Public Way Permit Application Instructions

- Review City Ordinance <u>Chapter 14.32</u>.
- 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.





ENGINEERING

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

	tizen Acc	ess l	Portal			
		Announc	ements B Regist	er for an Account	Receipt/Reports (2) ▼	Login
				Sea	rch	Q.
Home Building Business License Civil Enforcement	Engineering Events Fire	Planning R	Real Estate Services	Service Request	more 🔻	
Advanced Search 👻						
Welcome to Salt Lake City Citizen Access Portal				Sign In		
To Schedule/Reschedule/Cancel inspections, looking here.	up permit details using mo	bile version, p	olease click			_
OpenCounter is a new online tool for business development. This guide	makes it easier for applicants to find	l permit and zoning	g requirements for	EMAIL ADDRES	SS:*	
their business. In OpenCounter, Salt Lake City customers can now easil and their associated processes, and fees required.	/ learn where different use types are p	permitted, details o	on all City permits	PASSWORD		
What would you like to do today?				PASSWORD.		
Select one of the areas below to locate an existing application by	City Department:			Forgot Passv	word?	
Building	Business License				SIGN IN	
Check/Research Permits	Check/Renew Licenses					
Civil Endows	Schedule an Inspection			Rememb	er me on this device	
	Q					
Schedule an Inspection	 Check/Research Permits 			N	lot Registered?	
Events	Fire			CREA	TE AN ACCOUNT	
Q. Check/Pay Event Application	Q Check/Research Permits					

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

Q ch	eck/Research Pern	nits 🔗 Ap	ply for a Permi	t 🧲	, 				
_	_	_)				
Record	S								
Showing 0	-0 of 0								
Date	Permit Number	Permit Type	1	Description			Project N	lame	Addre
No recor	ds found.								
110 10001									
Searc Enter inform • Gene • Searc • Searc	ch for Engin mation below to search eral Search ch by Address ch by Contractor	eering Pe the Satt Lake City's E	rmits by ngineering Permit	Group Lo	OOKU mits can be	O searche	d for by group) lookup by	selecting



ENGINEERING

3. Read and agree to terms.

Home Building I	Business License	Civil Enforcement	Engineering	Events	Fire	Planning	Real Estate Services
Q Check/Research	n Permits	Apply for a Permi	t				
lt Lake City Online Pe	ermit Application	_					_
elcome to City's Online E your home or office, 24-	ngineering Permittin	g System. Using this syste	em you can submit	and update	e informa	ation, pay fees,	track the status of your app
is pormit to work in the	ublic way is subject.	to logally hinding terms	and conditions. Ca	afully road	all of the	application to	urms and conditions in this n
aineering Disclaimer. Ch	ecking of the box is e	equivalent to your signati	and conditions. Car are and indicates ye	our accepta	nce of th	e terms and c	onditions herein and that yo
gineering Disclaimer. en	2						
plying for a permit to we	ork in the public way	binds you to all existing	rules and regulation	ons of the E	ngineerii	ng Departmen	t
oplying for a permit to we lick on this link: ENGINEE	ork in the public way RING REGULATIONS	binds you to all existing is to view the complete se	rules and regulations of rules and regulations	ons of the Ei lations.	ngineerii	ng Departmen	t.
oplying for a permit to we lick on this link: ENGINEE lick on this link: ENGINEE lease "Allow Pop-ups fro	ork in the public way RING REGULATIONS RING CONDITIONS om This Site" before	binds you to all existing to view the complete se to view the Engineering e proceeding. You must	rules and regulatic et of rules and regu conditions. t accept the Gene	ons of the Ei Ilations. Iral Disclair	ngineerii mer belo	ng Departmen ow before beg	t. ginning your application.
pying for a permit to we lick on this link: ENGINEE lick on this link: ENGINEE ease "Allow Pop-ups fr General Disclaimer	ork in the public way RING REGULATIONS RING CONDITIONS om This Site" before	binds you to all existing is to view the complete se to view the Engineering e proceeding. You must	rules and regulations at of rules and regulations conditions. t accept the Generations	ons of the Ei Ilations. Tral Disclair	ngineerii mer belc	ng Departmen ow before beg	t. ginning your application.
oplying for a permit to we lick on this link: ENGINEE lick on this link: ENGINEE ease "Allow Pop-ups fr General Disclaimer While the City tried to ke	ork in the public way RING REGULATIONS RING CONDITIONS om This Site" before ep its web informatio	binds you to all existing is to view the complete set to view the Engineering a proceeding. You must on accurate and timely, th	rules and regulations at of rules and regulations conditions. accept the Generations accept	ons of the Er Ilations. Tral Disclair	ngineerii mer belo	ng Departmen ow before beg	t. ginning your application.
pying for a permit to we lick on this link: ENGINEE ease "Allow Pop-ups fro General Disclaimer While the City tried to ke not warrant or make repl website, its suitability for	ep its web information resentations as to the use, freedom from the	binds you to all existing to view the complete se to view the Engineering e proceeding. You must on accurate and timely, th functionality or condition terruptions or from com	rules and regulations et of rules and regulations. et accept the Generations the City does on of this populer virus.	ons of the Ei Ilations. Iral Disclair	ngineerii mer belo	ng Departmen	t. ginning your application.
pplying for a permit to we lick on this link: ENGINEE lease "Allow Pop-ups fr General Disclaimer While the City tried to ke not warrant or make rep website, its suitability for or non-infringement of p	ep its web informatic resentations as to the use, freedom from ir roprietary rights. We	binds you to all existing to view the complete se to view the Engineering of a proceeding. You must on accurate and timely, th functionality or condition therruptions or from com- b materials have been co-	rules and regulations et of rules and regulations conditions. t accept the Gener the City does on of this uputer virus, impiled from	ons of the Ei Ilations. ral Disclair	ngineerii mer belo	ng Departmen ow before beg	t. ginning your application.
pylying for a permit to we lick on this link: ENGINEE lick on this link: ENGINEE lease "Allow Pop-ups fro General Disclaimer While the City tried to ke not warrant or make rep website, its suitability for or non-infringement of p a variety of sources and r corrections.	ep its web information resentations as to the use, freedom from ir proprietary rights. We may change without it	binds you to all existing is to view the complete set to view the Engineering a proceeding. You must on accurate and timely, the functionality or condition therruptions or from com b materials have been con notice as a result of upda	rules and regulations et of rules and regulations. Et accept the Generations and City does on of this uputer virus, implied from tes and	ons of the Ei lations. ral Disclair	ngineerir	ng Departmen	t. ginning your application.
pplying for a permit to we lick on this link: ENGINEE lease "Allow Pop-ups fro General Disclaimer While the City tried to ke not warrant or make rep website, its suitability for or non-infringement of p a variety of sources and r corrections.	ep its web information resentations as to the use, freedom from ir roprietary rights. We may change without r	binds you to all existing to view the complete set to view the Engineering a e proceeding. You must on accurate and timely, th infunctionality or condition tterruptions or from com to materials have been con notice as a result of upda	rules and regulations et of rules and regulations. Et accept the Generations and City does and City does and of this supputer virus, sumpiled from tes and	ons of the Ei lations. ral Disclain	ngineerir	ng Departmen	t. ginning your 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>W	ork Locatio	on									
Address									* indicat	tes a requ	uired he
Please type the House Nun A menu should appear with	nber (without any	y suffixes such as N, S, s to nick from or the na	E, W) and the Street Na arcel information will a	ame (also without a suff utomatically fill below	fix such as st, ave, b	lvd, N, S, E, W). Leave	all other fields blank a	and click 'Search.'			
If nothing comes up, it on the County GIS mai	is likely that the start is the start of the	ne address you ente org/surveyor/maps	ered is not a Certifie ping-and-gis/ Type	ed Address or addres what you find ?in th	ss recognized by	the city. To find a	nearby Certified A	ddress, look for an ad	ddress or parcel n	umber	as see
Make sure your work is	occurring in S	Salt Lake City limits	rather than one of	the other municipal	ities within Salt I	ake County such	as Millcreek or Sou	ith Salt Lake.			
* House Number:	Oire	ction:	Street Name:	0							
349	Se	lect 🔻	200								
City:											
Search Clear											



ENGINEERING

5. Select correct address from pop-up lists.

Ad	dress Search Result List			×	¢
Ado	Iresses				
Show	ving 1-2 of 2				
	Address	City	State	Zip	
0	349 S 200 E, ., Salt Lake City UT 84111-2811	Salt Lake City	UT	84111-2811	
0	349 S 200 W, Salt Lake City UT 84101-1805	Salt Lake City	UT	84101-1805	1
Se	lect Cancel				

ddresses								
howing 1-2 of 2								
Address	Address			City	State	Zip		
349 S 200 E, ., Si	It Lake City	y UT 84111	-2811		Salt Lake City	UT	84111-2811	
349 S 200 W, Sa	t Lake City	UT 84101-	-1805		Salt Lake City	UT	84101-1805	
ssociated Pai	cels							
ssociated Par	cels					_		
howing 1-1 of 1	cels							
howing 1-1 of 1 Parcel Number	Cels	ot	Block	Subdivision				
howing 1-1 of 1 Parcel Number 16-06-326-020	cels 	ot	Block	Subdivision				
howing 1-1 of 1 Parcel Number 16-06-326-020	cels 0000	ot	Block	Subdivision				
ISSOCIATED Par howing 1-1 of 1 Parcel Number 16-06-326-020 ISSOCIATED OW	cels 00000 mers	ot	Block	Subdivision				
ISSOCIATED Par howing 1-1 of 1 Parcel Number 16-06-326-020 ISSOCIATED OW	cels 00000 mers	ot	Block	Subdivision				
ISSOCIATED PAR howing 1-1 of 1 Parcel Number 16-06-326-020 ISSOCIATED OW howing 1-1 of 1	cels 0000 mers	ot	Block	Subdivision				
howing 1-1 of 1 Parcel Number 16-06-326-020 Associated Ow howing 1-1 of 1 Name	cels 00000 mers	ot	Block	Subdivision				

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

Step 1:Step 1>Work Lo	ocation				 indicates a required field.
Address					
Please type the House Number (with A menu should appear with a few ad If nothing comes up, it is likely	iout any suffixes such as N, S idresses to pick from or the p that the address you en	i, E, W) and the Street Name (al parcel information will automat tered is not a Certified Add	lso without a suffix such as st, ave, blvd, N, S, E, tically fill below. dress or address recognized by the city.	W). Leave all other fields blank and click 'Sea	arch.' k for an address or parcel number as seen
on the County GIS map: https:/	//slco.org/surveyor/map	pping-and-gis/ Type what y	you find ?in the same manner as describ	ed above.	
Make sure your work is occurri	ng in Salt Lake City limit	s rather than one of the ot	ther municipalities within Salt Lake Coui	nty such as Millcreek or South Salt Lak	е.
* House Number: (7)	Direction:	Street Name:	0		
349	5	200 E			
City: Salt Lake City					
Search Clear					
Parcel					
Once you select a valid Salt Lake Cit	y address, the Parcel inform	ation will automatically fill. Yo	ou will NOT be allowed to modify this informat	ion.	
Parcel Number: 16-06-326-020-0000	Legal Description: H E /4.6 FI N 20 FI E 4 1428, 1431, 1434 5695-1	9 FT N 145 FT W 263.6 FT TO E 208 6217-1772. 8295-3122.	8EG. 5551-2608 5514-		
Subdivision:	Parce	Area: Lot:			
Select	• 0.75				
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 lii Select from Account Add I	nk. To edit a contact, click the link next to a co	intact name.
Licensed Professional		
When you click 'Look Up,' type in the 'Name vs A B C vs A. B. C. After filling in the 'Name of Business;' field w You should be presented with a menu	e of Business:' field your company's name E) vith your company name, leave all other fiel I that shows your license number, sel	(ACTLY as it appears on your Utah State Co ds blank and click 'Search' lect it and press 'Continue'

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 'N & A B C vs A. B. C. After filling in the 'Name of Business,' fi You should be presented with a n	Hame of Business:' field your company's na eld with your company name, leave all oth nenu that shows your license numbe	me EXACTLY as it appears on your i er fields blank and click 'Search' rr, select it and press 'Continue	Jtah State Contracto	r's License. Pay particula	r attention to spacing and peri	ods within acronyms such as: ABC vs A.B.C.
Add New Look Up						
	Look Up License To find a Licensed Professi ENTER. The system will au please enter the remaining For example: 1234567-123 License Type: Sta Select- The Sta First Name: Middl	onal, enter the entire St tomatically populate all necessary information. 4 te or Assigned License Numb e: Last Name:	ate License Nu available info er: (7)	umber into the in rmation from the	put field and press e State. If required,	×
	Name of Business:	Business Licer	ase #:			
	Address:	City:	State:	Zip:		
	Phone:	Mobile:	Fax:			

801-535-6203 | engineering.permits@slc.gov | slc.gov/engineering/



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 D	etail
Engineering Please provide information	in for each red asterik. Not completing these will result in a delay of approval of your application.
*Work Begin Date:	MM/db/yyyy
*Est Compl Date:	MM/DD/YYYY
* Dumpster Only:	⊖ Yes ⊖ No
*Drawings:	⊖ Yes ⊖ No
*Work Type:	Select
* Barricade Manual Figure Number:	
*Traffic Control Plan Attached:	⊖ Yes ⊖ No
Description of Work:	Example: Number of potholes and bore pits
F: 11 0 - 1 - 1 1	spell check
 Field Contact Name: 	
* Field Contact Phone Number:	
* Traffic Permit (?) Number:	
Linear:	⊖ Yes ● No

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

Step 4: Step 4	tep 4: Step 4>Attachments								
Attachment									
The maximum file size ade;adp;bat;chm;cmd	allowed is 100 MB. com;cpl;exe;heic;heif;hta;h	tm;html;ins;isp;jar;java;jre;js;js	e;lib;lnk;mde;mht;mhtml;msc;msp;mst	;php;pif;scr;sct;shb;s					
Name	Туре	Size	Latest Update	Action					
No records found.									
Select from Ac	count Add								

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

801-535-6203 | engineering.permits@slc.gov | slc.gov/engineering/



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

Home Building	Business License	Civil Enforcement	Engineering	Events	Fire	Planning	Real Estate Services
Dashboard	My Records	My Account	Advanced Search				
Cart							
1 Select item to p	ау	2 Payment information		3 Rec issu	eipt/Reco ance	ord	
Step 1 : Seleci	item to pay						
PAY NOW							
The fee applied may processed. No Permit	represent a base fee ONLY. A License, or other application	Additional fees may be assess a will be issued without possib	s based upon the type ole addition of these of	of Permit, Li ther fees as o	cense, or letermine	other applicatior d by the Salt Lak	n being re City staff.
349 S 200 E, Salt 1 Application(s) 9 Permit - Right o 24TMP-023243	Lake City 50.00 f Way	Total due: \$0.0	10				
Total amount t	be paid: \$0.00						
Note: This does not i	nclude additional inspectio	n fees which may be assesse	ed later.				
Checkout »	Edit Cart »	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.*

Home	Building	Business License	Civil Enforcement	Engineering	Events	Fire	Planning	Real Estate Services
Dashb	oard	My Records	My Account	Advanced Search				
1 Sele	ct item to pay	2 Payment information	3 Receipt/Record issuance					
Step 3	S:Receipt	/Record issuanc	e					
For eChe Click t review	ck payment, ple he permit '.	ease click on Receipt/Repo number and then	orts link on the top right corn In the "Plan Review"	er then select Online F Tab" to submit	EFT Receipt f	to print yo tion di	ur receipt. rawings for	plan
Receipt	Your ar	nlication(s) has been s	uccessfully submitted					
	Please	print your record(s) and	I retain a copy for your n	ecords.				_
Print/	View Record	•						
349 S	200 E, S	alt Lake City						
ENG	2024-02298		View Record					
Print/	/iew Record							



* 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.

		_	_	_			_		_			
lecords					 							
howing 1-1	of 1 Add to	collection Add to cart										
Date	F	Permit Number	Permit Type	Description		Projec	t Name	Address		Status		Actio
Date	F 5/2024 E	Permit Number	Permit Type Permit - Right of Way	Description		Projec	t Name	Address 349 S 200 E, UT 84111-28	., Salt Lake City 11	Status In Progress	Pay	/ Fe

801-535-6203 | engineering.permits@slc.gov | slc.gov/engineering/



ENGINEERING