



*DEPARTMENT of COMMUNITY and Neighborhoods*

**HOW TO REMOVE A CERTIFICATE OF NON-COMPLIANCE**

- A building inspection must be scheduled with the Building Services Inspections Department at 801-535-7224 to ensure that all the Non-Compliance corrections have been resolved.
- Once the inspection has been completed and the corrections have been resolved, the inspector will inform the admin staff that the Certificate of Non-Compliance has been resolved.
- The admin staff will then create a Certificate of Correction and Compliance to be signed by the inspector who conducted the inspection.
- When the document has been signed and notarized it will be taken to the County Recorder's office to be recorded.
- It will take 2 to 3 weeks to receive the recorded copy of the Certificate of Correction and Compliance from the County via the US Postal Service. Once we receive the completed Certificate of Correction and Compliance it will be added to the permit in question. The original Certificate of Correction and Compliance will then be mailed via the US Postal Service to the owner of the property via certified mail.