

#### DEPARTMENT of PUBLIC SERVICES

ERIN MENDENHALL MAYOR

MARK STEPHENS, P.E., CITY ENGINEER

# **Application Process for Work Within the Public Way Permit**

\*\*\*\*\* Note, the following documents are required to be filed with Salt Lake City Corporation. Please check the following <u>before</u> submitting a permit application in Accela. <u>SLC Ordinance 14.32.025</u> outlines persons eligible for permit. A resident/owner will need to contact the Engineering Division to have staff enter the permit application. \*\*\*\*\*

## **Permit Bond**:

<u>SLC Ordinance 14.32.070</u> requires a bond set at \$15,000. Please contact your bond/insurance and have them complete the <u>Bond Form</u>.

## □ Contractor State License:

Please provide your contractor state license number or a copy of your license so we may locate the company file.

### □ Insurance:

Please forward the following link to your insurance provider in order to avoid any delays (<u>Insurance</u>, <u>Bonding</u>, and <u>License Information Packet</u>). Have them see pages 3,4,5 for examples as not meeting the endorsement requirement is the most common cause of permit delays.

Once these documents are compiled a permit can be applied for online by following the enclosed "Online Application Process for Public Way Permit (Accela)". If you have any questions, or struggle to submit a permit application online, please do not hesitate to contact Stephen Hetman.

### **Stephen Hetman**

Engineer Tech VI Engineering Division

#### **DEPARTMENT of PUBLIC SERVICES**

 TEL
 801-535-7910

 CEL
 801-870-3601

 EMAIL
 Stephen.Hetman@slcgov.com

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# Online Application Process for Public Way Permit (Accela)

\*\* Note, the Citizen Access Portal uses pop-ups. If you have a pop-up blocker active, please disable it.\*\*

1. Navigate to Citizen Access Portal ( https://aca-prod.accela.com/SLCREF/Default.aspx). Log in or if you do not have an account click the "Register for Account" link.



2. Once you have logged in, navigate to the "Engineering" tab.

	Announcements Logged in	<sub>as:</sub> Corey Legge i≡	Collections (0) 🔚 Cart (0) 📄	eceipt/Reports (2) 🗸 🚨 Account Mar	nagement 🗗 L
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Dashboard My Records	My Account Advanced Se	Barch 🗸			
Hello, Corey Legge					

ENGINEERING DIVISION P.O. BOX 145506 349 S 200 EAST, STE 100 SALT LAKE CITY, UT 84114-5506

WWW.SLCGOV.COM TEL 801-535-7961 FAX 801-535-6093

# 3. Click "Apply for a Permit"

	Announcemen	ts Logged in as: Corey Legge	E Collections (0)	(0) E Receipt/Reports (3)	Account Managemen	t 🖸 Logo
					Search	Q
Home Building	Business License Civil Enforcer	nent Engineering Events	Fire Fix the Bricks Pla	anning Real Estate Servi	ces more 🔻	
Records	Apply for a	Permit				
Showing 0-0 of 0						
5	Number Dermit Type	Description	Project Name	Address	Status Actio	n
Date Permit	Humber Fernit Type					
Date Permit No records found.	Humber Fernik type					

4. Check the box that reads "I have read and accepted the above terms". You really should read it. Then click "Continue Application".

Home Buildin	g Business License	Civil Enforcement	Engineering	Events	Fire	Fix the Bricks	Planning
Q <sub>Check/Res</sub>	earch Permits	✓ Apply for a Perm	it				
Salt Lake City Onl	ine Permit Application	n					
Welcome to City's O	nline Engineering Permit	ing System. Using this sys	tem you can submi	t and upd	ate inform	ation, pay fees, trac	k the status of
of your home or office	c, L-r nours a day.						
of your home or office	, 24 nours a day.						
of your home or office This permit to work i	n the public way is subject	ct to legally binding terms	and conditions. Ca	refully rea	d all of the	e application terms	and condition
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5. "Step 1" Address: This address should be the physical address of the parcel you will be working at (usually the street address). Add the information and click "Search". Note, if the search is not successful it may be because the address is not recognized by the City. Use the following link ( <u>https://slco.org/surveyor/mapping-and-gis/</u> ) to find a nearby Certified Address and input that information.

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					<ul> <li>Indicates a required neio.</li> </ul>
Please type the House Number	(without any suffixes such as N, S, E, W) an	d the Street Name (also without a suffix s	auch as st, ave, blvd, N, S, E, W). Leave all othe	fields blank and click 'Search.'	
I menu should appear with a fe	w addresses to pick from or the parcel info	ormation will automatically fill below.	<del>.</del>		
If nothing comes up, it is lik on the County GIS map: <mark>ht</mark> i	kely that the address you entered is i tps://slco.org/surveyor/mapping-an	not a Certified Address or address r n <mark>d-gis/</mark> Type what you find ?in the s	ecognized by the city. To find a nearby ame manner as described above.	Certified Address, look for an addr	ess or parcel number as seen
Make sure your work is occ	urring in Salt Lake City limits rather	than one of the other municipalitie	s within Salt Lake County such as Millo	reek or South Salt Lake.	
* House Number: (?)	Direction: Stre	eet Name: ()			
349	S 🔻 200	DE			
City:					
Salt Lake City					
Search Clear			]		
Parcel					
Once you select a valid Salt Lak	e City address, the Parcel information will	automatically fill. You will NOT be allow	ed to modify this information.		
* Parcel Number:	Legal Description:				
			h		
Select	Parcel Area:	Lot:			

6. A pop up will prompt you to select the parcel number.

	2 Step 2	3 Step 3		4 Ste	o 4	5 Review	6 7
Step 1 : Step 1 > Work Lo							
						2	
	Address Search	Result List				×	
	Addresses						
	Showing 1-1 of 1					10	
	Address		City	State	Zip		
	<ul> <li>349 S 200 E, Salt Lake C</li> <li></li> </ul>	ity UT 84111-2811	Salt La	ke City UT	84111-2811		
	Associated Parcels						
	Showing 1-4 of 4						
Search Clear	Parcel Number	Lot Block	Subdivision				
	0 16-06-326-004-0000						
	0 16-06-326-004-2000						
	<ul> <li>○ 16-06-326-004-6001</li> <li>○ 16 05 336 030 0000</li> </ul>					_	
	<					•	
	Select Cancel						

7. Once a parcel number is selected, the pop up will load the "Associated Owners Information" automatically. Click "Select" to move forward.

mit - Right of Way					
Step 1	2 Step 2	3 Step/3	4 Step 4	5 Review	6
ep 1:Step 1>Work	Location				-
ldress	Address Search	Result List	and mark with	×	Tiscicintes a respon
air type the House Number ( mu should appear with a fee	349 S 200 E, Salt Lake	City UT 84111-2811	Salt Lake City UT 84111-2811	•	
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ouse Number. (7)	<ul> <li>16-06-326-004-0000</li> <li>16-06-326-004-0000</li> </ul>				
Y- it Lake City	16-06-326-004-2000 16-06-326-004-6001 16-06-326-020-0000			_	
search Clear	Associated Owner	5		•	
rcel	Showing 1-1 of 1		_		
e you select a yabd Salt Lake	MUNICIPAL BUILDING	Address AUTHORITY OF SALT 451 S STAT	E #245 SLC UT 84111-3102		
nrcel Number.	Select Cancel				
adivision: alect		LANL			
lasmas Cinas:					

8. Click "Continue Application".



9. "Step 2" Contacts: Your account will save contacts from previous applications. Select "Add New" if you are needing to add a professional to the account.

Q charle (Darrowski d	anne 🖉 Anneka (an a Da				
• Check/Research P		errinc			
Permit - Right of Way	2 Step 2	3 Step 3	4 Step 4	5 Review	6 7
Step 2:Step 2>Conta	acts				
					<ul> <li>indicates a required field.</li> </ul>
Applicant	ld Contact link. To edit a contact, olick the lin	ak part to a contract name			
Applicant o add a new contact, click the Ad Select from Account	id Contact link: To edit a contact, elick the lin	nk next to a contact name.			
Applicant o add a new contact, click the Ad Select from Account Licensed Profession	id Contact link. To edil a contact, click the lin Add New	nk next to a contact name.			
Applicant To add a new contact, click the Ad Select from Account Licensed Profession Vhen you click 'Look Up,' type in x A B C vs A. B. C. tier filling in the Name of Busin 'ou should be presented wi	Id Contact link. To edit a contact, click the line Add New hal In the "Name of Business:" field your company ness;" field with your company name, teaw ith a menu that shows your license of	nk next lo a contact name. any's name EXACTLY as it appears on y e all other fields blank and click 'Search number, select it and press 'Cont	rour Ultah State Contractor's License. Pay parti IY tiriue'	ular attention to spacing and periods within acr	oryms such as: ABC vs A.B.C.

- 10. A Licensed Professional will need to be looked up. Searching by "License Number" or "Business Name" will generate results. Scroll down and click "Look Up". 11. Click "Continue Application"

Permit - Right of Wa	ау				
1 Stop 1	2 Step 2	3 Step 3	4 Step 4	5 Review	6
Step 2:Step 2>0	Contacts				+ indicates a requ
Applicant					
To add a new contact, click	t the Add Contact link. To edil a contact, click the	a liefs next to a contact name.			
Corey Legge Home phone Mobils Phone York Work Phone Fas: Edn Remove					
Licensed Profe	ssional				
When you click Look Up,"	'type in the 'Name of Business' field your cor	npany's name EXACTLY as it appears on your	Utah State Contractor's Liceme. Pay partic	ular attention to spacing and periods within	acronyms such as: ABC
WARCWARC.					
vs A B C vs A B C After filling in the Name o You should be present	of Business," field with your company name, to sed with a menu that shows your licens	ave all other fields blank and click "learch" in number, select it and press "Continu	re'		
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os A B C vs A B C After filing in the Name i You should be presen	of Buareau," field with your company name, to teed with a menu that shows your licens	ave all other fields ktark and click "Search" is number, select it and press "Continu	e <sup>r -</sup>		

12. "Step 3" Application Details: See image below. Once complete click "Continue Application".

1 Step 1	Got it	Remind me later	3 Step 3	4 Step 4	5 Review	6 7	
Step 3 : Step 3 > Appli	ation Detail	5			Work Begin	n/est. comp	letion dat
Engineering Detail					This will he	elp determin	ne the fee
Engineering Please provide information for eac	red asterik: Not co	npleting these will result in a d	lelay of approval of your application		amount.		
*Work Begin Date:							
*Est Compl Date:				Ba	rricade Manual F	Figure Num	ber: This
*Dumpster Only: O Yes	) No			WI	If be obtained fro	m the plan	associated
•Work Type:	- <b>-</b>			pe	rmit number). If a	a traffic cor	trol perm
*Barricade Manual Figure Number:				is	not required inser	rt "N/A"	
*Traffic Control Plan () Yes ( Attached:	) No						
*Description of Examp Work: Number	e: of potholes and bo	ve pits		Field	l Contact/Number	r is for a 24	hour
* Field Contact Name:	ck		·	cont	act in case of an e	emergency.	
* Field Contact Phone Number:							
*Traffic Permit () Number:	-			Troffic	Domait Number (	TDN) If a	troffic
Linear: O Yes	No			control	permit is not req	uired insert	"N/A"

- 13. "Step 4" Attachments: Your account will save Attachments from previous applications. Click "Add" to upload new attachments pertaining to the current application. Common/necessary attachments include certificate of insurance, bond, site plan, email approval for traffic control permit, email approval for public utilities, ect. Note, attachments are not required to submit the application. However, uploading all attachments at this time will help to avoid any delays. Once the attachments are uploaded click "Continue Application".
- 14. "Step 5" Review: Review the application information and verify it is accurate. Scroll down and click "Continue Application" to move forward.

ome building	Business License	Civil Enforcement Er	igineering Events Fire	Fix the Bricks Planning Real Es	tate Services more 👻	_
Q Check/Resea	rch Permits	Apply for a Permit				
mit - Right of Wa	y		_			_
2 Step 2		3 Step 3	4 Step 4	5 Review	6 Pay Fees	7
naximum file size allo adp; bat; chm; cmd; c	owed is 25 MB. com; cpl; exe; heic; heif; h	na; htm; html; ins; isp; jar; java; jr	e; js; jse; Ub; Inil; mde; mht; mhtml;	mse; msp; mst; php; pif; ser; set; shb; sys; vb; vbe;	vbs; vxd; wsc; wsf; wsh are disallowed file !	ypes to upload.
	Туре	Size	Latest Update	Action		
ne						
ne records found.						
ne records found						•

15. "Step 6" Pay Fees: At this point the permit application has been successfully submitted. The permit number is shown in red print. The application is now in staff's review queue. For information on payment and permit issuance please refer to the next section for "Tracking Permit Status in Accela".

Home Building Business Lice	nse Civil Enforcement Engine	ering Events Fire	Fix the Bricks Pla	nning Real Estate Service	Search s more -	α.
Q Check/Research Permits	Apply for a Permit					
1 Select item to pay 2 Payment information	3 Receipt/Record					
Step 3: Receipt/Record issue	ance					
For eCheck payment, please click on Receipt	ofkeports limit on the top right corner then select	Online EFT Receipt to print y	rout receipt			
Your application(s) has be Please print your record(s	een successfully submitted. s) and retain a copy for your records.					
Print/View Record						
	1					
349 S 200 E, Salt Lake City						

# Tracking Permit Status in Accela

\*\* Note, the Citizen Access Portal uses pop-ups. If you have a pop-up blocker active, please disable it.\*\*

1. Navigate to Citizen Access Portal (<u>https://citizenportal.slcgov.com/Citizen/Default.aspx</u>). Log in or if you do not have an account click the "Register for Account" link.

A https://d	citizenportal.slcgov.com/Citizen/Default.aspx			日 🛱	5	
		Citizen Access Porta	l L Nahar dar an Accasar 🕒 Recard Reports p. z. 🖨 Logan			
		the second se				
			Search			
	Home Building Business License Civil	Enforcement Engineering Events Fire Fix the Bricks Planning	Real Estate Services more -			
	Advances (Second Second					
	Welcome to Salt Lake City Citizen Access Portal		Login	$\mathbf{A}$		
	To Schedule/Reschedule/Cancel inspec	ctions, looking up permit details using mobile version, please click	Email Address:			
	here.					
	OpenCounter is a new online tool for business devel their business. In OpenCounter. Salt Lake City custor	opment. This guide makes it easier for applicants to find permit and zoning requirements for ners can now easily learn where different use types are permitted, details on all City permits	Password:			
	and their associated processes, and fees required.					
	What would you like to do today?		Logins			
	Select one of the areas below to locate an exist	ting application by City Department:	Remember me on this computer			
	Building	Business License	Fee forgotten my password New Usener, Ringinner for an decommun			
	Q Check/Research Permits	Q. Check/Renew Licenses				
	Schedule an Inspection	Schedule an Impection	مدر و مدر و مدر می مرکز از م	1		
	Civil Enforcement	Engineering	Augustal Tal-al-Account			
	Q Check/Research Permits	Q, Check/Research Permits	- Charles Annual Charles And Sa Charles and Second second Charles and Sa Charles			
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	Events	Fire	the domini Morrique			
	Check/Pay Event Application	Q Check/Research Permits	Citizen diennig Alage			

2. Once you have logged in, navigate to the "Engineering" tab.

	Announcements	Logged in as: Corey Leg	ge ≔ <sub>Collections (0)</sub> ⊑Cart	(0) E Receipt/Reports (2) 👻	Account Management 🖨 La
Home Building Bu	Isiness License Civil Enforcemen	nt Engineering Even	ts Fire Fix the Bricks Pl	nning Real Estate Services	more 💌
Dashboard My	Records My Account	Advanced Search 🗸			
		_	_	_	
Hello, Corey Le	gge				
					Man Callection

3. The records table shows all permit records associated with the account. This may include permit applications from other departments, most commonly building permits or traffic control permits (BLD or TRN permit numbers respectively). Although processes in Accela may be similar, this document is intended to serve customers pulling a permit from the Engineering Department which will have a permit number of "ENG" and a permit type of "Right-of-Way".

ب بر 11 م	र्म च	Ci	tizen A	ccess F	Portal		
		Announcements	Logged in as: Corey Legge	2 :≡ <sub>Collections (0)</sub> <mark>□</mark>	Cart (0) E Receipt/Reports	(3) 💌 🚨 Account Mar	agement 🗗 Logout
						Search	Q·
ome Building	g Business License	Civil Enforcement	Engineering Events	Fire Fix the Bricks	Planning Real Estate Se	rvices more 🔻	
Check/Res	earch Permits	Apply for a Permit					
Check/Res	earch Permits	✓ Apply for a Permit	t				
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Check/Res Cords ving 1-1 of 1   Ad Date 07/19/2021	earch Permits d to callection   Add to cart Permit Number ENG2021-01458	Apply for a Permit     Permit Type     Permit - Right of Way	t Description	Project N	ime Address 349 S 200 E, Salt Lake UT 94111-2911	Status City In Progress	Action
Check/Res Cords wing 1-1 of 1   At Date 07/19/2021	earch Permits d to collection   Add to cart Permit Number ENG2021-01458	Apply for a Permit	Description	Project N	ime Address 349 S 200 E, Salt Lake UT 84111-2811	Status City In Progress	Action
Check/Res cords wing 1-1 of 1   A Date 07/19/2021 arch for	earch Permits dtscallaction   Add to cast Permit Number ENG2021-01459 Englineerin	Apply for a Permit Permit Type Permit - Right of Way g Permits by	Description	Project N	ame Address 349 S 200 E, Salt Lake UT 84111-2811	Status City in Progress	Action
Check/Res cords wing 1-1 of 1   A Date 07/19/2021 Carch for r information bel	earch Permits dto collection   Add to cart Permit Number ENG2021-01458 Englineerin ow to search the Salt Lak	Apply for a Permit Permit Type Permit - Right of Way g Permits by ec City's Engineering Permit	Description Description Group Lookt	Project N Project N Project N Project N	ime Address 349 S 200 E. Salt Lake UT 84111-2811 kup by selecting any of the follow	Status City In Progress ing:	Action
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Check/Res cords ving 1-1 of 1   At Date 07/19/2021 arch for Information bel General Search by Addr Search by Cont	earch Permits dto callection   Add to call Permit Number ENG2021-01458 Englineerin ow to search the Salt Lak ess ractor	Apply for a Permit Permit Type Permit - Right of Way <b>g Permits by</b> ee City's Engineering Permit	Description Description Group Looku ting database. Permits can b	Project N Project N t <b>P</b> es searched for by group loo	ume Address 349 5 200 E. Sak Lake UT 84111-2811 kup by selecting any of the follow	Status City In Progress ring:	Action

- 4. It is important to note the records table also shows the status of every permit. More information about each permit is available by clicking on the permit number in the records table outlined in the red text. The following is a brief description of the different types of permit statuses:
  - a. In Progress- The permit application has been received by the City and is being reviewed by staff. The permit has not yet been issued.
  - b. Denied- The permit application has been denied by staff and the permit is closed.
  - c. Revoked- The permit was issued but since has been revoked due to inactivity or direction to cancel by the applicant.
  - d. Inspection- The permit has been issued and is active.
  - e. 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.

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