## **APPLY FOR A BUILDING PERMIT**

1- Register a new account or Login:

Home       Building       Business License       Civil Enforcement       Engineering       Events       Fire       Fix the Bricks       Planning       Property Management       more       Image: Civil Enforcement       More         Advanced Search *       Welcome to Salt Lake City Citizen Access Portal       Image: Civil Enforcement       Login       Email Address:       Image: Civil Enforcement       Step 1         OperCounter is a new online tool for business development. This guide makes it easier for applicants to find permit and zoning requirements for her business. 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.       Step 1       Login         What would you like to do today?       Select one of the areas below to locate an existing application by City Department:       Register New Accounts       Register New Accounts       Ne forgother my password         What would you like to do today?       Schedule an Inspection       Schedule an Inspection       Check/Research Permits       Check/Research       Register New Accounts       Ne forgother my password       Ne for an Account       Schedule an Inspection       Check/Research       Engineering       Schedule an Inspection       Engineering       Engineering       Engineering       Mean Management       Mean Management       Mean Management       Mean Management       Mean Management       Mean Management <t< th=""><th></th><th></th><th></th><th></th><th></th></t<>					
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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 her 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         Q-check/Research Permits         Schedule an Inspection         Civil Enforcement         Engineering         Opencounter         Deprecement         Engineering         Opencounter is a new online control opencounter         Deprecement         Engineering         Opencement         Engineering         Opencement         Engineering         Opencement	Home Building Business License	e Civil Enforcement Engineering Events	Fire Fix the Bricks Plann	ing Property Management more	•
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Welcome to Salt Lake City Citizen Access Portal       Login         To Schedule/Reschedule/Cancel inspections, looking up permit details using mobile version, please click here.       Email Address:         OpenCounter is a new online tool for business development. This guide makes it easier for applicants to find permit and zoning requirements for there 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.       Step 1         What would you like to do today?       Select one of the areas below to locate an existing application by City Department:       Register New Acccounts New Cocounts					
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2- Access the Building Portal

Click Here			Search	Q •
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3- Click "Apply for a Permit"

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4- Click Checkbox and then Click Continue

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Salt Lake City Online Perm	it Application			_		
Welcome to City's Online Build the convenience of your home	ing Permitting System. Using this system you or office, 24-hours a day.	can submit and update informati	on, pay fees, schedule inspectio	ons, track the status of your	application, and print your fi	nal permit all from
Note: Based upon adoption by the St by clicking on the links below:	ate of Utah of the 2011 NEC codes, Salt Lake C	City will require compliance with	these codes. To find more infor	mation please visit our mai	n web page, forms page, or in	formation page
Building Permit Web Page Building Permit Application Fo Building Permit Information Pa	<u>1115</u> 9 <u>e</u>					
Please "Allow Pop-ups from Th	is Site" before proceeding. You must accept t	he General Disclaimer below be	fore beginning your application	Ŀ		
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- 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.

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

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			Copyright 2019 Salt Lake	Dity Corporation		

7- Select Applicant and Licensed Professional

	С	itizen Acc	ess Portal	
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				Search Q •
Home Building Business	License Civil Enforcement	Engineering Events Fire	Fix the Bricks Planning Prop	erty Management more 🔻
Q 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 Cor Select from Account Ar	tact link. To edit a contact, click the lin	ak next to a contact name.	List the Primary Project Contact in this Field	
Licensed Professional				
To add a new Licensed Professional, clic number in the list.	k the Add Licensed Professional link. Tr	o find a Licensed Professional, enter the sea	rch criteria and click the Search button. To edit	an existing Licensed Professional, select the Licensed Professional
Add New Look Up	Select or Add I	New	Add Appropriate Design Professional or Contractor	)
Continue Application »	Continue Applic	ation		Save and resume later

8- Permit Detail

BU <mark>(//x</mark>	UILDING PERMIT you would like to subr	mit plans electronically, sele	ect YES on Project Dox.			^
*U	Use Type (Permit):	Remodel				
Pe De	ermit etails/Comments:	Applicant Instructions				
Pro	oject Dox:	e Yes No	Yes = Submit Plens Electronically through ProjectDox No = Plan Review Not Required for Permit Type			
EX	RPEDITED pedited fees and acce	ptance will be added by the	r city staff after evaluation for expedited review. <mark>Double Plan Check Fee Ag</mark>	plies.		
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Pre * F	oject Name indicates ( Project Name: fest Project	the project such as City Cre	ek or Jones House Remodel. Please add Detailed Description. More detai	is will facilitate the issuance of the permit.		
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## 9- Review Application

Applicant Edit
Sati Lain Cary Corp 451 Star 51 Sati Laic Cay, UT 8411 Phone: Li Work Exe 80535775 e-Mail: heatherwiddiscne/hotmail.com
Licensed Professional Edit
Lamen Nel Beannel Phone 1: (Work UK2155: EVITESNED: PROFESSIONL. 59999999 433 Start 51 Sat Lake City, 8400
Buildng Permit Detail
BULDING PERMIT Use Type Versite Applicant Instructions Project Do: Yes Extended Exte
Surie 8: 215
Detail Information Eex
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 Eda
Continue Application > Click Here to Submit Application > Save and resume later
Copyright 2019 Salt Lake City Corporation

10- Confirmation

Citizen Access Por	tal B Receipt Reports (4) ∞ B Account Management 🙆 Logout
Home Bullding Business License Civil Enforcement Engineering Events Fire Fix the Bricks Plann	Search
1 Select item to pay 2 <sup>D</sup> ayment Information 3 Becelpt/Record Step 3: Receipt/Record issuance	
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451 S STATE, Sait Lake City BL02019-10223	Call 801-535-7968 for additional assistance
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Completed    02/01/1993	