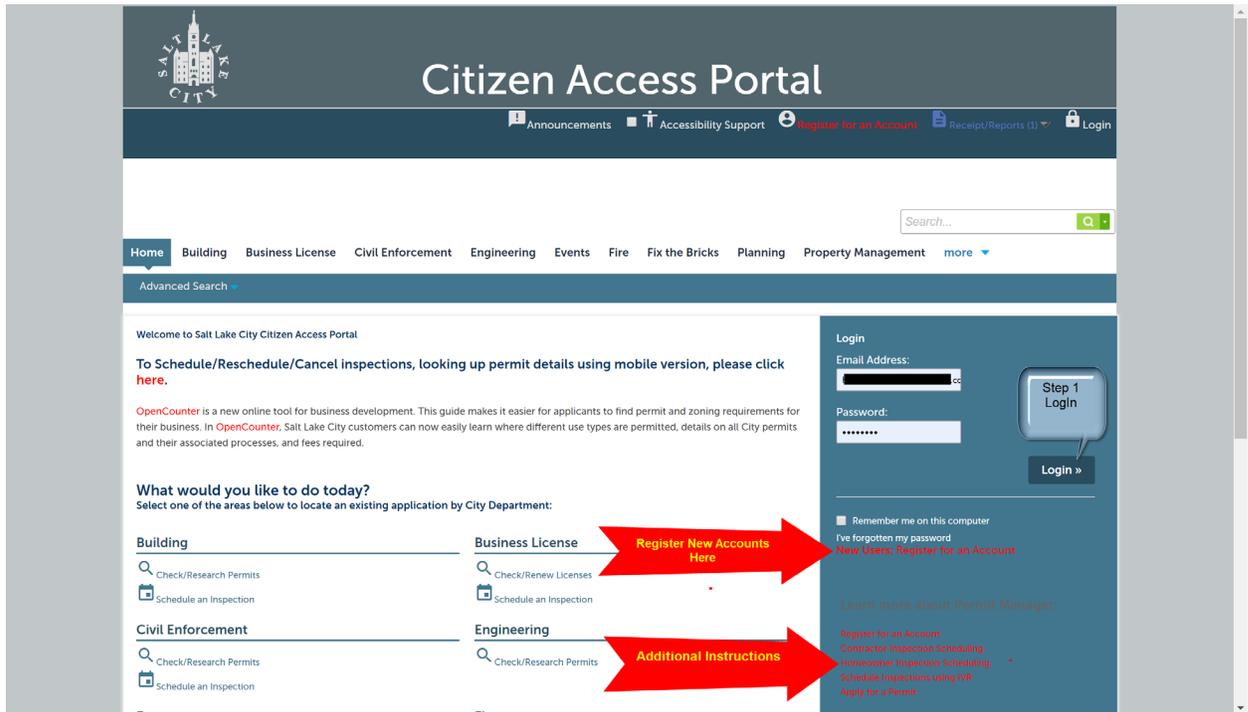
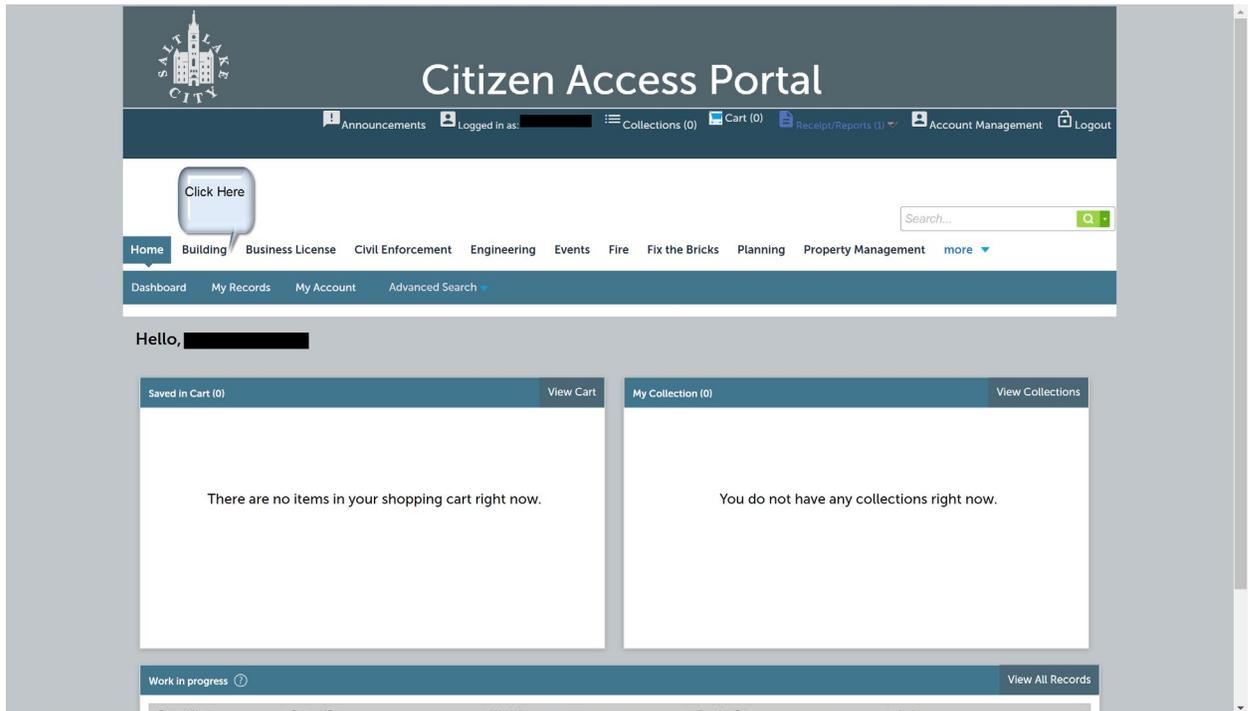


# APPLY FOR A BUILDING PERMIT

1- Register a new account or Login:



2- Access the Building Portal



### 3- Click “Apply for a Permit”

The screenshot shows the Citizen Access Portal interface. The 'Apply for a Permit' button is highlighted with a callout bubble that says 'Click Here to Apply for a Permit'. Below the navigation bar, there is a search bar and a list of records. A red arrow points to the record with ID 'BLD2016-10512', which is labeled 'Previously Applied For Permits'.

Date	Record Number	Record Type	Description	Project Name	Address	Status	Action	Short Notes
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 to restaurance	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		Previously Applied For Permits
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 Selectron	test	451 S STATE St. Salt Lake City UT 841113104	Inspections		

### 4- Click Checkbox and then Click Continue

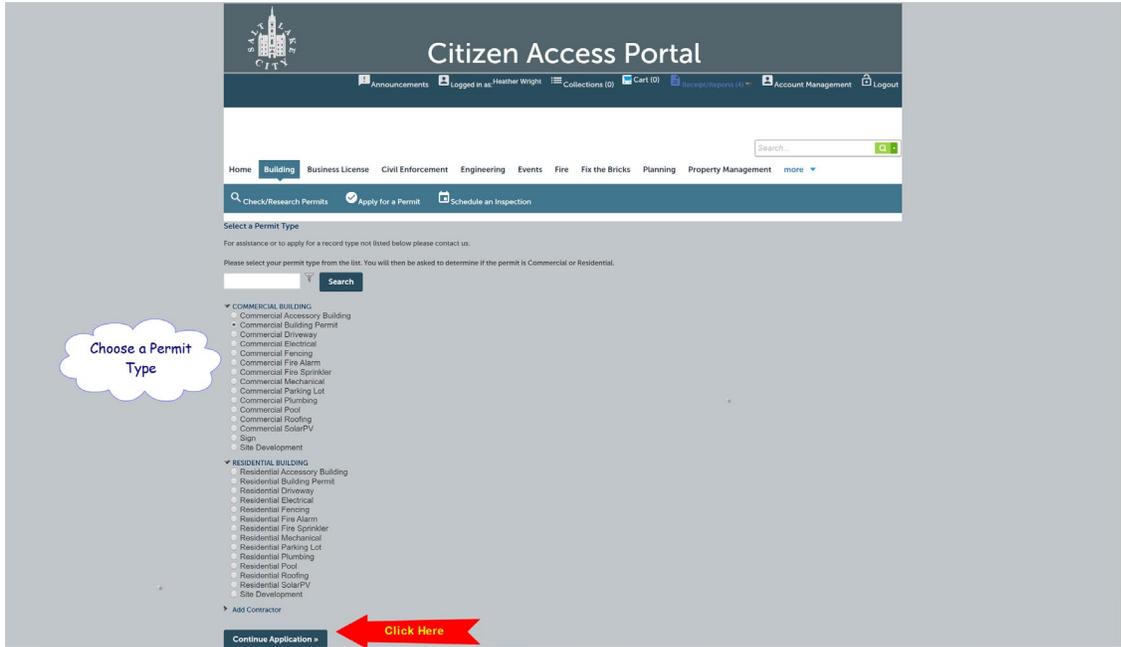
The screenshot shows the 'Salt Lake City Online Permit Application' page. A red arrow points to the 'Continue Application' button, with a callout bubble that says 'Click Checkbox and then click Continue Application'. The page includes a 'General Disclaimer' section and a checkbox for accepting terms.

I have read and accepted the above terms.

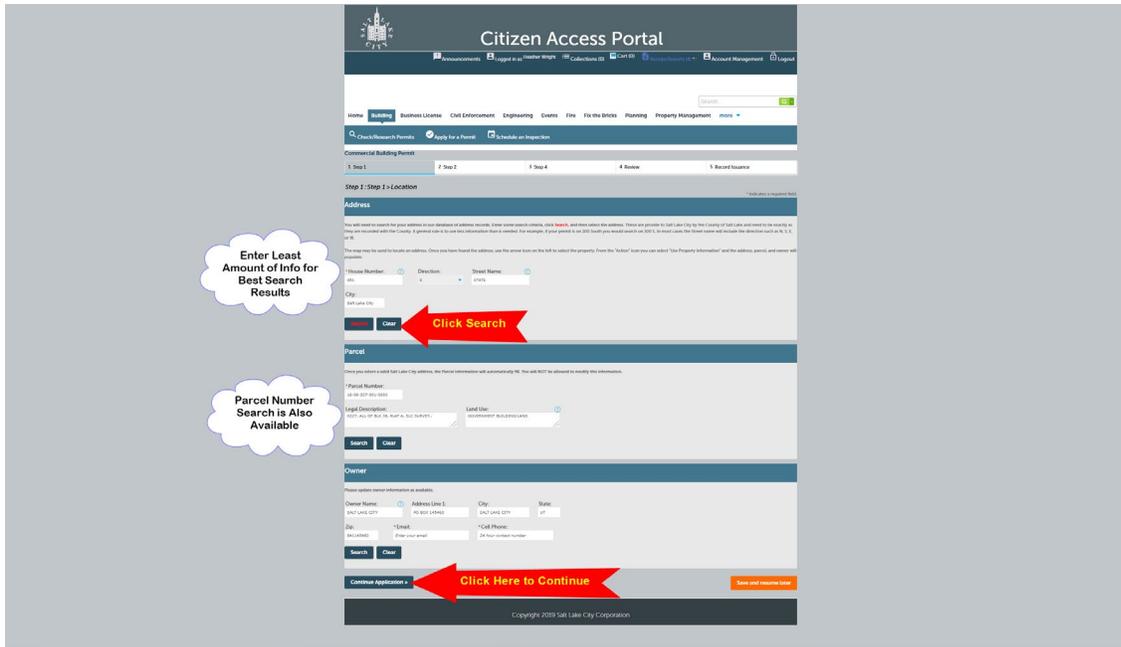
[Continue Application »](#)

5- Choose a Permit Type.

- a. Choose the correct permit type. Incorrect permit types will result in a voided permit.
  - i. Accessory Building should be used for Detached Garages. Do not use for Accessory Dwelling Units (apply for a Building Permit).
  - ii. Site Development Permits are site preparation permits, new buildings should be applied for as a Building Permit.
  - iii. Salt Lake City requires separate Mechanical (HVAC), Electrical, and Plumbing sub permits in conjunction with Building Permit issuance.



6- Search the Address – Use least amount of Info. Asterisks\* = required field.



## 7- Select Applicant and Licensed Professional

**Citizen Access Portal**

Announcements | Logged in as: Heather Wright | Collections (0) | Cart (0) | Receipt/Reports (4) | 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

**Commercial Building Permit**

1 Step 1 | **2 Step 2** | 3 Step 4 | 4 Review | 5 Record Issuance

**Step 2: Step 2 > Contacts** \* indicates a required field.

**Applicant**

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

Select from Account | **Add New** **← Select or Add New**

List the Primary Project Contact in this Field

**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.**

**Add New** | **Look Up** **← Select or Add New**

Add Appropriate Design Professional or Contractor

**Continue Application »** **← Continue Application** | **Save and resume later**

## 8- Permit Detail

**BUILDING PERMIT**

If you would like to submit plans electronically, select YES on Project Doc.

\* Use Type (Permit): Remodel

Permit Details/Comments: Applicant Instructions

Project Doc:  Yes  No spell check

Yes - Submit Plans Electronically Through ProjectDoc  
No - Plan Review Not Required for Permit Type

**EXPEDITED**

Expedited fees and acceptance will be added by the city staff after evaluation for expedited review. Double Plan Check Fee Applies.

Expedited Review:  Yes  No Expedited Review in 10 business day, Double Plan Check Fee Applies

Permit By Inspector:  Yes  No See Permit by Inspector Handout for More Info

**SUITE**

If there is a Suite # for your work location please enter it here

Suite #: 215

**Detail Information**

Project Name indicates the project such as City Creek or Jones House Remodel. Please add Detailed Description. More details will facilitate the issuance of the permit.

\* Project Name: Test Project

\* Detailed Description: Tenant Improvement spell check

**Additional Information**

\* Job Value(\$): 100,000

**Continue Application »** **← Click to Continue** | **Save and resume later**

## 9- Review Application

**Applicant** Edit

Name: [REDACTED]  
 Salt Lake City Corp  
 451 S State St  
 Salt Lake City, UT 84111  
 Phone 1: (Work) [REDACTED]  
 Fax: 801.535.7750  
 e-Mail: heatherwid@sorghotmail.com

**Licensed Professional** Edit

License Not Required  
 LICENSE NOT REQUIRED  
 451 S State St  
 Salt Lake City, 84000  
 Phone 1: (Work) [REDACTED]  
 PROFESSIONAL \*\*\*\*\*

**Building Permit Detail** Edit

**BUILDING PERMIT**  
 Use Type (Permit): Remodel  
 Permit Details/Comments: Applicant Instructions  
 Project Dox: Yes

Review Application Detail

Revisit any portion of the application by Clicking Edit

EXPEDITED  
 Expedited Review: No  
 Permit By Inspector: No

**SUITE** Edit

Suite #: 215

**Detail Information** Edit

Project Name indicates the project such as City Creek or Jones House Remodel. Please add Detailed Description. More details will facilitate the issuance of the permit.  
 Project Name: Test Project  
 Detailed Description: Tenant Improvement

**Additional Information** Edit

Job Value(s): 100,000.00

Continue Application »
←
Click Here to Submit Application
Save and resume later

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## 10- Confirmation

# Citizen Access Portal

Announcements
Logged in as: Heather Wright
Collections (0)
Cart (0)
Receipt/Reports (4)
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

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

**Step 3: Receipt/Record issuance**

For eCheck payment, please click on Receipt/Reports link on the top right corner then select Online EFT Receipt to print your receipt.

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

451 S STATE, Salt Lake City

BLD2019-10223

Conditions

Showing 1-1 of 1

**Detail - 1 Completed**

**Address**

Legacy Conversion  
 FLAG: Converted from the legacy system. Please refer to the legacy permits system for details on this flag.  
 Completed | 02/01/1993

Congratulations the Permit Application has been Successfully Submitted. Go to Applicant Email and Find the ProjectDox Invitation to Upload Drawings and Documents for Plan Review.

Call 801-535-7968 for additional assistance