Online Plan Submissions and Review Guidelines


2. Inside the Citizen Access Portal
   1. Register for an Account or
   2. Login for return users
4. Read & accept disclaimer
Select a Permit Type

For assistance or to apply for a permit, 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.

*Note: NEW USAGE*

Select a Category

- Accessory Building
- Driveway
- Electrical
- Fencing
- Fire
- Landscaping
- Low Voltage
- Mechanical
- Parking Lot
- Permit
- Plumbing
- Pool
- Roofing
- Site Development

5. Select permit type, specify commercial or residential, & continue
6. Input the least amount of information possible (house number, direction, and street name), and click search. Application should auto fill with information.
7. Click “Auto-fill with” button.

8. For contractors; insert license number, click search, and all details will auto fill except first, middle, and last names. First and last names are required application fields and must be filled in by hand. For homeowners type “00000” for State License Number and fill in site information.
9. Fill out projects name and details.
Include brief job description, suite # (if applicable), etc. If seeking a LEED or expedited review, note if here.

10. Click “Yes” to initiate a project dox session to submit construction documents online.

11. Provide project value. The project permit fees will be configured from the project value.
12. Review information and edit as needed.
13. Application has been submitted. Issue of a permit is still pending staff approval of application.

Step 5: Record Issuance

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is BLD2012-05346.

You will need this number to check the status of your application or to schedule/check results of inspections once the permit is issued. Please print a copy of your record using the "Reports" link at the top of the page and post it in the work area once the permit is issued. Please keep in mind this is ONLY an application and not an issued permit.

A licensed professional will be authorized to proceed with work at the designated location once your permit is actually issued.

Once your permit is issued you will be notified and you may begin scheduling inspections. You may NOT schedule inspections until your permit is issued.

You may choose "View Record Details" to view your application, check status, or make other updates.

View Record Details » (You must post the record in the work area.)
Electronic Plan Submissions

- Once the application process has been completed and the applicant has selected the Project Dox choice a project is created allowing for the uploading of documents and drawings.

- After the permit application has been accepted by permit staff, the invitation to upload in ProjectDox will be sent within 24 hours.

- The email will request an account be created with Project Dox or the applicant may log-in if an account has already been created.

- The email will also give instruction for naming documents and uploading. Please follow these instructions, the project reviewer may ask for a resubmission. Each drawing should be its own PDF file. Sheets should be numbered, to keep the plan set in order, with the sheet page number and description (example: 001_G000_TitleSheet.pdf).

- Once the plans have been submitted a project coordinator will review the submission for completeness, if incomplete the applicant will be emailed a list of revisions. You will be asked to prepare the necessary additional information or drawings. Partial submissions to get into the queue will not be accepted.
• Once the review cycle has been initiated you may login to Project Dox or the Salt Lake City Citizens Access portal to review the progress.

• For proper viewing please be sure to download the viewer components. To install viewer components click here: https://www.slcprojectdox.com/ProjectDox/Resources/ClientComponents/en/ProjectDoxComponents.msi.

• For problems accessing projects use the external link: https://www.slcprojectdox.com/ProjectDox.

• For ProjectDox frequently asked questions click here. For ProjectDox Visualization Tool Training Guide click here.
Electronic Plan Review

View Documents

View Markups

View a list of your reports

Help and users reference guide

View tasks you may have within the project
Completing Your Tasks

Click the Workflow Portals Button. Then click the submitter task.

Click the check boxes. Then hit complete.
Accessing Reports

Click here to access reports

These 2 reports are the most helpful to the applicant during the review process
Electronic Plan Review

• The review cycle will repeat until all corrections have been approved by the reviewing groups.

• Permit issuance will take place using the Citizens Access Portal.

• You may access your approved plans for printing purposes.

• You may be asked to submit as built drawings if field modifications occur, requiring review.

• The inspections process and scheduling will occur in the Accela system and you may use the Citizens Access Portal to schedule and view inspections.

Thank you for working with us and using this new technology.