

Public Way Permit Application Instructions

- Review City Ordinance [Chapter 14.32](#).
- Obtain applicable agency or City department permits.
- Submit bond and insurance documents for approval.
 - Company name for licensed contractor, bond and insurance must match.
- Apply for Public Way Permit.
 - Pay assessed fees.
- Contact Engineering Inspector 24 hours prior to starting work.
 - Assigned inspector is listed on the issued permit.

Building Services

- 801-535-7968
- slcpermits@slc.gov
- slc.gov/buildingservices/

Public Utilities

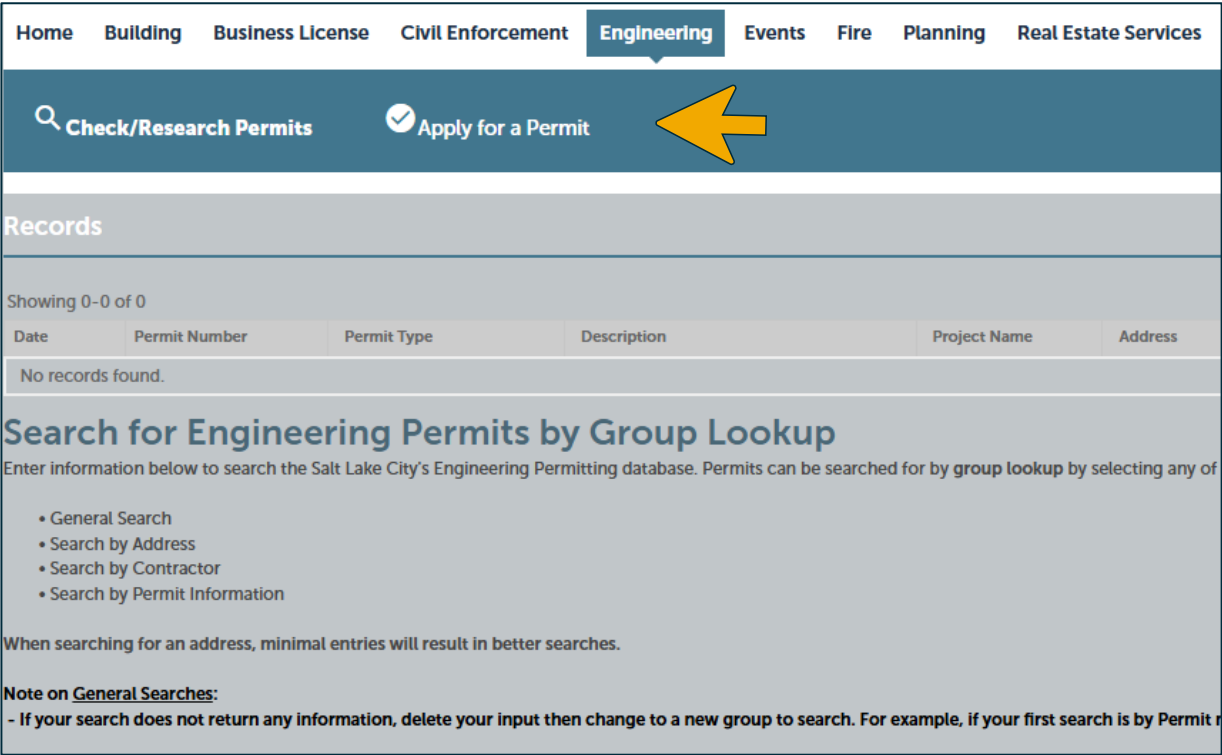
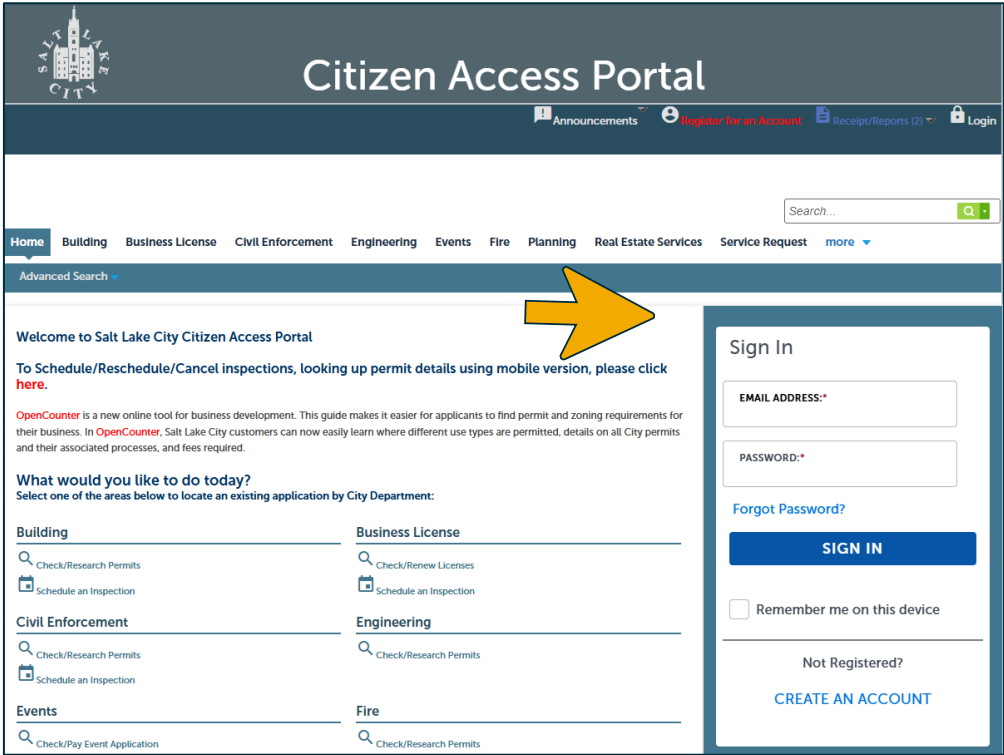
- 801-483-6727
- pudevserv@slcgov.com
- slc.gov/utilities/

Transportation

- 801-535-6630
- transportation@slc.gov
- slc.gov/transportation/

1. Login or register for an account on the **Citizen Access Portal**. *Allow pop-ups.*

2. Apply for a public way permit under the **Engineering** tab. *You will only have the option to apply if you are logged in.*



3. Read and agree to terms.

Home Building Business License Civil Enforcement **Engineering** Events Fire Planning Real Estate Services

Check/Research Permits Apply for a Permit

Salt Lake City Online Permit Application

Welcome to City's Online Engineering Permitting System. Using this system you can submit and update information, pay fees, track the **status** of your app of your home or office, 24-hours a day.

This permit to work in the public way is subject to legally binding terms and conditions. Carefully read all of the application terms and conditions in this p Engineering Disclaimer. Checking of the box is equivalent to your signature and indicates your acceptance of the terms and conditions herein and that yo

Applying for a permit to work in the public way binds you to all existing rules and regulations of the Engineering Department.
Click on this link: [ENGINEERING REGULATIONS](#) to view the complete set of rules and regulations.
Click on this link: [ENGINEERING CONDITIONS](#) to view the Engineering conditions.
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City tried to keep its web information accurate and timely, the City does not warrant or make representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and may change without notice as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

4. Search the work location. Enter the house number and street name without any suffixes (St, Ave, 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. **Find a Certified Address** and confirm the property is in Salt Lake City.

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

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:

5. Select correct address from pop-up lists.

Address Search Result List ×

Addresses

Showing 1-2 of 2

Address	City	State	Zip
<input type="radio"/> 349 S 200 E., Salt Lake City UT 84111-2811	Salt Lake City	UT	84111-2811
<input type="radio"/> 349 S 200 W, Salt Lake City UT 84101-1805	Salt Lake City	UT	84101-1805

Select Cancel

Address Search Result List ×

Addresses

Showing 1-2 of 2

Address	City	State	Zip
<input checked="" type="radio"/> 349 S 200 E., Salt Lake City UT 84111-2811	Salt Lake City	UT	84111-2811
<input type="radio"/> 349 S 200 W, Salt Lake City UT 84101-1805	Salt Lake City	UT	84101-1805

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 16-06-326-020-0000			

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> SALT LAKE CITY CORPORATION	PO BOX 145460 PROPERTY MANAGEMENT SALT LAKE CITY UT 84114-5460

Select Cancel

6. The address and parcel information will populate. Save or continue your 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.' 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:

Search Clear

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:

Search Clear

Save and resume later Continue Application >



7. Add contact information for the person managing the application. *The field contact will be added later.*


Permit - Right of Way

1 Step 1 2 Step 2 3 Step 3

Step 2: Step 2 > Contacts

Applicant

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

Select from Account **Add New** 

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'

Add New **Look Up**


8. Select **Look Up** or **Add New**. Enter the contractor's license number under **State or Assigned License Number**. If you do not have a contractor's license number, enter "00000".

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'

Add New **Look Up** 

Look Up License ×

To find a Licensed Professional, enter the entire State License Number into the input field and press ENTER. The system will automatically populate all available information from the State. If required, please enter the remaining necessary information.
For example: 1234567-1234

License Type: State or Assigned License Number: 

First Name: Middle: Last Name:

Name of Business: Business License #:

Address: City: State: Zip:

Phone: Mobile: Fax:

Look Up **Clear** [Discard Changes](#)



9. Enter permit information, including a description of all work in the right-of-way, and the emergency field contact.

Step 3: Step 3 > Application Details

Engineering Detail

Engineering
Please provide information for each red asterisk. Not completing these will result in a delay of approval of your application.

* Work Begin Date:

* Est Compl Date:

* Dumpster Only: Yes No

* Drawings: Yes No

* Work Type:

* Barricade Manual Figure Number:

* Traffic Control Plan Attached: Yes No

* Description of Work:
spell check

* Field Contact Name:

* Field Contact Phone Number:

* Traffic Permit Number:

Linear: Yes No

* Traffic Control Permits are required in most cases, including work in a park strip or sidewalk.

10. Add attachments, including City approved site plans, running line approval, diagrams, traffic control plan, other permits, etc.

Step 4: Step 4 > Attachments

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;heif;hta;htm;html;ins;isp;jar;java;jre;js;json;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;...

Name	Type	Size	Latest Update	Action
No records found.				



11. Select **Checkout** to submit your application. We will review your application and contact you when fees are ready to be paid.

The screenshot shows the website's navigation menu with 'Home', 'Building', 'Business License', 'Civil Enforcement', 'Engineering', 'Events', 'Fire', 'Planning', and 'Real Estate Services'. Below the menu is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area is titled 'Cart' and contains three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance'. The first step is active. Below the steps is a 'Step 1: Select item to pay' section with instructions: 'Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.' A 'PAY NOW' button is prominently displayed. Below it, a disclaimer states: 'The fee applied may represent a base fee ONLY. Additional fees may be assessed based upon the type of Permit, License, or other application being processed. No Permit, License, or other application will be issued without possible addition of these other fees as determined by the Salt Lake City staff.' The cart details show '349 S 200 E, Salt Lake City' with '1 Application(s) | \$0.00'. A dropdown menu is open showing 'Permit - Right of Way 24TMP-023243' with a 'Total due: \$0.00'. At the bottom, the 'Total amount to be paid: \$0.00' is shown with a note: 'Note: This does not include additional inspection fees which may be assessed later.' Three buttons are at the bottom: 'Checkout >>', 'Edit Cart >>', and 'Continue Shopping >>'.

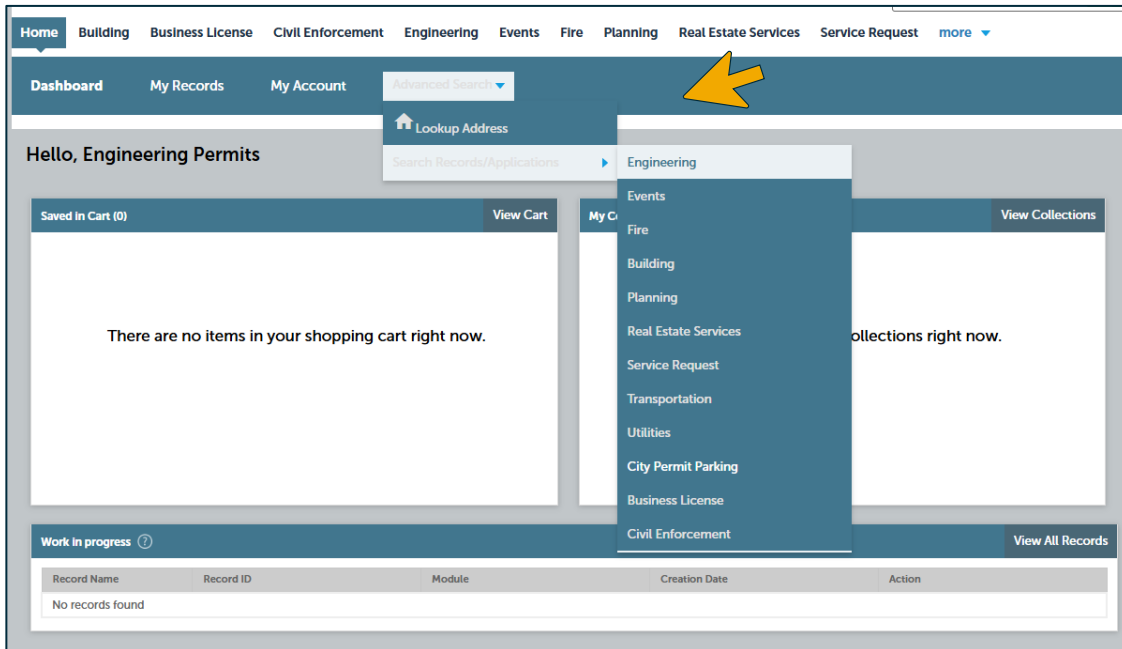
12. The permit number is shown in red. *After the permit has been paid and issued click **print/view record** to see your inspector's name and number.*

The screenshot shows the website's navigation menu and secondary navigation bar. The main content area is titled 'Step 3: Receipt/Record issuance'. It includes instructions: 'For eCheck payment, please click on Receipt/Reports link on the top right corner then select Online EFT Receipt to print your receipt.' A red text instruction says: 'Click the permit number and then the "Plan Review Tab" to submit construction drawings for plan review.' Below this is a 'Receipt' section with a green checkmark icon and the text: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' A 'Print/View Record' button is visible. Below the button, the address '349 S 200 E, Salt Lake City' is displayed in a blue bar. The permit number 'ENG2024-02298' is shown in red, and a 'View Record' link is in blue. Another 'Print/View Record' button is at the bottom.



* Find your existing permits to check the status or pay fees.

Home > Advanced Search > Search Records > Engineering



Permit Status

In Progress - Permit application has been received and is being review by Engineering. *Permit has not been issued.*

Denied - Permit application has been denied and is closed.

Revoked - Permit was issued but is now revoked due to inactivity or direction to cancel by the applicant.

Inspection - 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.

