

## ***Applicant Guide for Permit by Inspector***

### **What is the Permit by Inspector program?**

Permit by Inspector is a process that allows building permit issuance prior to approval of required construction plans. In lieu of providing approved plans for the inspections department, the applicant is required to obtain a pre-consultation inspection and obtain notification to proceed prior to initiating construction.

### **What types of project qualify for Permit by Inspector?**

Currently PBI's are working well with projects that are under building code enforcement, or have already received pre-inspection due to a disaster situation such as a fire repair, water damage, etc.

At this time, only simple residential repair and basic remodel projects that would only require review by Building Code approval qualify for the Permit by Inspector program.

Examples of Residential Permit Types Eligible for Permit by Inspections.

- Roofing (non-historic)
- Kitchen Remodel (no increase in plumbing fixture count)
- Bathroom Remodel (no increase in plumbing fixture count)
- Minor Fire or Water Damage repair permits
- Window Replacement, Siding, Stucco

Projects that require multi-dept reviews are ineligible for PBI. If a review is required by [Planning/Zoning](#), [Public Utilities](#), [Transportation](#), or [Engineering](#).

Examples of Permits Ineligible for PBI.

- Basement finish with a new bathroom.
- Residential Addition or New Construction
- New Garage or Accessory Buildings
- Driveways (Public Way Permits Required)
- Any exterior work in a local Historic District

Small Commercial projects can also be issued as Permit by Inspector providing the space is under 3000 sq ft and falls under the same guidelines as listed above.

For additional information about the Permit by Inspector Program, call 801-535-7968 or email [slcpermits@slcgov.com](mailto:slcpermits@slcgov.com)

## Processing

1. PBI's must be applied for online @ the [Citizen Access Portal](#) by the applicant.
2. Refer to the [Self Help Guides](#) page for step by step application instructions for Citizens Access Portal.
3. Be sure to click "Yes" for both Permit by Inspector and ProjectDox during the application process through the [Citizen Access Portal](#).
4. Upon completing of the application, go to [ProjectDox](#) and upload the necessary documentation in preparation of the pre-consultation inspection. Log in information will be emailed to the "project contact" listed during the application process.
  - Site related permits, such as fencing, will require a site plan.
  - Window permits require a completed window schedule [http://www.slcdocs.com/building/Window\\_Door\\_Sched\\_8-16.pdf](http://www.slcdocs.com/building/Window_Door_Sched_8-16.pdf)
  - Remodel and Repair permits require a detailed scope of work, an existing floor plan and a proposed floor plan drawn to scale, be sure to include plumbing fixtures and electrical details.
5. Additional information can be found on the [Info & Brochures Page](#).
  - Contact Planning and Zoning @ 801-535-7700 or [zoning@slcgov.com](mailto:zoning@slcgov.com) with any questions about fencing regulations or site plan requirements.
6. The Processor will review the electronic application for completeness, verify minimum construction documents have been loaded to [ProjectDox](#), and assess permit fees.
  - Verify the application was completed by the appropriate contractor or homeowner for single family owner/occupied structures only. [Owner/Builder Certification](#) required.
  - Check to see if the structure is in a local historic district.
    - i. If there is any exterior work in a [local historic district](#), the permit is ineligible for PBI.

7. Once the project has been accepted as eligible for the PBI program, the balance due will be assessed, and notification will be sent via email.
8. After the balance has been paid by the applicant the permit will be issued and pre-consultation inspection is required. Inspections are scheduled through the [Citizen Access Portal](#).
  - See [Building Inspections Page](#) for inspection scheduling instructions, the building inspector area map, and contact information.
  - Fence inspections will be conducted by [Civil Enforcement](#) and can also be scheduled through the [Citizen Access Portal](#).
9. During the on-site pre-consultation inspection the inspector will go over the plans and project details. Plans are required to be loaded to [ProjectDox](#) and 2 hard copies of the necessary plans will be required on-site for the pre-consultation.

**A pre-consultation inspection must be conducted prior to initiation of construction. Inspections can be scheduled through the [Citizen Access Portal](#) or by calling 801-535-6000.**