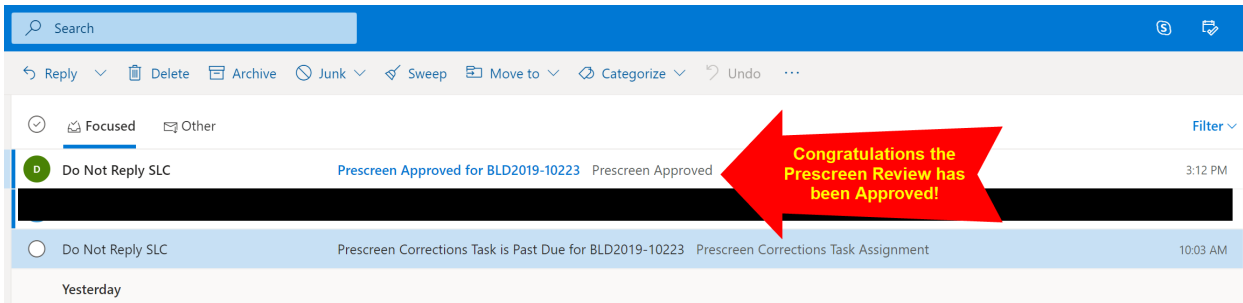
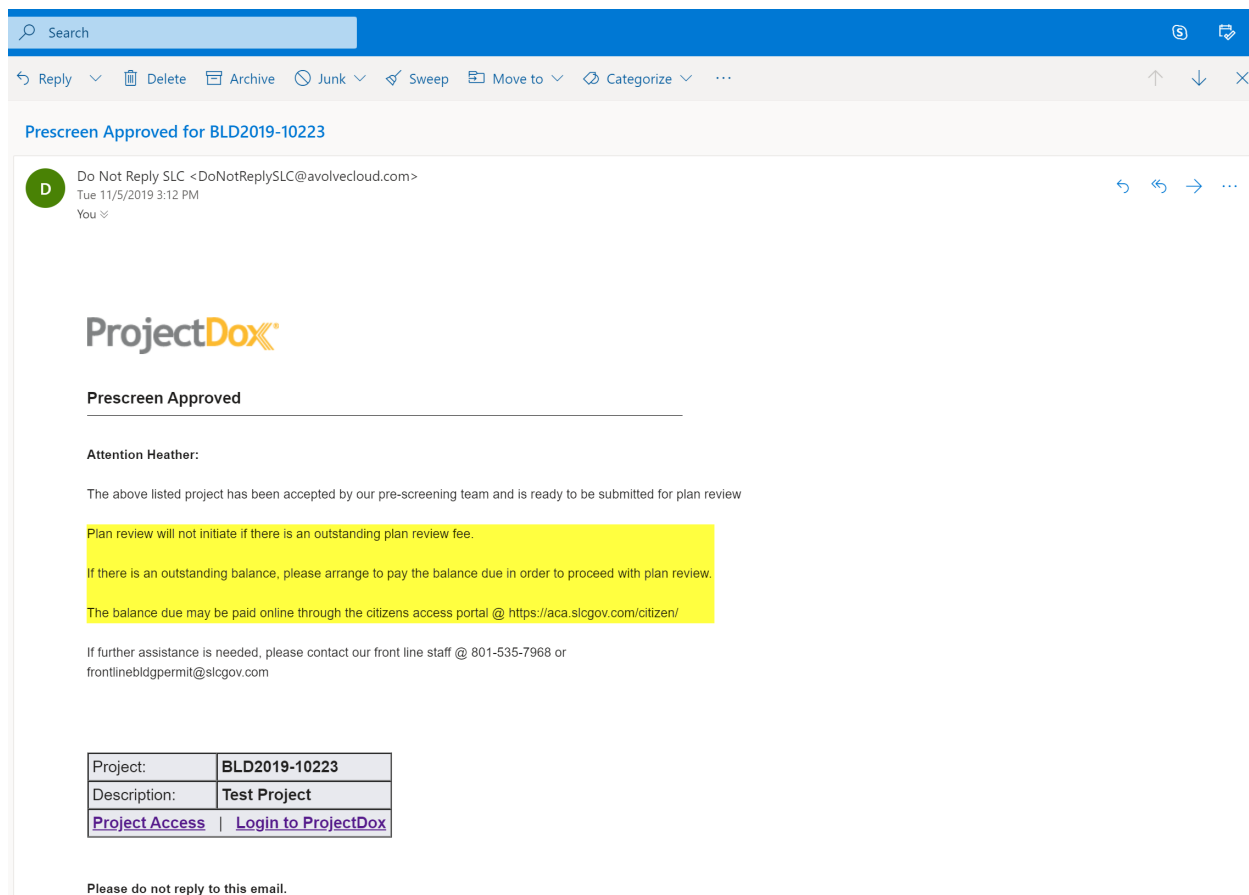


Plan Check Fee Payment

- 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”

The screenshot shows the Salt Lake City Citizen Access Portal. The header includes the city logo and navigation links like 'Announcements', 'Accessibility Support', 'Register for an Account', 'Receipts/Reports (1)', and 'Login'. A search bar is present. The main navigation bar has links for Home, Building, Business License, Civil Enforcement, Engineering, Events, Fire, Fix the Bricks, Planning, Property Management, and more. Below this, there's a 'Welcome to Salt Lake City Citizen Access Portal' message and a section titled 'What would you like to do today?'. Under the 'Building' category, the 'Check/Research Permits' link is highlighted with a red arrow and the text 'Click Here'.

8- Search the Permit Number

The screenshot shows the 'Search for Building Permits' page. The 'Building' menu is highlighted, and the 'Check/Research Permits' link is selected. The page provides instructions on how to search for permits, including a note that minimal entries will result in better searches. A search form is displayed with various fields: Permit Number (with a callout 'Enter Permit Number'), Permit Type, Start Date, End Date, Project Name, License Type, State License Number (DOPL #), First Name, Last Name, Contractor Business Name, Street Number (From/To), Direction, Street Name, Street Type, Zip, and Parcel Number. A red arrow points to the 'Search' button at the bottom. A tip box on the right says 'Tip: Use least amount of info when conducting a search.'

9- Click Payments

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

Record BLD2019-10223:
Commercial Building Permit

Record Info Payments **Pay or View Fees**

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

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

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

11- Click Continue Application

The screenshot shows the 'Citizen Access Portal' for Salt Lake City. The header includes the city logo and navigation links like 'Announcements', 'Register for an Account', 'Receipt/Reports 14', and 'Login'. A search bar is present. The main menu lists various services: Home, Building, Business License, Civil Enforcement, Engineering, Events, Fire, Fix the Bricks, Planning, Property Management, and more. Below the menu, there are links for 'Check/Research Permits' and 'Schedule an Inspection'. The main content area contains several paragraphs of text regarding application fees and terms. At the bottom, there is a table for 'Application Fees' and a red arrow pointing to the 'Continue Application' button with the text 'Click Here'.

Citizen Access Portal

Announcements Register for an Account Receipt/Reports 14 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

The screenshot shows the 'Payment Options' page. It starts with a note about selecting a payment method and lists 'Credit Card' and 'Electronic Check'. A 'PLEASE NOTE' section states that a valid Building Permit is required for on-line Electrical, Mechanical, or Plumbing permits. The 'Payment Options' section highlights a surcharge on credit cards. The 'Credit Card Information' section contains fields for Card Type, Card Number, Security Code, Name on Card, Exp. Date, Country, Street Address, City, State, Zip, Phone, and E-mail. A red arrow points to the 'Submit Payment' button with the text 'Click Submit Payment'. A cloud bubble says 'Complete all fields'. A tip box states: 'Tip: All fields with an * asterisks must be completed in order to proceed'.

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: Visa * Card Number: 4712123412341234 * Security Code: 1234

* Name on Card: Heather Gilcrease * Exp. Date: 06 2021

Credit Card Holder Information:

Country: United States

* Street Address: 451 S STATE ST

* City: Salt Lake City * State: UT * Zip: 84111

* Phone: 801-535-7968

E-mail: permits_mail@slcgov.com

Submit Payment » **Click Submit Payment**

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

Citizen Access Portal

Announcements Accessibility Support Register for an Account Receipt/Reports (1) Login

Search...

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

Advanced Search

Welcome to Salt Lake City Citizen Access Portal

To Schedule/Reschedule/Cancel inspections, looking up permit details using mobile version, please click [here](#).

OpenCounter is a new online tool for business development. This guide makes it easier for applicants to find permit and zoning requirements for their business. In **OpenCounter**, Salt Lake City customers can now easily learn where different use types are permitted, details on all City permits and their associated processes, and fees required.

What would you like to do today?
Select one of the areas below to locate an existing application by City Department:

Building

- Check/Research Permits
- Schedule an Inspection

Civil Enforcement

- Check/Research Permits
- Schedule an Inspection

Events

- Check/Pay Event Application

Business License

- Check/Renew Licenses
- Schedule an Inspection

Engineering

- Check/Research Permits

Fire

- Check/Research Permits

Enter Account Info

Login

Email Address: heat[redacted]@hot[redacted]

Password: [redacted]

Click Login Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[New User: Register for an Account](#)

[Learn more about Permit Manager](#)

[Register for an Account](#)

[Contractor Inspection Scheduling](#)

[Homeowner Inspection Scheduling](#)

[Schedule Inspections using IVR](#)

[Apply for a Permit](#)

[My Permit Manager](#)

[Online Zoning Map](#)

14- From the Dashboard Click on “My Records”

Citizen Access Portal

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

Search...

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

Dashboard My Records **Click Here** Advanced Search

Hello, Heather Wright

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

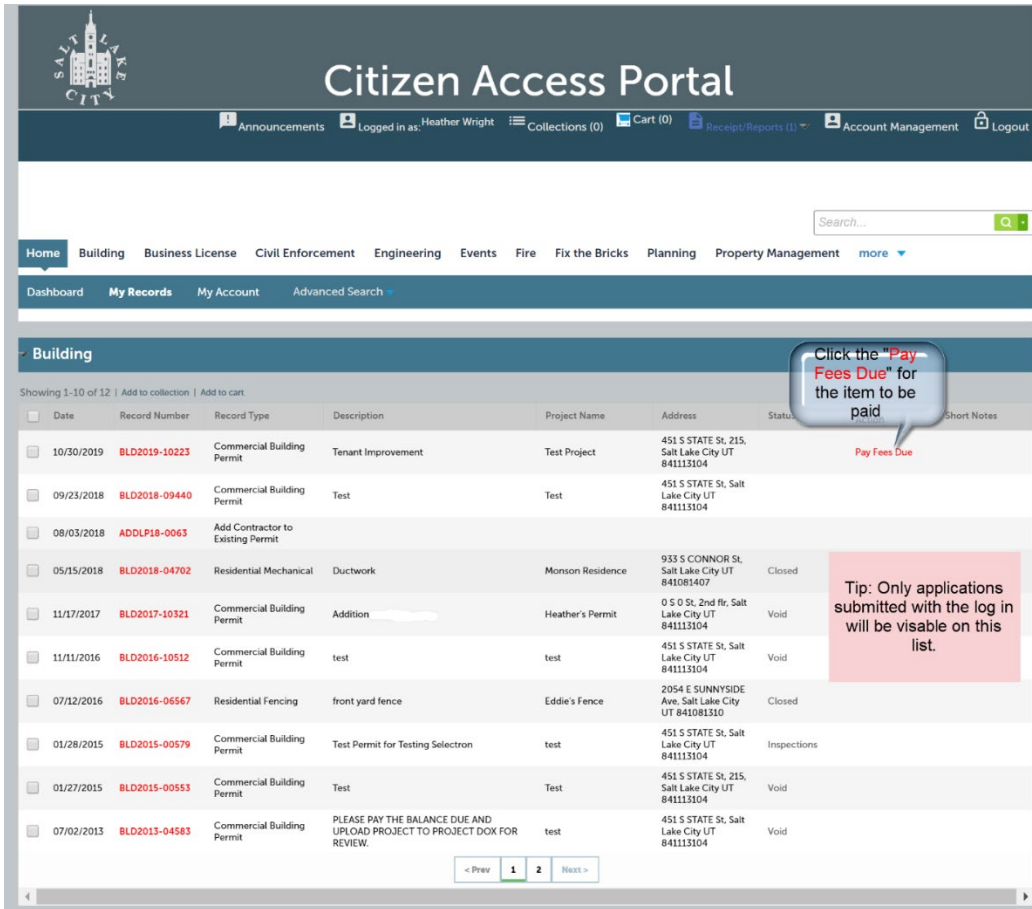
My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

15- Click “Pay Fees Due”



Citizen Access Portal

Announcements | Logged in as: Heather Wright | Collections (0) | Cart (0) | Receipts/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

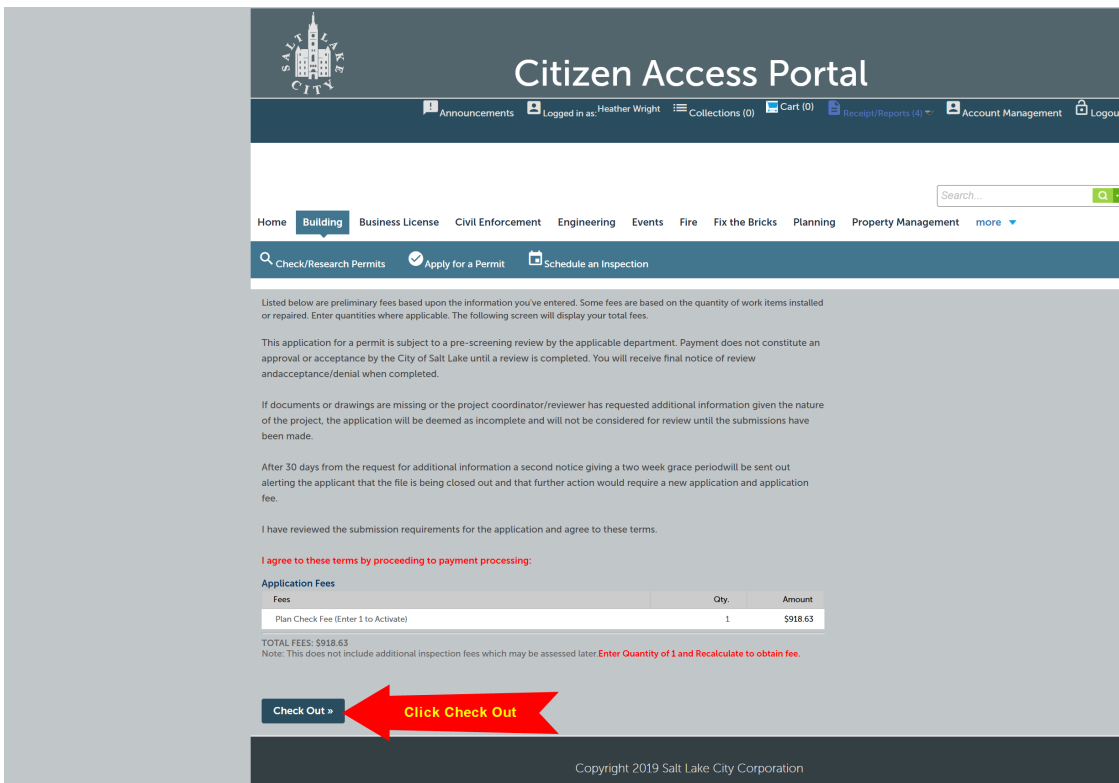
Showing 1-10 of 12 | Add to collection | Add to cart

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 Selection	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	

< Prev 1 2 Next >

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) | Receipts/Reports (1) | 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.

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.**

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 'Cart' section shows a total due of \$918.63 for a Commercial Building Permit. A callout bubble points to the 'Checkout' button with the text 'Verify Fees and Click Checkout'.

Citizen Access Portal

Announcements | Logged in as: Heather Wright | Collections (0) | Cart (1) | 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

Cart

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

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

The fee applied may represent a base fee ONLY. Additional fees may be assessed based upon the type of Permit, License, or other application being processed. No Permit, License, or other application will be issued without possible addition of these other fees as determined by the Salt Lake City staff.

451 S STATE, Salt Lake City
1 Application(s) | \$918.63
Commercial Building Permit
BLD2019-10223

Total due: \$918.63

Total amount to be paid: \$918.63
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) | [Edit Cart »](#) | [Continue Shopping »](#)

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 'Credit Card Information' section with fields for Card Type, Card Number, Security Code, Name on Card, and Exp. Date. A 'Credit Card Holder Information' section includes fields for Country, Street Address, City, State, Zip, Phone, and E-mail. A red arrow points to the 'Submit Payment' button with the text '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: Visa | * Card Number: 4712123412341234 | * Security Code: 1234

* Name on Card: Heather Gilcrease | * Exp. Date: 06 / 2021

Credit Card Holder Information:

Country: United States

* Street Address: 451 S STATE ST

* City: Salt Lake City | * State: UT | * Zip: 84111

* Phone: 801-535-7968

E-mail: permits.mail@slcgov.com

Submit Payment » **Click Submit Payment**

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