



- All permit applications submitted to North Salt Lake must be submitted through [https://utah.cityinspect.com/register?registration\\_id=rWcyrJDkhF](https://utah.cityinspect.com/register?registration_id=rWcyrJDkhF)
- Permits that generally do not require plan review: Most residential roofing permits, mechanical, plumbing, etc. are normally issued by the next business day after all fees have been paid.
- After the application has been submitted, if a plan review is required an email will be sent to the applicant with updates from each department with redlines/corrections/approvals.
  - To move the application forward with a faster turnaround, please make sure that all documents are attached that are required by the permit system City Inspect.
  - For any homes in the sensitive lands area (please call the building department to verify) (usually east of HWY 89) some permits will require a Geo Hazard Review and scoping meeting (this will be required for all SFD, retaining walls, pools, sports courts, etc.)
    - Engineering Permit Process Submit site plan.
      - Approval by Planning/Zoning
      - Pay the scoping fee and bond.
      - Hold a scoping meeting.
      - Submit Geotech report to City.
      - Review by GeoStrata
      - Approval by City (4 & 5 may repeat if there are issues to be addressed) – this means they can excavate for footings.
      - Footing excavation by contractor
      - Soils Observation report submitted to City.
      - Review by Engineering to ensure the soils observation report covers all required items in the Geotech report which will vary.
      - Issue building permit.
- If you are building an SFD and Planning/Zoning and Engineering have signed off on the permit, you can start excavation. A soil report after excavation is needed before the permit can be issued.
  - Please submit that soils report in the City Inspect portal to the building department.
  - Once that report is approved, the Building Department will sign off and finalize fees for the permit.

- Once all departments have approved the permit, you will receive an email with the fees.
- You can pay those fees through the portal, or by calling the building department directly at 801-335-8721, or lastly you can bring in cash/check/card to the building department at 10 East Center Street, North Salt Lake, UT 84054
  - Fees are all determined by the scope of work and cannot be assessed until after the plan review is completed.
  - If the permit does not require plan review it is considered an **Over-the-Counter** permit and costs \$50.00 building fee and \$.50 state fee = \$50.50 total
  - There is a 2% service fee for all Credit Card transactions.
  - Some building permits such as SFD, Townhomes, and Commercial projects will require a plan review deposit to be paid before we can move those over to plan review. You will be contacted by email and/or phone to let you know how much that plan review fee is and to collect payment.
- After the remaining fees are paid, the permit will be issued, you will receive an email with the permit and work can begin.
  - Please note that inspections are required after work has begun.
  - Depending on what the scope of work/permit will depend on what is required for inspections. Your permit is on the portal which will tell you what we require, or you can call the building department with any questions.
- Inspections are not available on the same day. Please plan accordingly and schedule inspections knowing we are a day or two out. We are a smaller city, so most inspections can be done the next day, with some exceptions.
  - We are only available for inspections Monday through Thursday, AM (8-12) or PM (1-4)
  - If you need a more specific time, you may call the day of and receive a more accurate time frame.

Please feel free to call with any questions: Building Permit Tech 801-335-8721