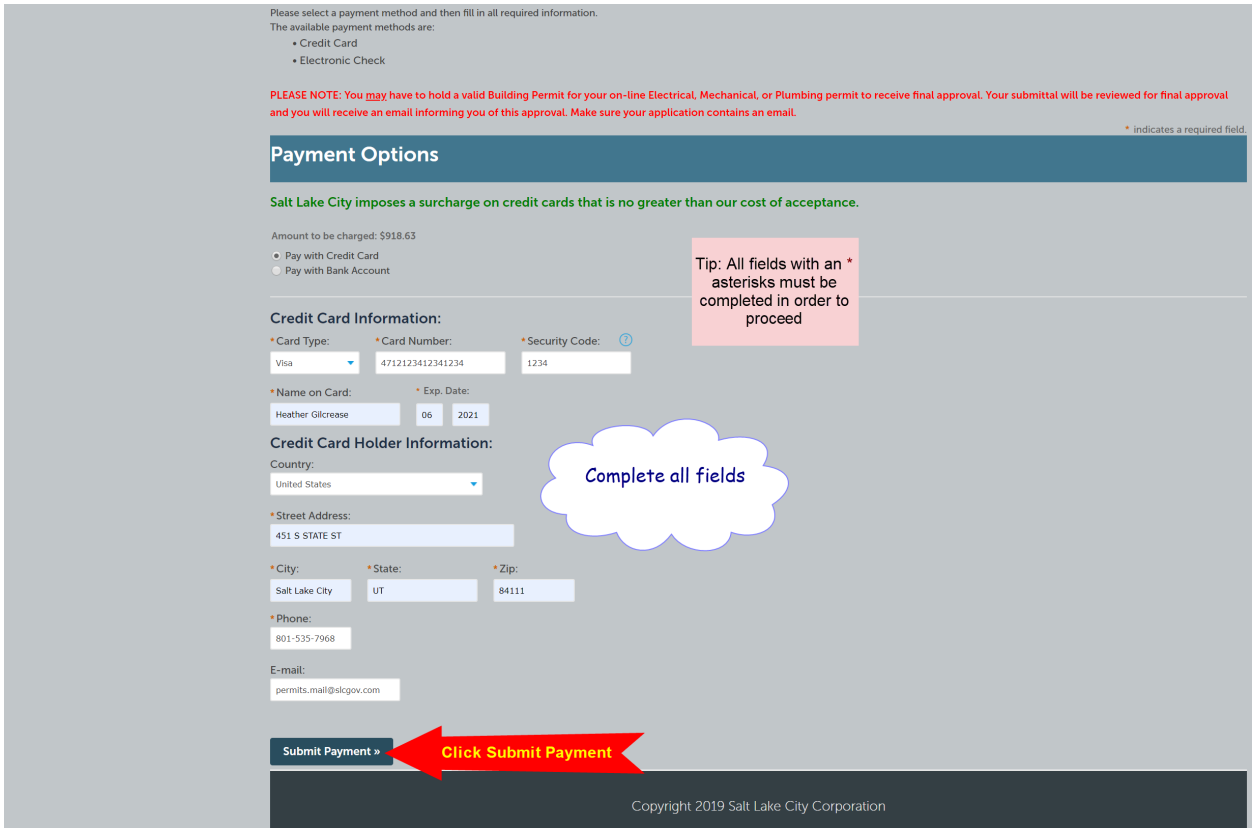
15- Click “Pay Fees Due”



16- Click “Check Out”



17- Verify Fees and Click “Check Out”



18- Complete Credit Card Information Fields and Click Submit Payment