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.
1. Remaining fees are invoiced

Notification email

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

Review status in the Portal

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

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com

www.slc.gov/buildingservices/building-permits
2. Login to Citizen Access Portal

1. Login to find the record

   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

   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.

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com
www.slc.gov/buildingservices/building-permits
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.

Apply for the subpermit

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

For assistance, please call the Permits Office at (801) 535-7968 or email slcpermits@slcgov.com
www.slc.gov/buildingservices/building-permits
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.

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

**For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com**

www.slc.gov/buildingservices/building-permits
5 Add contractor to permit

6 Insert information

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”.

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.

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com

www.slc.gov/buildingservices/building-permits
Once all fields are inserted and confirmed, click “Continue Application”.

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

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com

www.slc.gov/buildingservices/building-permits
Information submitted

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

Email confirmation

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

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com

www.slc.gov/buildingservices/building-permits
.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.
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”.

For assistance, please call the Permits Office at (801)535-7968 or email slcpermits@slcgov.com
www.slc.gov/buildingservices/building-permits
3 Downloading the plans from the Portal

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

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

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### The Permit

SALT LAKE CITY CORPORATION
BUILDING SERVICES
451 SOUTH STATE STREET, ROOM 215, SALT LAKE CITY, UT 84114-5490
Citizens Access Portal: www.slcpmits.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 at www.slcpmits.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 Citizen’s 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 - 801-489-6127 or PUDdevServ@slcgov.com
  - Engineering - 801-535-6248
  - Transportation - 801-535-6630

**Associated Permits:**

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Permit Number</th>
<th>Permit Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Electrical</td>
<td>BL020216</td>
<td>Electrical remodel upgrade</td>
<td>Inspections</td>
</tr>
<tr>
<td>Residential Plumbing</td>
<td>BL020217</td>
<td>Plumbing remodel</td>
<td>Inspections</td>
</tr>
<tr>
<td>Utilities Development Permit</td>
<td>PUT0202</td>
<td>House Remodel</td>
<td>Inspections</td>
</tr>
<tr>
<td>Residential Building Permit</td>
<td>BL020218</td>
<td>House Remodel</td>
<td>Inspections</td>
</tr>
</tbody>
</table>

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 at www.slcpmits.com.

Persons in violation of this notice will be subject to issuance of a criminal complaint in accordance to Salt Lake City Code 18.3.2.020 and/or termination of Public Utilities to the structure(s) under permit. (Mandatory 5 business days for required processing)

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### 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.slc.gov/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.slc.gov/buildingservices/applications-forms/.

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### Scheduling inspections

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