



DEPARTMENT of PUBLIC SERVICES

ERIN MENDENHALL
MAYOR

MATTHEW CASSEL, P.E., ENV-SP
CITY ENGINEER

Application Process for Work Within the Public Way Permit

***** Note, the following documents are required to be filed with Salt Lake City Corporation. Please check the following **before** submitting a permit application in Accela. [SLC Ordinance 14.32.025](#) outlines persons eligible for permit. A resident/owner will need to contact the Engineering Division to have staff enter the permit application. *****

Permit Bond:

[SLC Ordinance 14.32.070](#) requires a bond set at \$15,000. Please contact your bond/insurance and have them complete the [Bond Form](#).

Contractor State License:

Please provide your contractor state license number or a copy of your license so we may locate the company file.

Insurance:

Please forward the following link to your insurance provider in order to avoid any delays ([Insurance, Bonding, and License Information Packet](#)). Have them see pages 3,4,5 for examples as not meeting the endorsement requirement is the most common cause of permit delays.

Once these documents are compiled a permit can be applied for online by following the enclosed “Online Application Process for Public Way Permit (Accela)”. If you have any questions, or struggle to submit a permit application online, please do not hesitate to contact Corey Legge.

COREY LEGGE, PE, ENV-SP

Engineer IV
Engineering Division

DEPARTMENT of PUBLIC SERVICES

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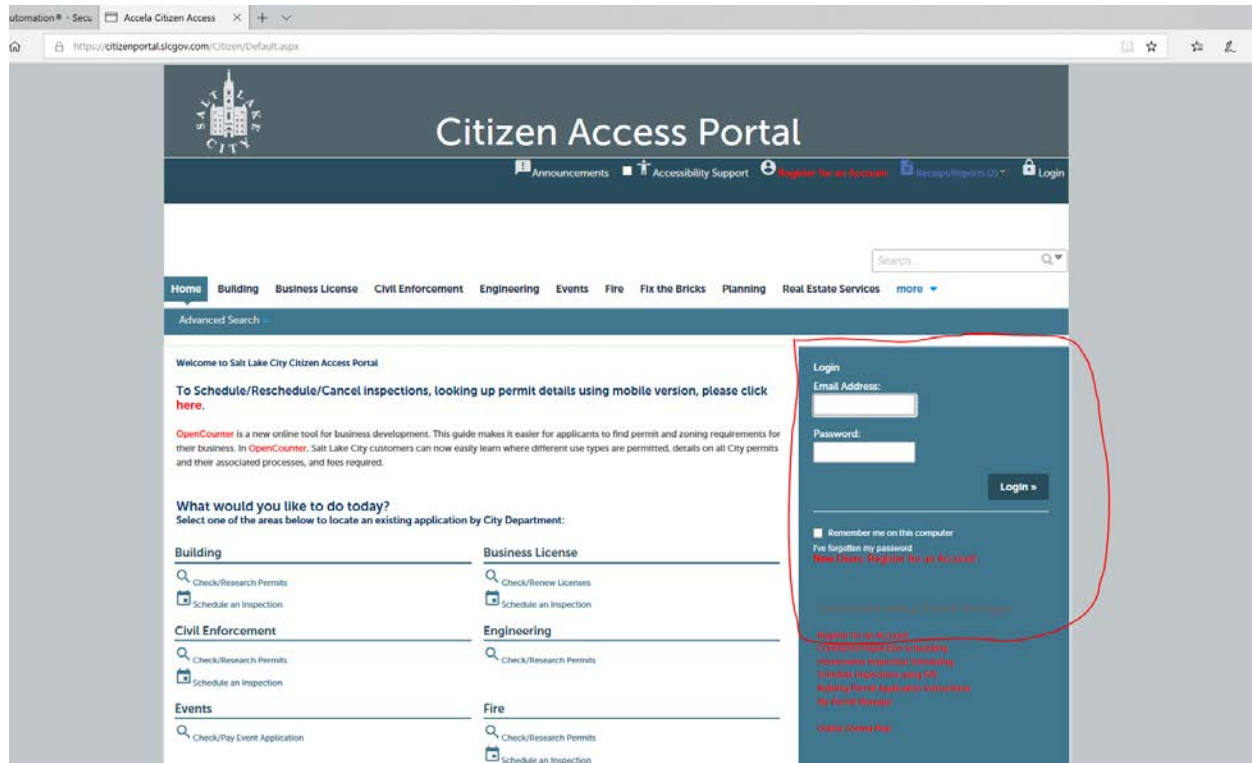
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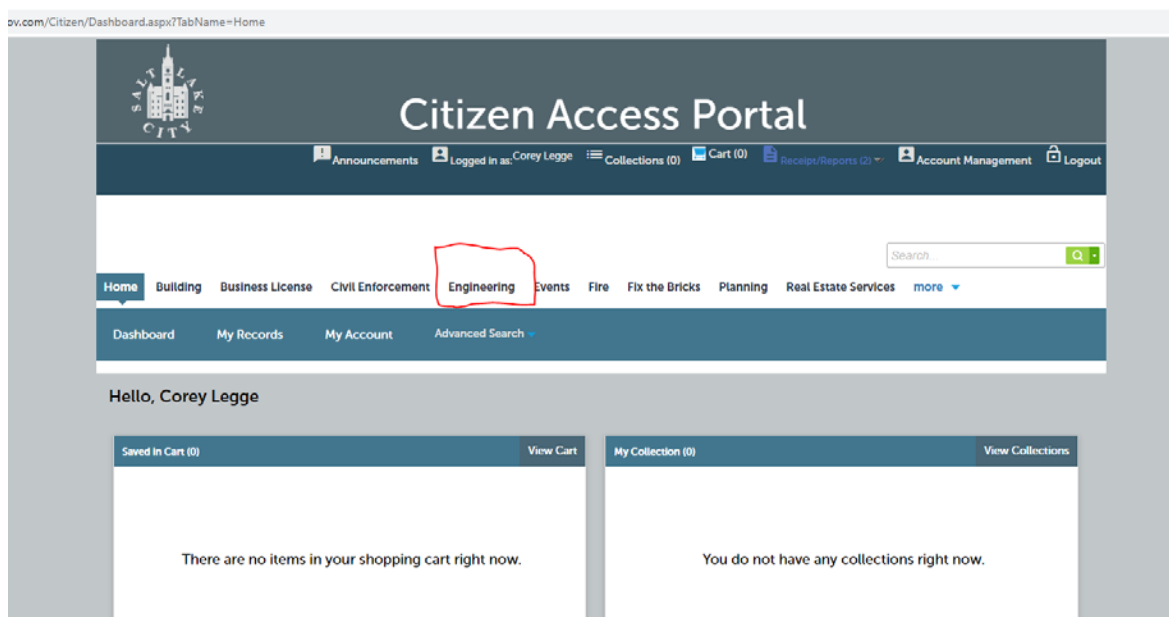
Online Application Process for Public Way Permit (Accela)

** Note, the Citizen Access Portal uses pop-ups. If you have a pop-up blocker active, please disable it.**

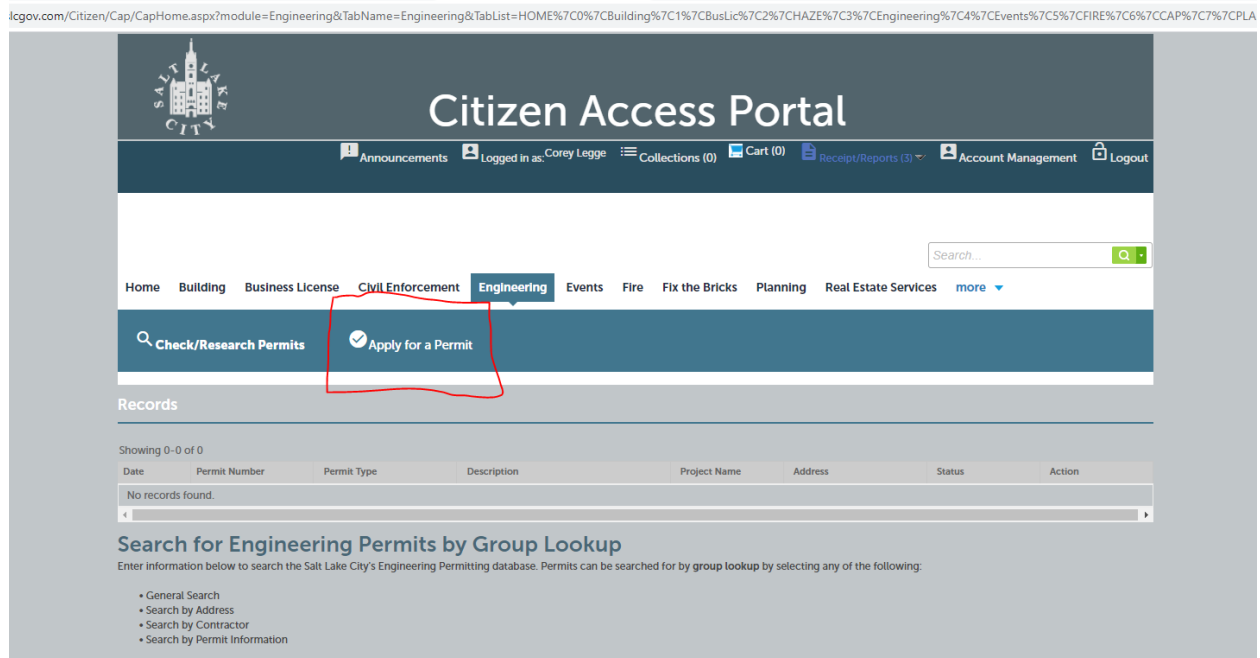
1. Navigate to Citizen Access Portal (<https://citizenportal.slcgov.com/Citizen/Default.aspx>). Log in or if you do not have an account click the “Register for Account” link.



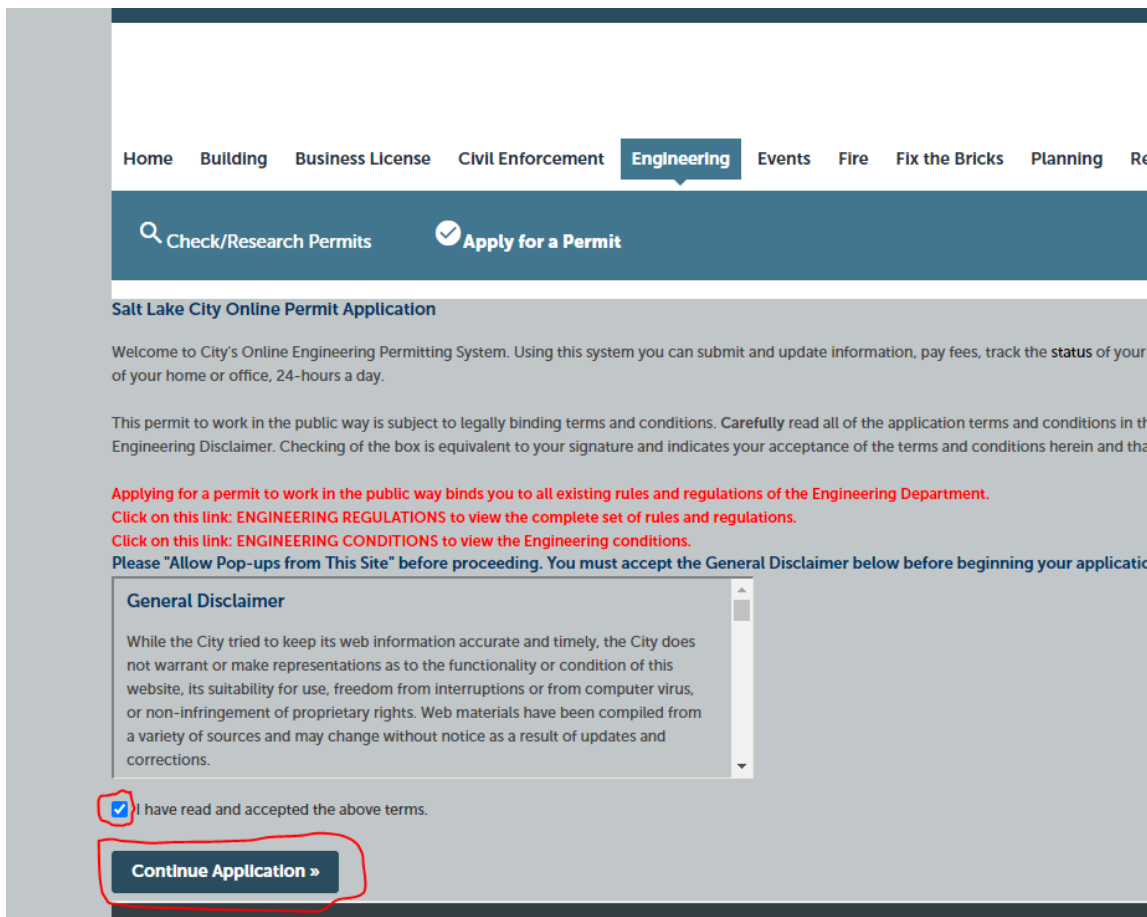
2. Once you have logged in, navigate to the “Engineering” tab.



3. Click “Apply for a Permit”



4. Check the box that reads “I have read and accepted the above terms”. You really should read it. Then click “Continue Application”.



5. “Step 1” Address: This address should be the physical address of the parcel you will be working at (usually the street address). Add the information and click “Search”. Note, if the search is not successful it may be because the address is not recognized by the City. Use the following link (<https://slco.org/surveyor/mapping-and-gis/>) to find a nearby Certified Address and input that information.

Check/Research Permits Apply for a Permit

Permit - Right of Way

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Review 6 7

Step 1: Step 1 > Work Location * indicates a required field.

Address

Please type the House Number (without any suffixes such as N, S, E, W) and the Street Name (also without a suffix such as st, ave, blvd, N, S, E, W). Leave all other fields blank and click 'Search.'
A menu should appear with a few addresses to pick from or the parcel information will automatically fill below.

If nothing comes up, it is likely that the address you entered is not a Certified Address or address recognized by the city. To find a nearby Certified Address, look for an address or parcel number as seen on the County GIS map: <https://slco.org/surveyor/mapping-and-gis/> Type what you find ? in the same manner as described above.

Make sure your work is occurring in Salt Lake City limits rather than one of the other municipalities within Salt Lake County such as Millcreek or South Salt Lake.

*House Number: Direction: Street Name:

City:

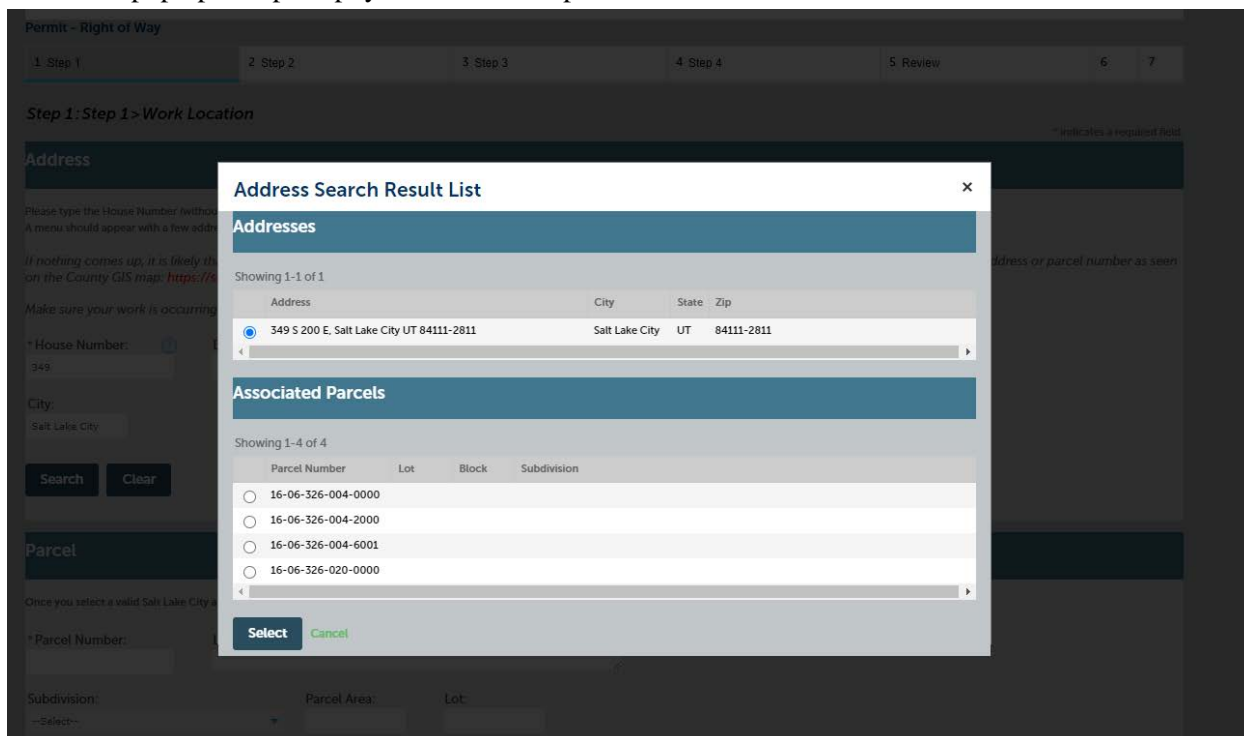
Parcel

Once you select a valid Salt Lake City address, the Parcel information will automatically fill. You will NOT be allowed to modify this information.

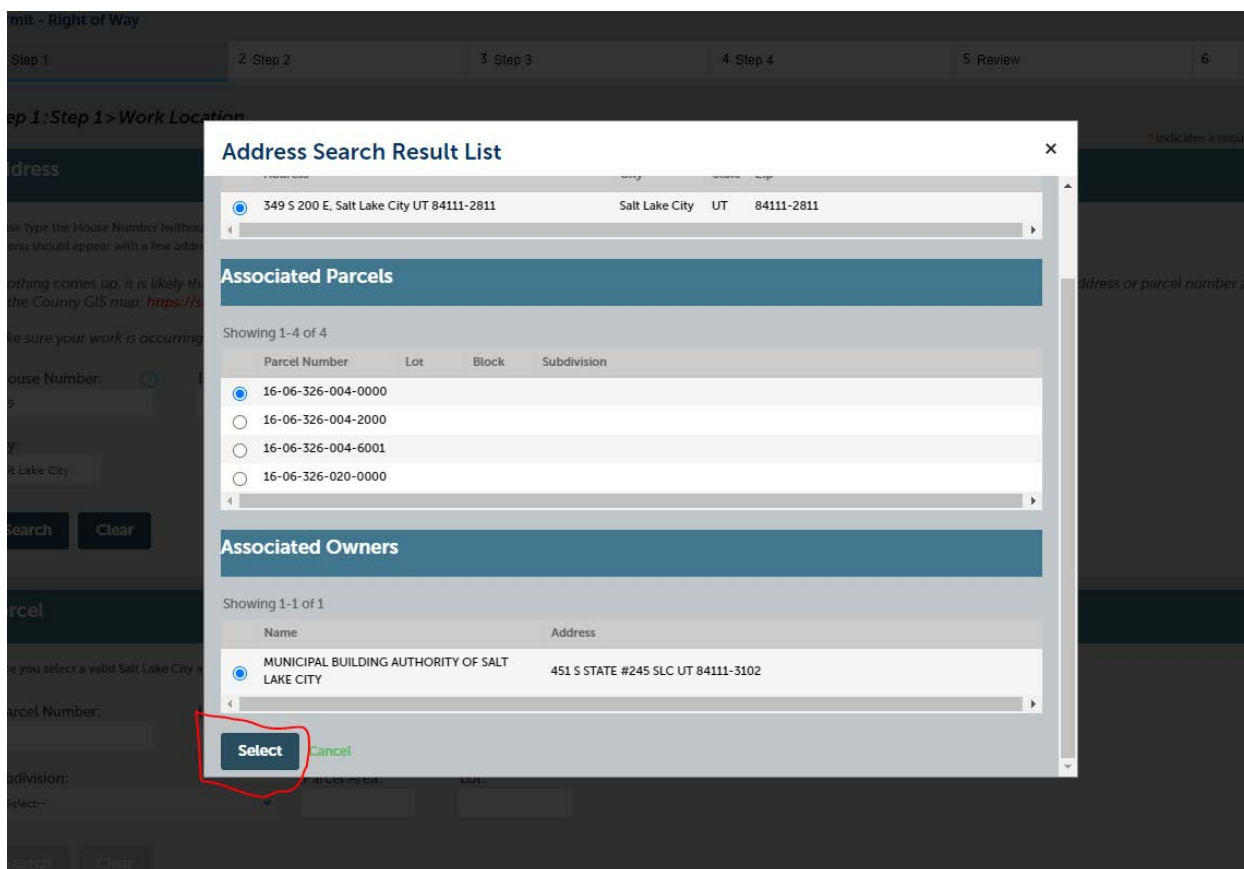
*Parcel Number: Legal Description:

Subdivision: Parcel Area: Lot:

6. A pop up will prompt you to select the parcel number.



7. Once a parcel number is selected, the pop up will load the "Associated Owners Information" automatically. Click "Select" to move forward.



8. Click “Continue Application”.

Step 1: Step 1 > Work Location * indicates a required field.

Address

Please type the House Number (without any suffixes such as N, S, E, W) and the Street Name (also without a suffix such as st, ave, blvd, N, S, E, W). Leave all other fields blank and click 'Search.'
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Parcel

Once you select a valid Salt Lake City address, the Parcel information will automatically fill. You will NOT be allowed to modify this information.

*Parcel Number: Legal Description:

Subdivision: Parcel Area: Lot:

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9. “Step 2” Contacts: Your account will save contacts from previous applications. Select “Add New” if you are needing to add a professional to the account.

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

Search...

Check/Research Permits Apply for a Permit

Permit - Right of Way

1 Step 1	2 Step 2	3 Step 3	4 Step 4	5 Review	6	7
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Step 2: Step 2 > Contacts * indicates a required field.

Applicant

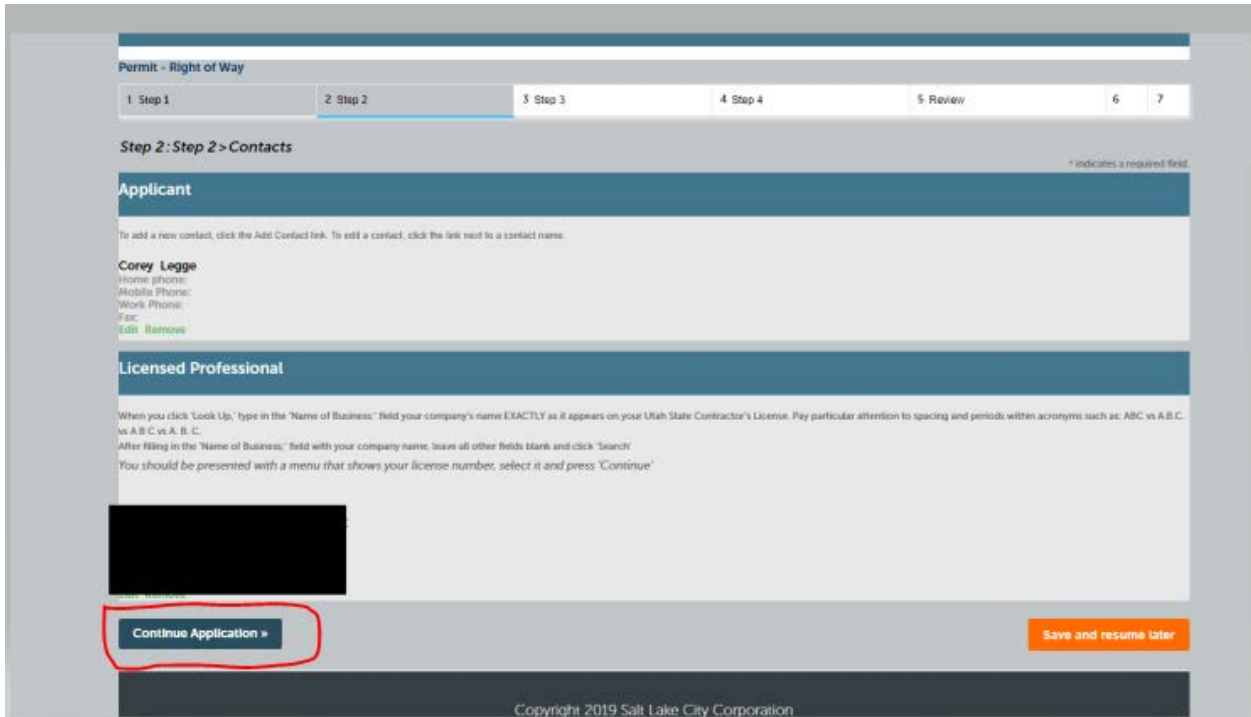
To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Licensed Professional

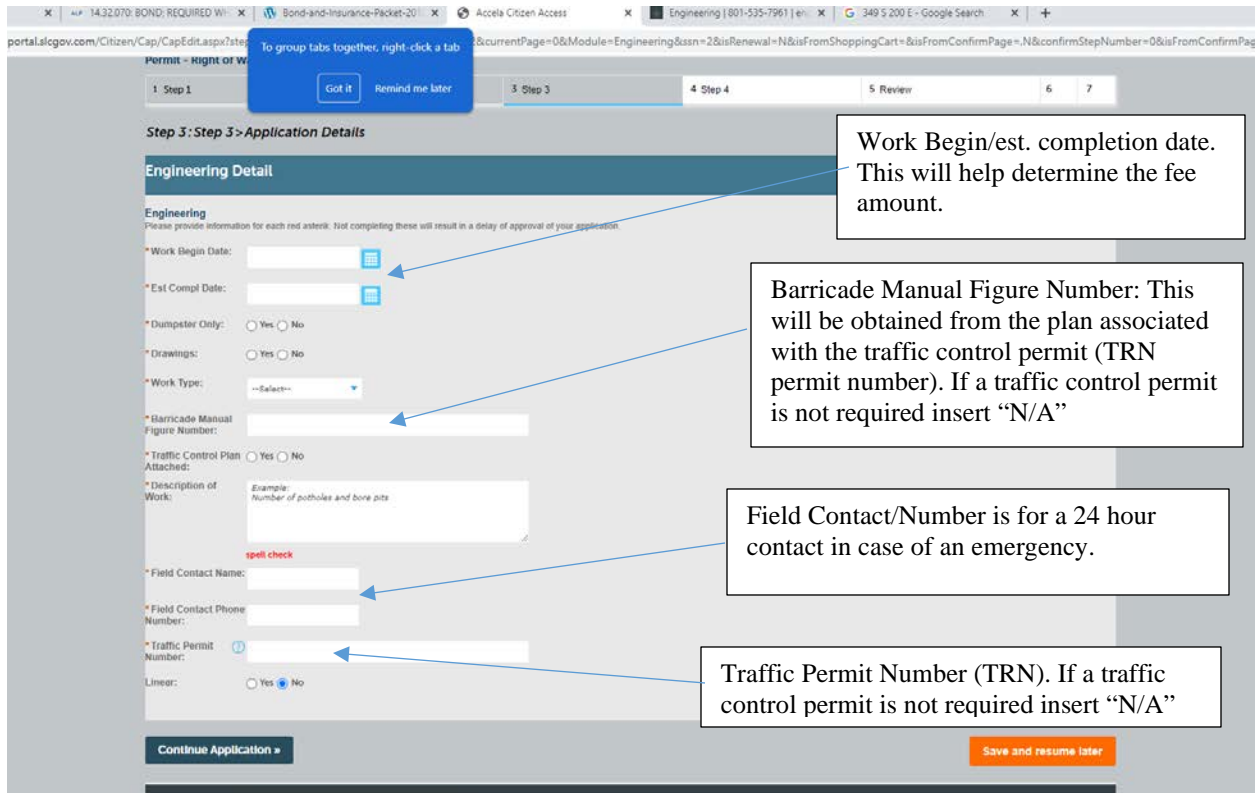
When you click 'Look Up,' type in the 'Name of Business,' field your company's name EXACTLY as it appears on your Utah State Contractor's License. Pay particular attention to spacing and periods within acronyms such as: ABC vs A.B.C. vs A B C vs A. B. C.
After filling in the 'Name of Business,' field with your company name, leave all other fields blank and click 'Search'
You should be presented with a menu that shows your license number, select it and press 'Continue'

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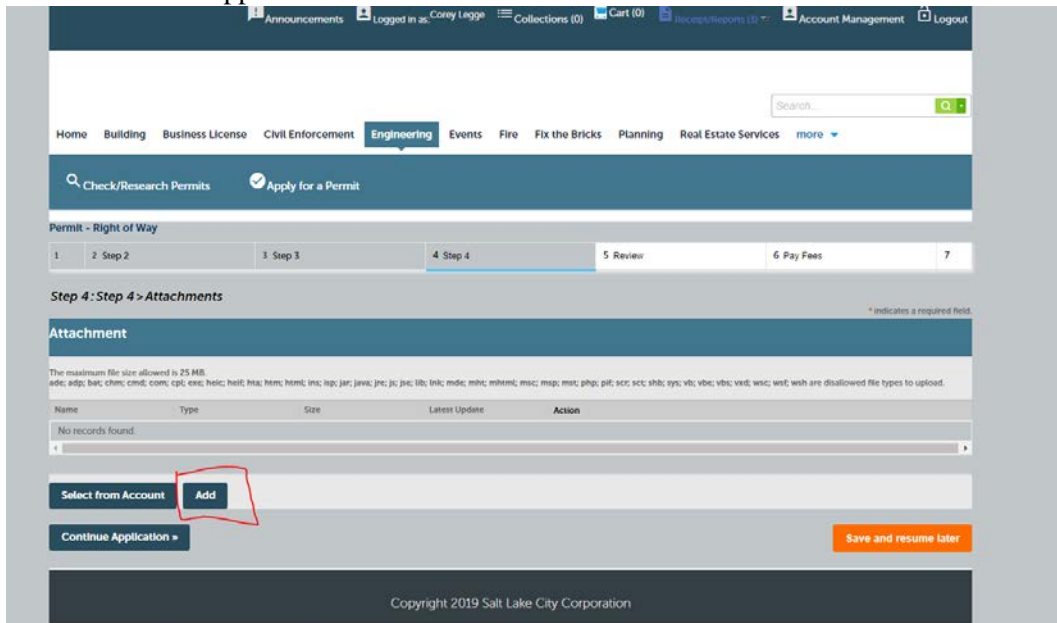
- 10. A Licensed Professional will need to be looked up. Searching by “License Number” or “Business Name” will generate results. Scroll down and click “Look Up”.
- 11. Click “Continue Application”



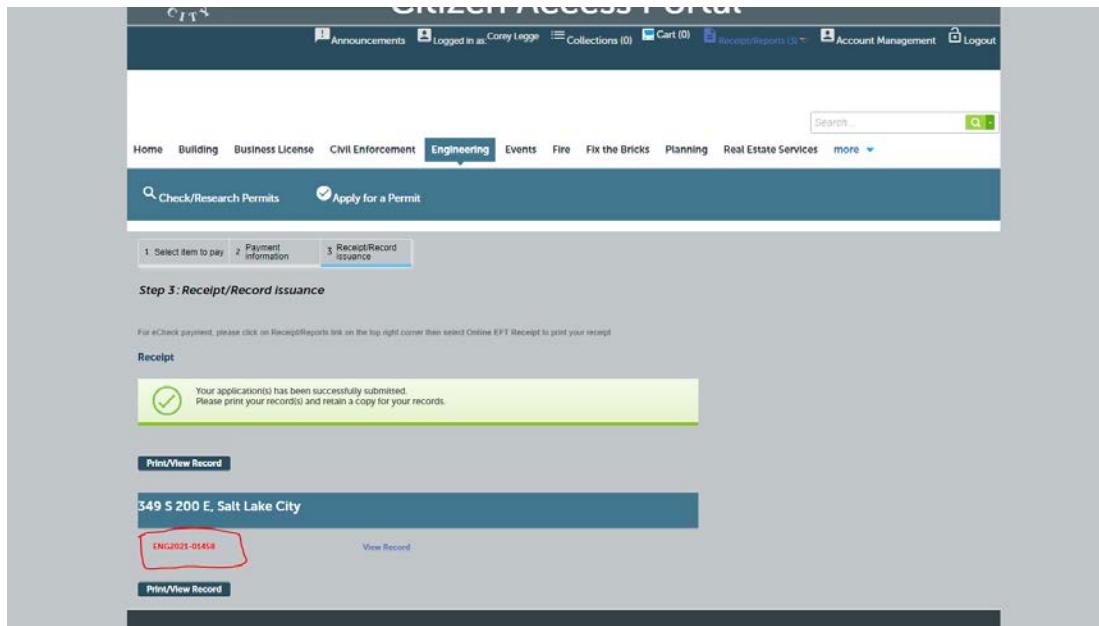
- 12. “Step 3” Application Details: See image below. Once complete click “Continue Application”.



13. “Step 4” Attachments: Your account will save Attachments from previous applications. Click “Add” to upload new attachments pertaining to the current application. Common/necessary attachments include certificate of insurance, bond, site plan, email approval for traffic control permit, email approval for public utilities, ect. Note, attachments are not required to submit the application. However, uploading all attachments at this time will help to avoid any delays. Once the attachments are uploaded click “Continue Application”.
14. “Step 5” Review: Review the application information and verify it is accurate. Scroll down and click “Continue Application” to move forward.



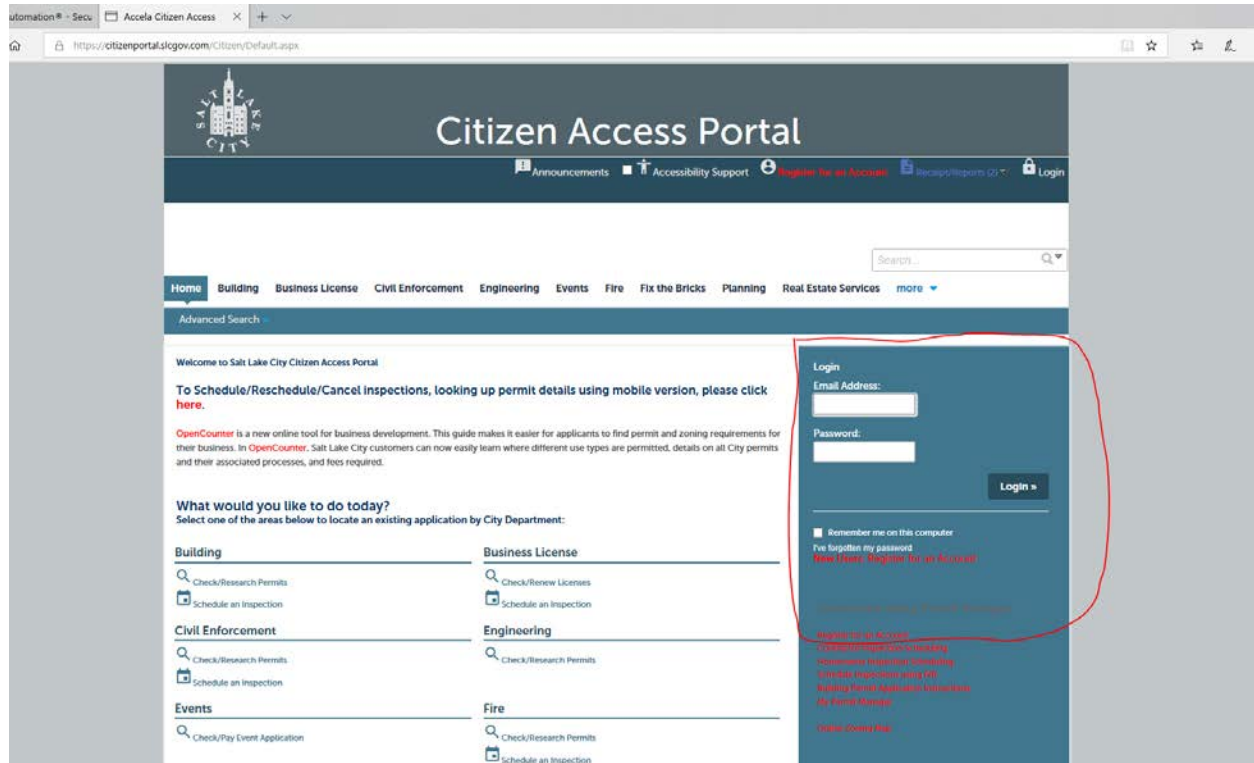
15. “Step 6” Pay Fees: At this point the permit application has been successfully submitted. The permit number is shown in red print. The application is now in staff’s review queue. For information on payment and permit issuance please refer to the next section for “Tracking Permit Status in Accela”.



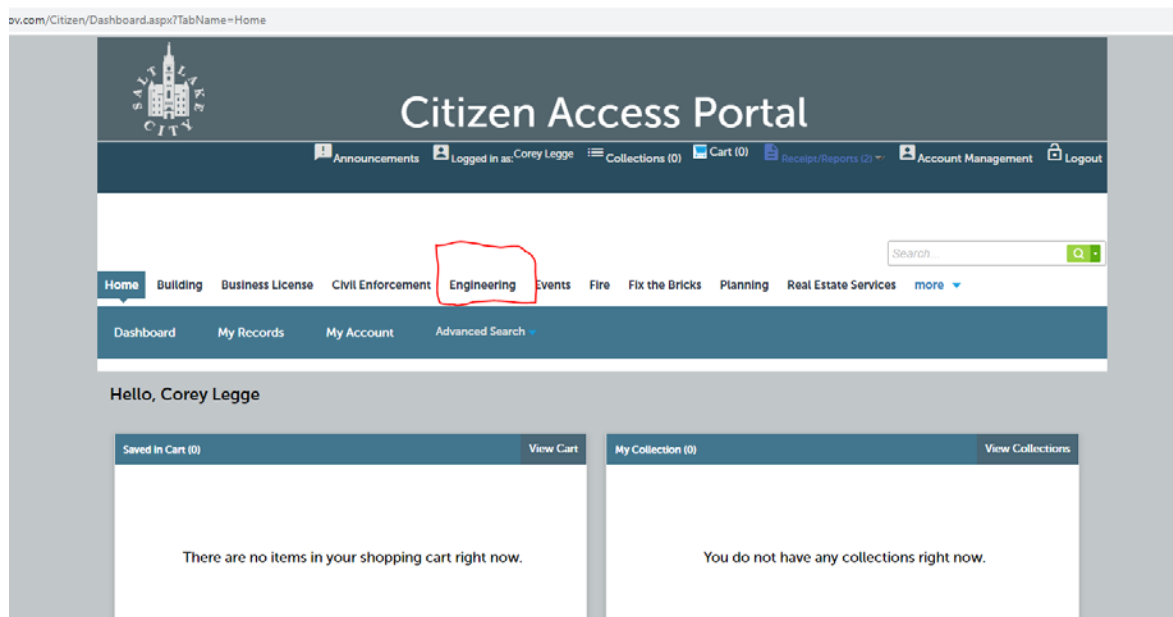
Tracking Permit Status in Accela

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1. Navigate to Citizen Access Portal (<https://citizenportal.slcgov.com/Citizen/Default.aspx>). Log in or if you do not have an account click the “Register for Account” link.



2. Once you have logged in, navigate to the “Engineering” tab.



3. The records table shows all permit records associated with the account. This may include permit applications from other departments, most commonly building permits or traffic control permits (BLD or TRN permit numbers respectively). Although processes in Accela may be similar, this document is intended to serve customers pulling a permit from the Engineering Department which will have a permit number of “ENG” and a permit type of “Right-of-Way”.

The screenshot shows the Citizen Access Portal interface. The top navigation bar includes 'Home', 'Building', 'Business License', 'Civil Enforcement', 'Engineering' (selected), 'Events', 'Fire', 'Fix the Bricks', 'Planning', and 'Real Estate Services'. Below the navigation bar, there are two main actions: 'Check/Research Permits' and 'Apply for a Permit'. The 'Records' section displays a table with the following data:

Date	Permit Number	Permit Type	Description	Project Name	Address	Status	Action
07/19/2021	ENG2021-01458	Permit - Right of Way			349 S 200 E, Salt Lake City UT 84111-2811	In Progress	

The permit number 'ENG2021-01458' and the permit type 'Permit - Right of Way' are highlighted with a red box. Below the table, there is a section titled 'Search for Engineering Permits by Group Lookup' with a search bar and a list of search options: General Search, Search by Address, Search by Contractor, and Search by Permit Information.

4. It is important to note the records table also shows the status of every permit. More information about each permit is available by clicking on the permit number in the records table outlined in the red text. The following is a brief description of the different types of permit statuses:
- In Progress- The permit application has been received by the City and is being reviewed by staff. The permit has not yet been issued.
 - Denied- The permit application has been denied by staff and the permit is closed.
 - Revoked- The permit was issued but since has been revoked due to inactivity or direction to cancel by the applicant.
 - Inspection- The permit has been issued and is active.
 - Under Warranty- The work associated with the permit has passed final inspection and is now under a 3 year warranty. After 3 years, a release inspection will automatically be scheduled by the City Engineering Division.

This screenshot is identical to the one above, showing the Citizen Access Portal interface. The 'Records' table contains one entry with the permit number 'ENG2021-01458' and status 'In Progress'. The permit number and status are highlighted with a red box. The search options below the table are: General Search and Search by Address.