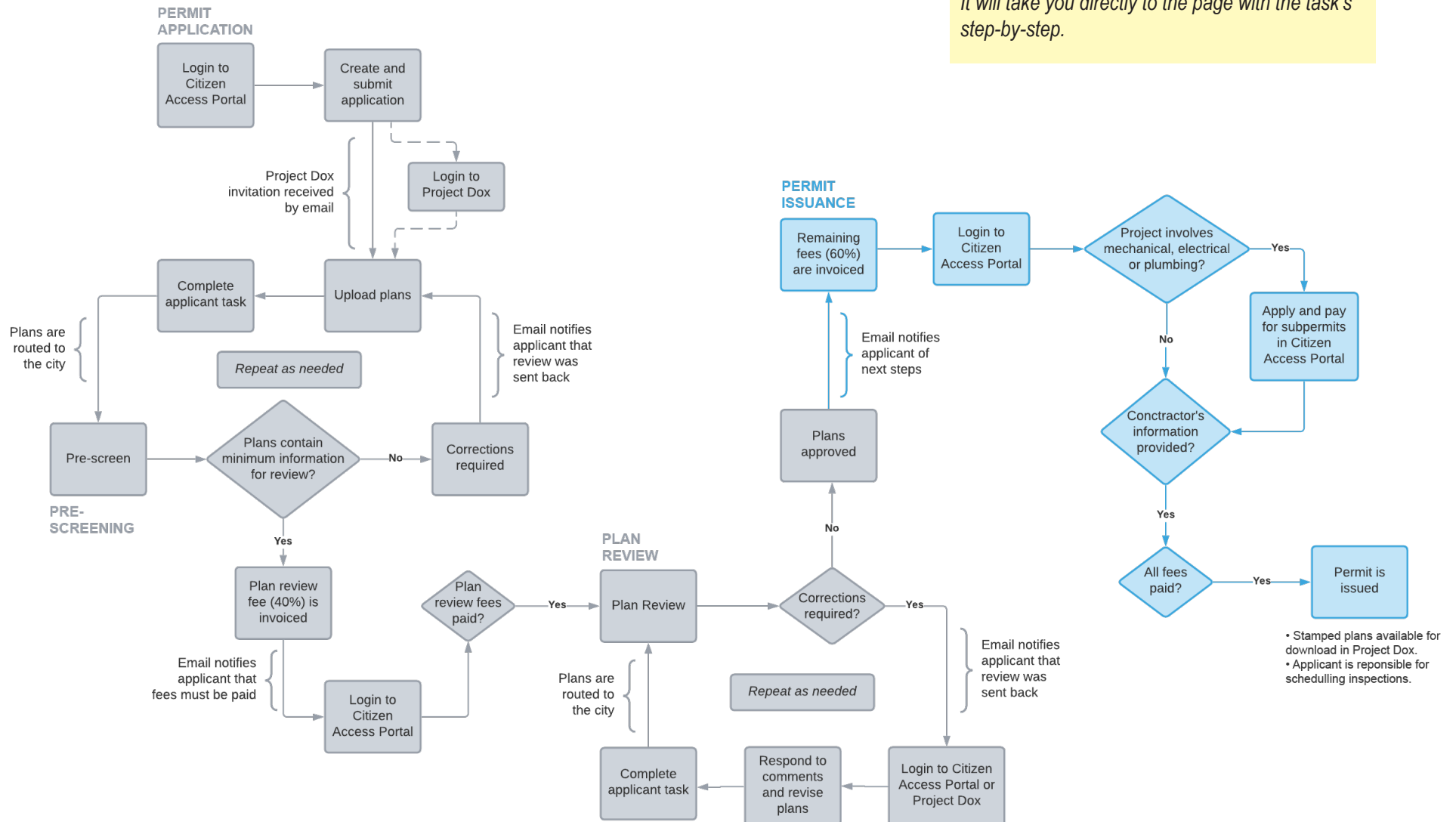


PERMIT ISSUANCE

TIP - Getting to the information you want:

If you are looking for specific steps, click on the box of the task you want more information about. It will take you directly to the page with the task's step-by-step.



PERMIT ISSUANCE

1. Remaining fees are invoiced

1 Notification email

Plan Review Approved for BLD2022-**XXXXXX**

DoNotReplySLC@avolvedcloud.com
To: **XXXXXX**
Fri 2/11/2022 11:20 AM

Follow up. Start by Friday, February 11, 2022. Due by Friday, February 11, 2022.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Plan Review Approved

Attention **XXXXXX**:

Congratulations, the above listed plan review has been approved to proceed with permit issuance.

Before the building permit can be issued the following items must be completed:

1- If required by Utah State Law, the appropriate contractor must be added to the permit.

If you opt to act as an Owner/Builder, provide an Owner/Builder Certification to our Front Line Staff https://dopl.utah.gov/contractor/contract_owner_builder.pdf

2- Any associated Plumbing, Electrical, or Mechanical permits must be applied for prior to building permit issuance.

These permits may be obtained by either the appropriate subcontractor or the general contractor.

3 - Balance due must be paid in full.

All items may be completed through the Citizens Access Portal <https://citizenportal.slcgov.com/citizen/Default.aspx/>

If you need further assistance, please contact the front line staff at 801-535-7968 or via email at frontlinebldepermits@slc.gov

Project:	BLD2022- XXXXXX
Description:	TEST
Project Access	Login to ProjectDox

Please do not reply to this email.

An email notifies the applicant that plans are approved. It will include next steps to be completed in the Portal.

2 Review status in the Portal

Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more

Check/Research Permits Apply for a Permit Schedule an Inspection

Record BLD2022-**XXXXXX**:
Residential Building Permit
Record Status: In For Review

Record Info Payments Plan Review

Plan Review

To do task: None

Plan Review Status:

Review Type: Building Permit
Total Number of Files: 9 [View uploaded files](#)
Time Elapsed: 8 days 24 hrs
Completed Submission (Prescreen): 6 days 2 hrs
Prescreen Review Comments (Unresolved): 1
Time with Jurisdiction: 4 days 23.5 hrs
Time with Applicant: 4 days 0.5 hrs

Status: Balance Due
Balance Due: 0 days 23 hrs

Review Comments (Unresolved): 0 [View review comments](#)

- Building Codes (0)
- Fire (0)
- Zoning (0)

Current Non-Completed Tasks: 1
Balance Paid Task: 0 days 23 hrs

“Record Status” is “In For Review” until last steps of the process are completed. “To do task” is “None” but “Status” indicates “Balance Due”.



PERMIT ISSUANCE

2. Login to Citizen Access Portal

1 Login to find the record

Citizen Access Portal

Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more

Check/Research Permits Apply for a Permit Schedule an Inspection

Records

Showing 1-5 of 5 | Add to collection | Add to cart

Date	Record Number	Record Type	Description	Project Name	Address	Status	Action	Short Notes
02/01/2022	BLD2022-00004	Residential Building Permit	TEST	TEST	1000 S 1000 E, Salt Lake City, UT 84143			
01/31/2022	BLD2022-00004	Residential Building Permit	TEST	TEST	1000 S 1000 E, Salt Lake City, UT 84143	Void		
01/31/2022	BLD2022-00004	Commercial Building Permit	TEST	TEST	1000 S 1000 E, Salt Lake City, UT 84143	Void		
06/02/2019	BLD2019-00004	Residential Roofing	Tear off and replacement of shingles on house and garage.	Re-roof	1000 S 1000 E, Salt Lake City, UT 84143	Void Expired		
03/07/2017	BLD2017-00004	Residential Fencing	VOID PER APPLICANT REQUEST (TEST)...fence	fence	1000 S 1000 E, Salt Lake City, UT 84143	Void		

Search for Building Permits
Until further notice the Salt Lake City Building Permits Office is closed to the public. Please submit applications electronically. There will be no interruption to

Login to the Citizen Access Portal. Select the “Building” tab to see all permit records associated with the account and click on the permit you are working on.

2 Checking the status

Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more

Check/Research Permits Apply for a Permit Schedule an Inspection

Record BLD2022-00004:
Residential Building Permit
Record Status: In For Review

Record Info Payments Plan Review

Processing Status

- Application Submittal
 - Structure
 - P.U.
 - Engineering
 - Transportation
 - Planning
 - Forestry
- Building Codes
- Zoning
- Fire
 - Permit Issuance
 - Inspection
 - P.U. Inspection
 - Engineering Inspection
 - Transportation Inspection
 - Certificate Issuance
 - Closed

Status can be found under “Plan Review” or “Record Info”-“Processing Status”. The “Record Status” will be “In For Review” until last steps of the process are completed.



PERMIT ISSUANCE

Project involves mechanical, electrical or plumbing?

Subpermits

- *Electrical, Mechanical, and Plumbing permits are considered subpermits when required in conjunction with an approved Building Permit.*
- *The individual responsible for the work (property owner, general contractor, or subcontractor) must apply for each of these trades separately after the building permit plans are approved.*
- **The steps to apply for a subpermit are the same as applying for a building permit. Please return to the Permit Application guide for those instructions.**
- *No plans are needed for the subpermits. All subpermits will be linked to the general building permit, which will already contain the approved and stamped plans.*
- *The fees for Mechanical and Plumbing permits are automatically invoiced based on the fixture checklist included in the application submittal.*
- *The fees for Electrical permits are based on the job value and are invoiced by the permit processor in 1-2 days after the application is submitted. Make sure to check back in the Portal to pay that fee.*
- *A subpermit is only required for those trades included in the general building permit. If a building permit does not include any of these trades, no subpermit is required and you should consider this step completed.*

3 Apply for the subpermit

Select a Permit Type

For assistance or to apply for a record type not listed below please contact us.

Please select your permit type from the list. You will then be asked to determine if the permit is Commercial or Residential.

Search

- ▼ COMMERCIAL BUILDING
 - Commercial Accessory Building
 - Commercial Building Permit
 - Commercial Driveway
 - Commercial Electrical
 - Commercial Fencing
 - Commercial Fire Alarm
 - Commercial Fire Sprinkler
 - Commercial Mechanical
 - Commercial Parking Lot
 - Commercial Plumbing
 - Commercial Pool
 - Commercial Roofing
 - Commercial SolarPV
 - Commercial Demolition
 - Deferred Submittal
 - Sign
 - Site Development
 - Temporary Use
- ▼ RESIDENTIAL BUILDING
 - Residential Accessory Dwelling Unit
 - Residential Building Permit
 - Residential Demolition
 - Residential Detached Garage
 - Residential Driveway
 - Residential Electrical
 - Residential Fencing
 - Residential Fire Alarm
 - Residential Fire Sprinkler
 - Residential Mechanical
 - Residential Parking Lot
 - Residential Plumbing
 - Residential Pool
 - Residential Roofing
 - Residential SolarPV
 - Site Development

Add Contractor

Continue Application >

Make sure to choose to correct permit type in the application process.



PERMIT ISSUANCE

Contractor's information provided?

Contractor's information

The individual responsible for the work must be listed in the general building permit prior to permit issuance. This individual must be:

- A contractor licensed through the State of Utah Department of Professional Licensing (Salt Lake City Code section 18.20.060).
- The owner of an owner-occupied single family dwelling (Salt Lake City Code section 18.20.070).

This information may be added to the building permit at any point during the permitting process by following the steps included here or emailing slcpermits@slcgov.com.

If the homeowner is acting as the party responsible for the project, an Owner Builder Certification must be filled. That must be done by completing the form included in the plan review approval notification email (shown in the first step of this guide) and uploading it to ProjectDox.

4 Select "Apply for a Permit"

The screenshot shows the Salt Lake City Citizen Access Portal. The header includes the city logo and the text "Citizen Access Portal". Below the header, there are navigation links for "Home", "Building", "Business License", "Civil Enforcement", "Engineering", "Events", "Fire", "Fix the Bricks", "Planning", "Real Estate Services", and "more". The "Building" tab is selected. In the main navigation area, there are three buttons: "Check/Research Permits", "Apply for a Permit" (which is highlighted with a yellow box and a yellow arrow), and "Schedule an Inspection". Below this is a "Records" section with a table of permit records. The table has columns for Date, Record Number, Record Type, Description, Project Name, Address, Status, Action, and Short Notes. The records listed are:

Date	Record Number	Record Type	Description	Project Name	Address	Status	Action	Short Notes
02/01/2022	BLD2022-00000	Residential Building Permit	TEST	TEST	1000 S 1000 E, Salt Lake City, UT 84143	In For Review		
01/31/2022	BLD2022-00000	Residential Building Permit	TEST	TEST	1000 S 1000 E, Salt Lake City, UT 84143	Void		
01/31/2022	BLD2022-00000	Commercial Building Permit	TEST	TEST	1000 S 1000 E, Salt Lake City, UT 84143	Void		
06/02/2019	BLD2019-00000	Residential Roofing	Tear off and replacement of shingles on house and garage.	Re-roof	1000 S 1000 E, Salt Lake City, UT 84143	Void Expired		
03/07/2017	BLD2017-00000	Residential Fencing	VOID PER APPLICANT REQUEST (TEST)...fence	fence	1000 S 1000 E, Salt Lake City, UT 84143	Void		

In the Portal, select the "Building" tab and click "Apply for a Permit".



5 Add contractor to permit

The screenshot shows the 'Citizen Access Portal' with a navigation menu including 'Building', 'Business License', 'Civil Enforcement', 'Engineering', 'Events', 'Fire', 'Fix the Bricks', 'Planning', and 'Real Estate Services'. The 'Apply for a Permit' button is active. Under 'Select a Permit Type', a search box is present. Below it, a list of permit types is shown: 'COMMERCIAL BUILDING', 'RESIDENTIAL BUILDING', 'Add Contractor', and 'Add Contractor to Existing Permit'. The 'Add Contractor to Existing Permit' option is highlighted with a yellow box and a yellow arrow. A 'Continue Application >' button is at the bottom.

Agree to terms in the next page and continue. For the Permit Type, select “Add Contractor to Existing Permit” at the bottom of the list. Click “Continue Application”.

6 Insert information

The screenshot shows the 'Add Contractor to Existing Permit' form. The progress bar indicates '1 Associate Contractor' is the current step. The 'Step 1: Associate Contractor > Information' section includes a 'Custom Fields' area with a 'GENERAL' sub-section containing a required 'Permit Number' field, highlighted with a yellow box. Below this is the 'Applicant' section with 'Select from Account' and 'Add New' buttons, also highlighted with a yellow box. The 'Licensed Professional' section has 'Add New' and 'Look Up' buttons, highlighted with a yellow box. A 'Continue Application >' button and a 'Save and resume later' button are at the bottom.

You must include the permit number (BLD#), select an applicant again and add the contractor's information. “Look Up” is for licenses previously used in the Portal.



7 Continue

Add Contractor to Existing Permit

1 Associate Contractor 2 Review 3 Record Issuance

Step 1: Associate Contractor > Information * indicates a required field.

Custom Fields

GENERAL

Current status is: In For Review, Located at [1000 1000th St](#), Salt Lake City

* Permit Number: BLD2022-00000

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

NOTE: Home Owners should select "Professional" as the License Type and enter 00000 for the State License Number lookup.

✔ Licensed professional added successfully.

Continue Application > **Save and resume later**

Once all fields are inserted and confirmed, click "Continue Application".

8 Confirm

Step 2: Review

Continue Application > **Save and resume later**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Add Contractor to Existing Permit

Custom Fields

GENERAL

Permit Number: BLD2022-00000 **Edit**

Applicant **Edit**

Licensed Professional **Edit**

PROFESSIONAL - 00000

Salt Lake City, 84111

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 02/16/2022

Continue Application > **Save and resume later**

Confirm the information provided is correct by checking the box and click "Continue Application".



9 Information submitted

The screenshot shows the 'Citizen Access Portal' interface. At the top, there is a navigation bar with 'Announcements', 'Logged in as [redacted]', 'Collections (0)', 'Cart (0)', 'Receipts/Reports (5)', 'Account Management', and 'Logout'. Below this is a search bar and a menu with options like 'Home', 'Building', 'Business License', 'Civil Enforcement', 'Engineering', 'Events', 'Fire', 'Fix the Bricks', 'Planning', and 'Real Estate Services'. A secondary navigation bar includes 'Check/Research Permits', 'Apply for a Permit', and 'Schedule an Inspection'. The main content area shows a progress bar with three steps: '1 Select item to pay', '2 Payment Information', and '3 Receipt/Record Issuance'. Under 'Step 3: Receipt/Record issuance', there is a message: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' This message is enclosed in a green box with a checkmark icon. Below this, there is a 'No Address' section and a reference number 'ADDLP22-0000'.

The green box confirms that the contractor's information has been submitted.

10 Email confirmation

The screenshot shows an email from 'SLC One Stop <SLCOneStop@slcgov.com>' with the subject '(EXTERNAL) SLC Permit BLD2022-0000 Contractor added.' The email body contains the following text: 'Please be advised that a new Contractor has been added to your permit BLD2022-0000. Please review and notify the City if you did not authorize this action. You may do so by calling (801) 535-6000. If you need additional information, please contact us at (801) 535-6000 for assistance. Thank you.' The email interface includes 'Reply', 'Reply All', 'Forward', and a menu icon in the top right corner, and the date 'Wed 2/16/2022 11:35 AM' at the bottom right.

An email is also sent to confirm a contractor being added to the permit.



PERMIT ISSUANCE

All fees paid?

Payment of fees

All fees must be paid before the permit can be issued. These may include:

- Plan review fees
- Building permit fees
- State fees
- Impact fees
- Public Utilities fees
- Subpermit fees (Electrical, Mechanical, Plumbing)

While these fees are not all invoiced at the same time in the process, there must be no outstanding balance for a permit to be issued.

Note that Public Utilities and Subpermits fees are invoiced separately from the building permit and therefore will not show under the building permit record in the Citizen Access Portal.

The steps to check and pay for the remaining of the fees are the same as paying for the plan review fees. Please return to step “4. Login to Citizen Access Portal” of the Pre-Screening guide for those instructions.

11 Confirm no outstanding balance

The screenshot shows the Citizen Access Portal interface. At the top, there's a navigation bar with the city logo and 'Citizen Access Portal' title. Below that, there are utility links like 'Announcements', 'Logged In as', 'Collections (0)', 'Cart (1)', 'Receipt/Reports (5)', 'Account Management', and 'Logout'. A search bar is also present. The main content area has a menu with 'Building' selected. Below the menu, there are options to 'Check/Research Permits', 'Apply for a Permit', and 'Schedule an Inspection'. The main record displayed is for 'Record BLD2022-000001: Residential Building Permit' with a status of 'In For Review'. There are tabs for 'Record Info' and 'Payments'. The 'Payments' tab is active, showing a 'Pay or View Fees' section. A table lists the following payments:

Date	Invoice Number	Amount	Action
02/04/2022	000001	\$204.98	View Details
02/04/2022	000001	\$133.24	View Details
02/04/2022	000001	\$2.05	View Details

Total paid fees: \$340.27

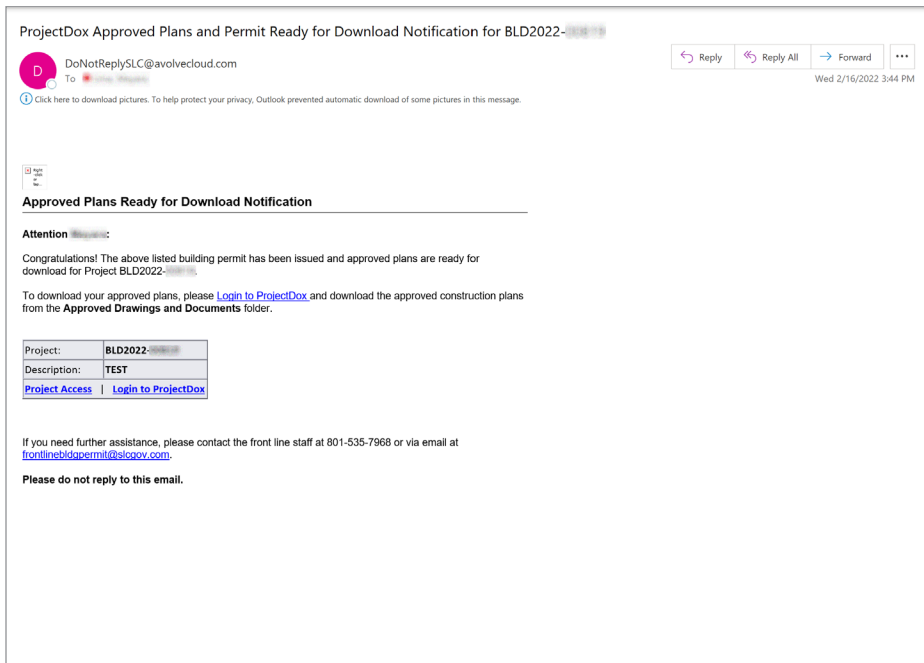
Payment information under the permit record will show outstanding balances as “Pay fees” on the right. Those already paid will say “View Details”.



PERMIT ISSUANCE

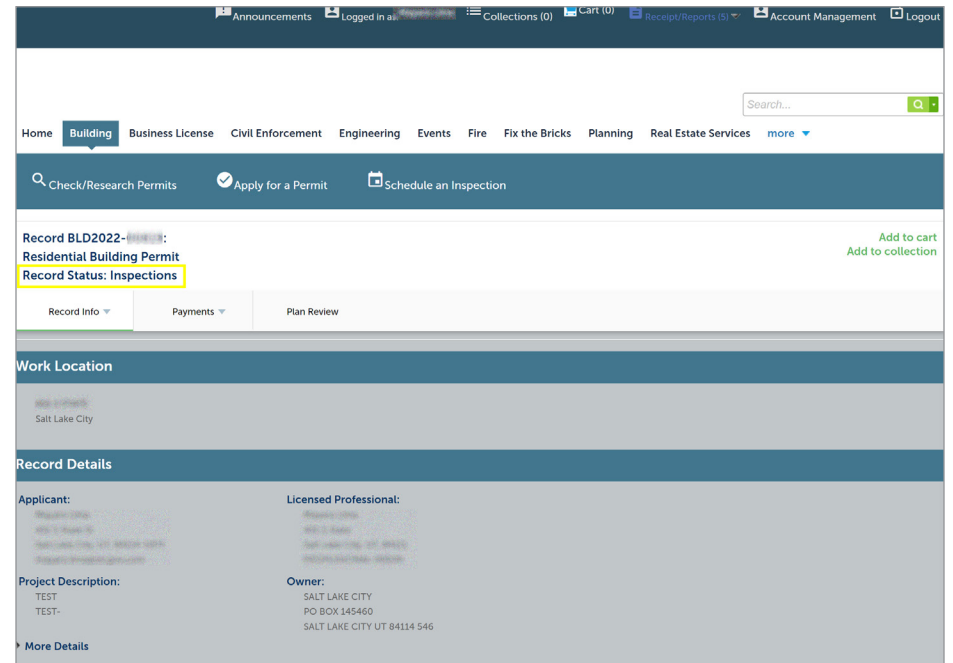
3. Permit is issued

1 Email confirmation



An email is sent to confirm that a permit has been issued and stamped plans are ready for download.

2 Checking status in the Portal



In the Citizen Access Portal, the record information will show the "Record Status" as "Inspections".



3 Downloading the plans from the Portal

The screenshot shows the Building Portal interface. The 'Plan Review' tab is highlighted with a yellow box. Below the 'To do task' section, a blue box highlights a download link for 'Approved Drawings and Documents' with a yellow arrow pointing to it. The 'Plan Review Status' section shows the review type as 'Building Permit' and the total number of files as 9.

Select the “Plan Review” tab. Click the blue box below the “To do task” to download the stamped and approved plans.

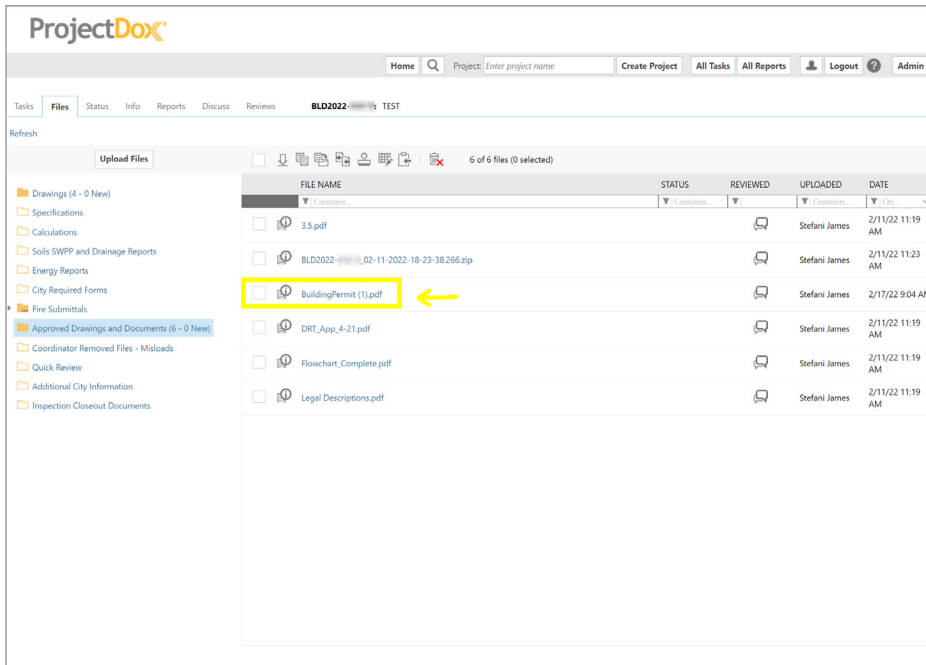
4 Downloading the plans from ProjectDox

The screenshot shows the ProjectDox interface. The 'Approved Drawings and Documents' folder is highlighted with a yellow box. A yellow arrow points to the download icon in the top right corner of the file list. The file list includes a zip file named 'BLD2022-18-23-38.266.zip' which is selected.

To download from ProjectDox, login to your account and select the folder “Approved Drawings and Documents”. Check the zip file box and click the downward arrow icon.



5 Finding the permit slip



In the "Approved Drawings and Documents" folder, you will also find the Building Permit slip to view or download.

The Permit

SALT LAKE CITY CORPORATION - BUILDING PERMIT
 451 South State Street, Room 215
 P O BOX 145471
 Salt Lake City, Utah 84114-5471
PERMITS OFFICE (801) 535-7968 or email FrontLineBldgPermit@slcgov.com
INSPECTION SCHEDULING (801) 535-6000 or ONLINE @ slcpermits.com

Today's Date: 02/15/2022	State Construction Registry #: [REDACTED]	Issued Date: 02/15/2022	Permit Valuation: \$ 81,000.00	Permit Number: BLD2022-[REDACTED]
Property Address: [REDACTED]				Floor/Suite # [REDACTED]
Tax Parcel ID Number: [REDACTED]		Applicable Building Code Cycle: 2015 ICC		
Use of Premises: Remodel 1 Family		Permit Type: Residential Building Permit		
Project Name: [REDACTED]				
Project Contact Person: [REDACTED]				Fire Sprinkled Y/N: No
SqFt of Area Being Worked In:	Bldg Total SqFt	# of Stories	Type of Const.	Occ. Group
				V-B IRC
Finished Bsmt SqFt	Unfin. Bsmt SqFt	Garage/Carport SqFt	# of Residential Units	Occupant Load:
			1	N/A
Permit Requestor's Name: <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Other [REDACTED]				
Contractor's Business Name: [REDACTED]		State License Number: [REDACTED]	Telephone Number: [REDACTED]	
Contractor/Requestor Mailing Address: [REDACTED]				
Job Site E-Mail Address: [REDACTED]				
Description of Work: Residential remodel kitchen, laundry, family, 2 bath				
FOR OFFICIAL USE ONLY: Approval and Comments				
Approvals	Date	IBC/IRC Comments	Deferred Submittal: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Codes	MJ 02/08/2022			
Engineering				
Fire				
P.U.	OA 02/14/2022			
Planning				
Structure				
Transportation				
Zoning	HA 02/10/2022			
Is Zoning Certificate Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Zoning Certificate #:		
<small>This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of an other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.</small>				
<input type="checkbox"/> Owner		<input type="checkbox"/> Contractor		<input type="checkbox"/> Other, Specify
Signature <input checked="" type="checkbox"/>				Date: Tuesday, February 15, 2022

The permit slip will document that the plan review was performed and plans are approved. The applicant should keep this document as a personal record.



The Permit

SALT LAKE CITY CORPORATION
 BUILDING SERVICES
 451 SOUTH STATE STREET, ROOM 215, SALT LAKE CITY, UT 84114-5490
 Citizens Access Portal: www.slcp permits.com
 Submit Requests or Questions to: Permits.Mail@slcgov.com

REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

Prior to submitting a request for a certificate, research Building Permit records through the Citizen's Access Portal @ www.slcp permits.com to verify the certificate hasn't already been processed. Certificate of Occupancies are posted under "Attachments" below the "Record Info" tab.

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.

Certificate of Occupancies for remodels / additions to existing buildings; for permits after January 2018, are automatically posted to the Citizens Access Portal within 5 business days after obtaining complete final inspection postings on all associated permits related to the project.

All associated subcontractor permits related to the building permit must be inspected and closed by the Building Inspector prior to initiating the Certificate of Occupancy issuance process.

Prior to obtaining a Certificate of Occupancy for a New Structure, the following approvals are also required. It is the applicant's responsibility 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:	Status:
Residential Electrical	BLD2022-XXXX	electrical remodel upgrade	Inspections
Residential Plumbing	BLD2022-XXXX	plumbing remodel	Inspections
Utilities Development Permit	PUT2022-XXXX	House Remodel	
Residential Building Permit	BLD2022-XXXX	House Remodel	Inspections

List of Associated Permits may be incomplete. Building Permit records can be researched and the status of Certificate of Occupancy processing can be tracked online @ www.slcp permits.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)

The second page of the permit slip provides information about obtaining a Certificate of Occupancy after all work has been done and inspected. It also lists any associated permits.

Fire Permits

Any Underground Fire Line, Fire Sprinkler System, and/or Fire Alarm will require a separate permit and plan review. Please note the following:

- As per the Fire Deferred Submittal Agreement, all Fire permit applications must be submitted within 30 days of the date that the general building permit was issued.
- Plan for fire review times (2-6 weeks depending on reviewers' workload). Review queues are published weekly at www.slcgov/buildingservices/building-permits.
- The steps to apply for a fire permit are the same as applying for a building permit. Please return to the Permit Application guide for those instructions.
- Fire permits have additional inspection fees associated with the scope of work. Fee information is available at www.slcgov/buildingservices/applications-forms/.

6

Scheduling inspections

The screenshot shows the Citizen Access Portal interface. At the top, there's a search bar and navigation links for Home, Building, Business License, Civil Enforcement, Engineering, Events, Fire, Fix the Bricks, Planning, Real Estate Services, and more. Below the navigation, there are buttons for "Check/Research Permits" and "Schedule an Inspection". The main content area displays details for a specific permit record: "Record BLD2022-XXXX: Residential Building Permit" with a "Record Status: Inspections". There are tabs for "Record Info" and "Payments". Under the "Inspections" section, a message states: "Next day inspections can not be cancelled online after 11:59 pm the day prior. If you have further questions, please contact the Building Inspections office at 801 535-7224." Below this, there is a link "Schedule or Request an Inspection" which is highlighted with a yellow box and a red arrow. A note below the link says: "You have not added any inspections. Click the link above to schedule or request one." At the bottom, there is a "Completed" section stating "There are no completed inspections on this record."

Login or search permit record in the Portal. Select the "Record Info" tab and click "Inspections". Click "Schedule or Request an Inspection".

