



DEPARTMENT of PUBLIC SERVICES

ERIN MENDENHALL
MAYOR

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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 **before** submitting a permit application in Accela. [SLC Ordinance 14.32.025](#) outlines persons eligible for permit. A resident/owner will need to contact the Engineering Division to have staff enter the permit application. *****

Permit Bond:

[SLC Ordinance 14.32.070](#) requires a bond set at \$15,000. Please contact your bond/insurance and have them complete the [Bond Form](#).

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 ([Insurance, Bonding, and License Information Packet](#)). 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

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DEPARTMENT of PUBLIC SERVICES

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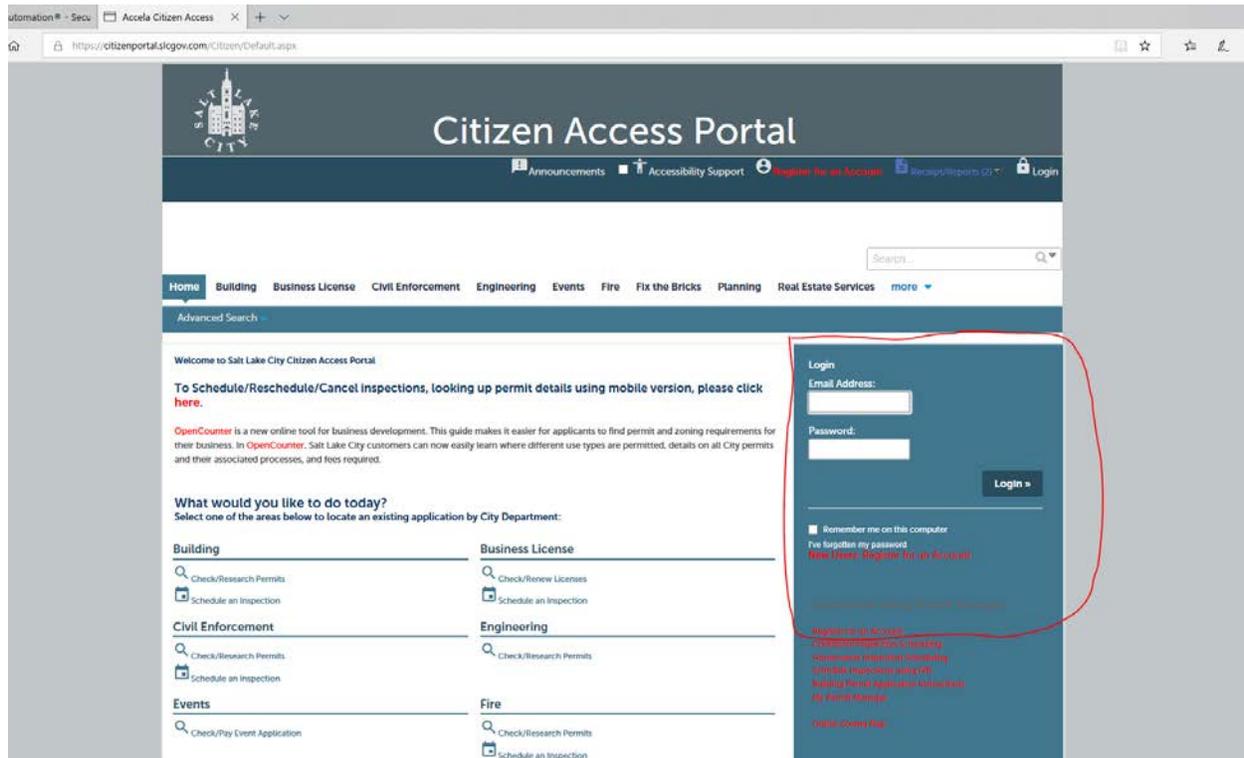
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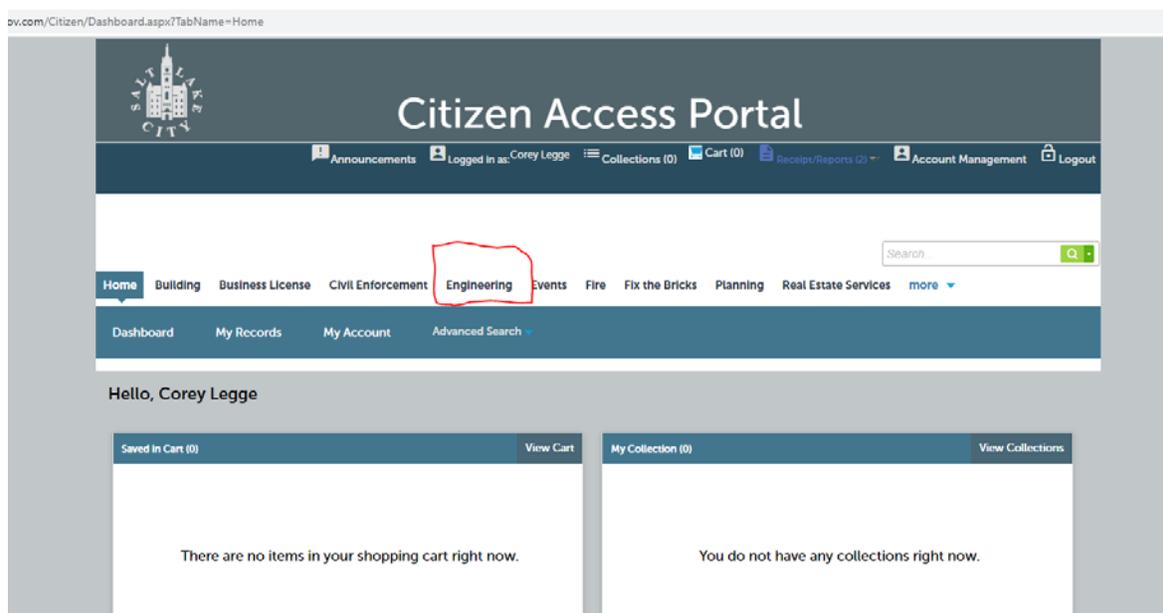
Online Application Process for Public Way Permit (Accela)

** 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.



3. Click “Apply for a Permit”

icgov.com/Citizen/Cap/CapHome.aspx?module=Engineering&TabName=Engineering&TabList=HOME%7C0%7CBuilding%7C1%7CBusLic%7C2%7CHAZE%7C3%7CEngineering%7C4%7CEvents%7C5%7CFIRE%7C6%7CCAP%7C7%7CPLA

The screenshot shows the Citizen Access Portal homepage. The navigation menu includes Home, Building, Business License, Civil Enforcement, Engineering, Events, Fire, Fix the Bricks, Planning, and Real Estate Services. The 'Apply for a Permit' button is highlighted with a red box. Below the navigation menu, there is a search bar and a 'Records' section showing 0 records found. A search section for Engineering Permits is also visible.

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

The screenshot shows the Salt Lake City Online Permit Application page. The 'Apply for a Permit' button is highlighted with a red box. Below the navigation menu, there is a search bar and a 'Records' section showing 0 records found. A search section for Engineering Permits is also visible.

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 a 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 the Engineering Disclaimer. Checking of the box is equivalent to your signature and indicates your acceptance of the terms and conditions herein and that

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 »

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 (<https://slco.org/surveyor/mapping-and-gis/>) to find a nearby Certified Address and input that information.

Check/Research Permits Apply for a Permit

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 * 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:

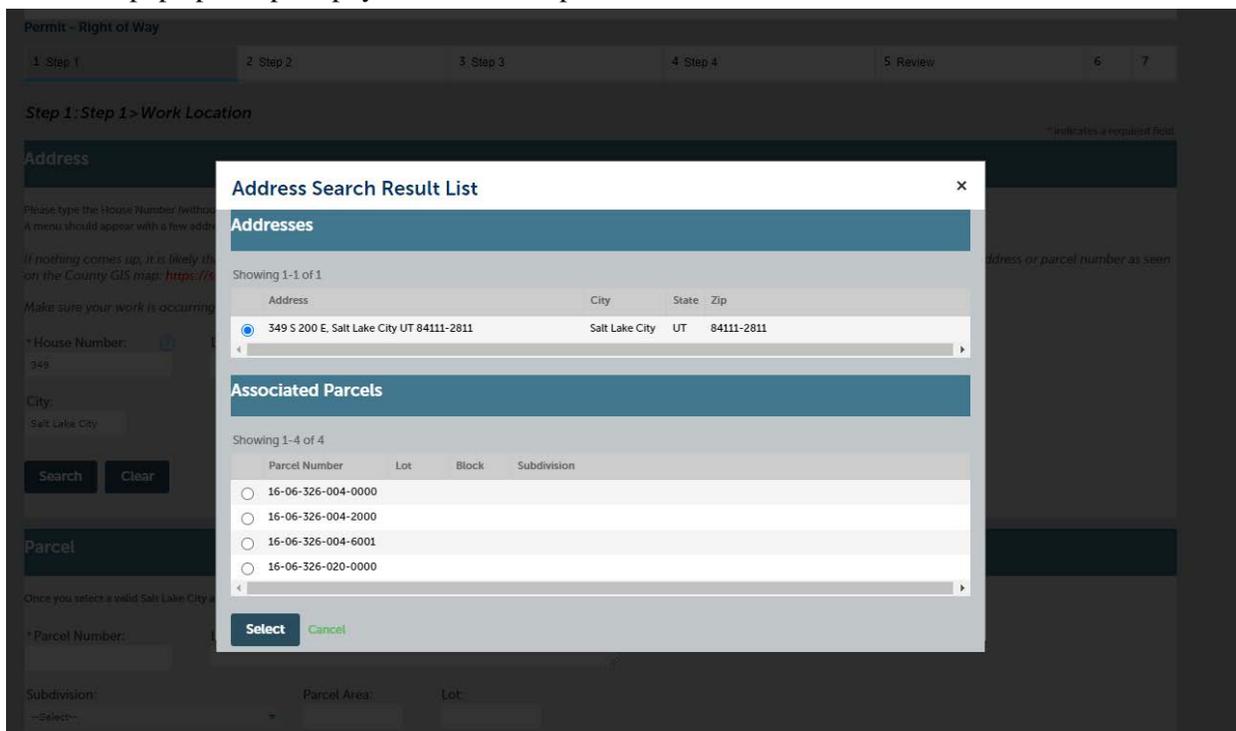
Parcel

Once you select a valid Salt Lake City address, the Parcel information will automatically fill. You will NOT be allowed to modify this information.

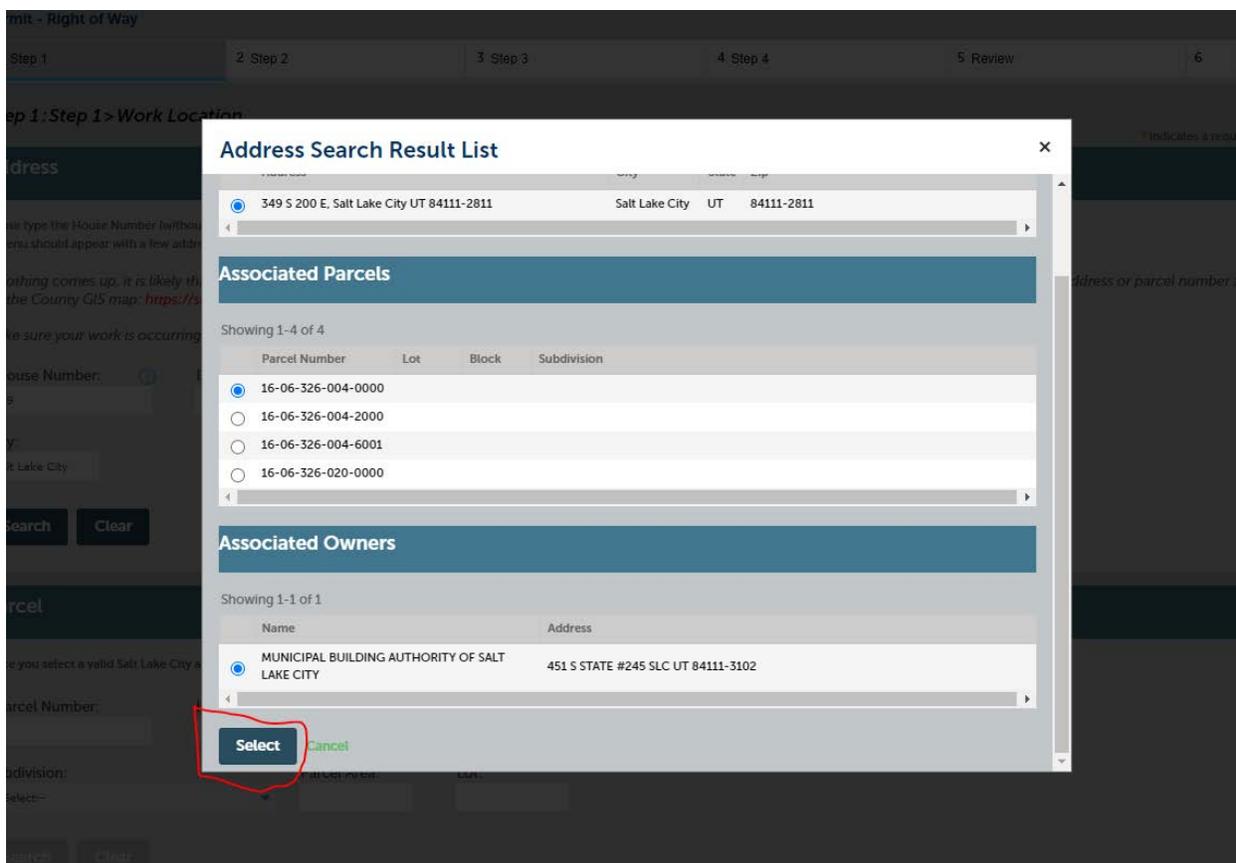
*Parcel Number: Legal Description:

Subdivision: Parcel Area: Lot:

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



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



8. Click “Continue 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.

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*House Number: Direction: Street Name:

City:

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:

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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.

Home Building Business License Civil Enforcement **Engineering** Events Fire Fix the Bricks Planning Real Estate Services more ▾

Search...

Check/Research Permits Apply for a Permit

Permit - Right of Way

1 Step 1	2 Step 2	3 Step 3	4 Step 4	5 Review	6	7
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Step 2: Step 2 > Contacts * indicates a required field.

Applicant

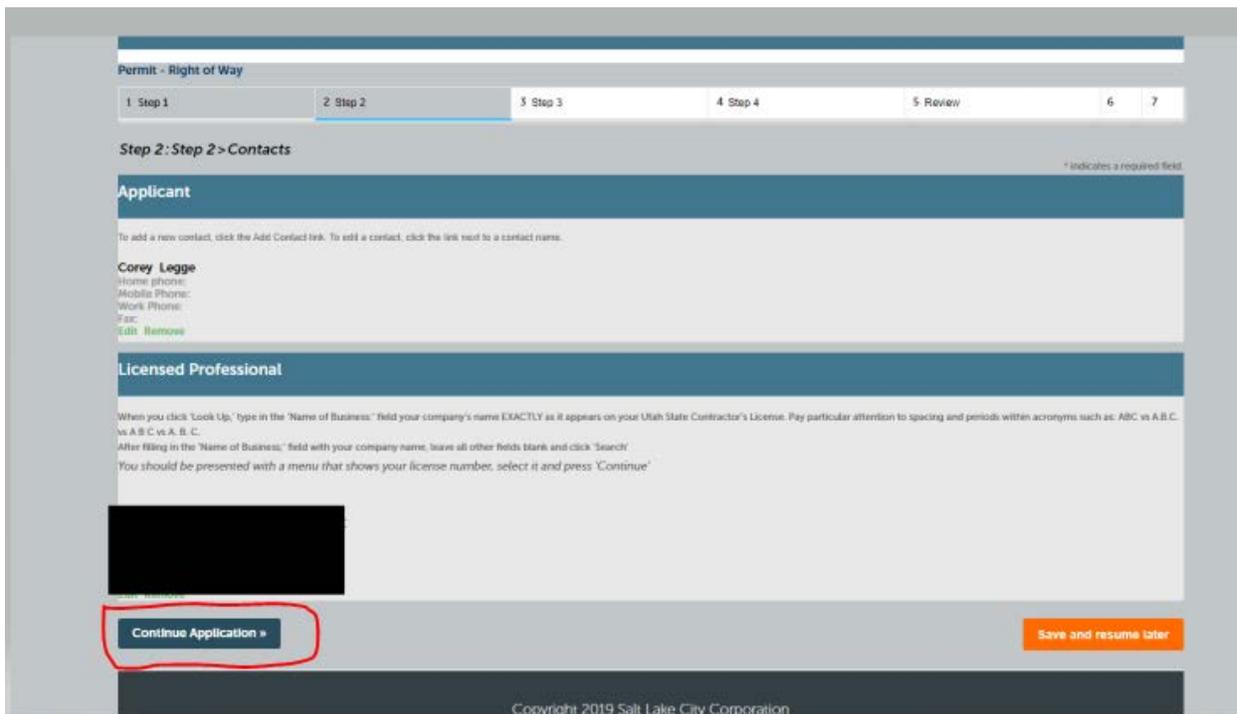
To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Licensed Professional

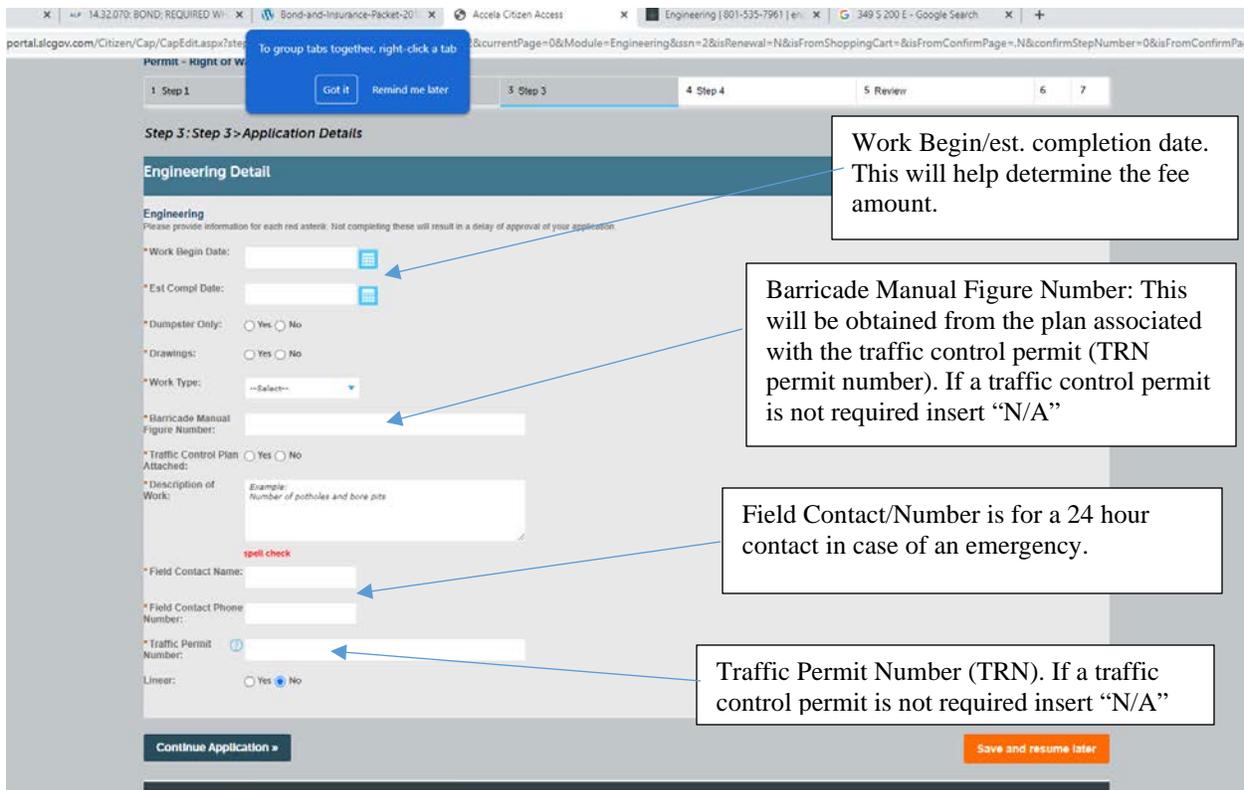
When you click 'Look Up,' type in the 'Name of Business,' field your company's name EXACTLY as it appears on your Utah State Contractor's License. Pay particular attention to spacing and periods within acronyms such as: ABC vs A.B.C. vs A B C vs A. B. C.
After filling in the 'Name of Business,' field 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'

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- 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”



- 12. “Step 3” Application Details: See image below. Once complete click “Continue Application”.



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.

The screenshot shows the 'Permit - Right of Way' application process. The progress bar indicates the user is at Step 4 of 7. The 'Attachments' section includes a table with columns for Name, Type, Size, Latest Update, and Action. Below the table are buttons for 'Select from Account', 'Add', 'Continue Application', and 'Save and resume later'. A red box highlights the 'Add' button.

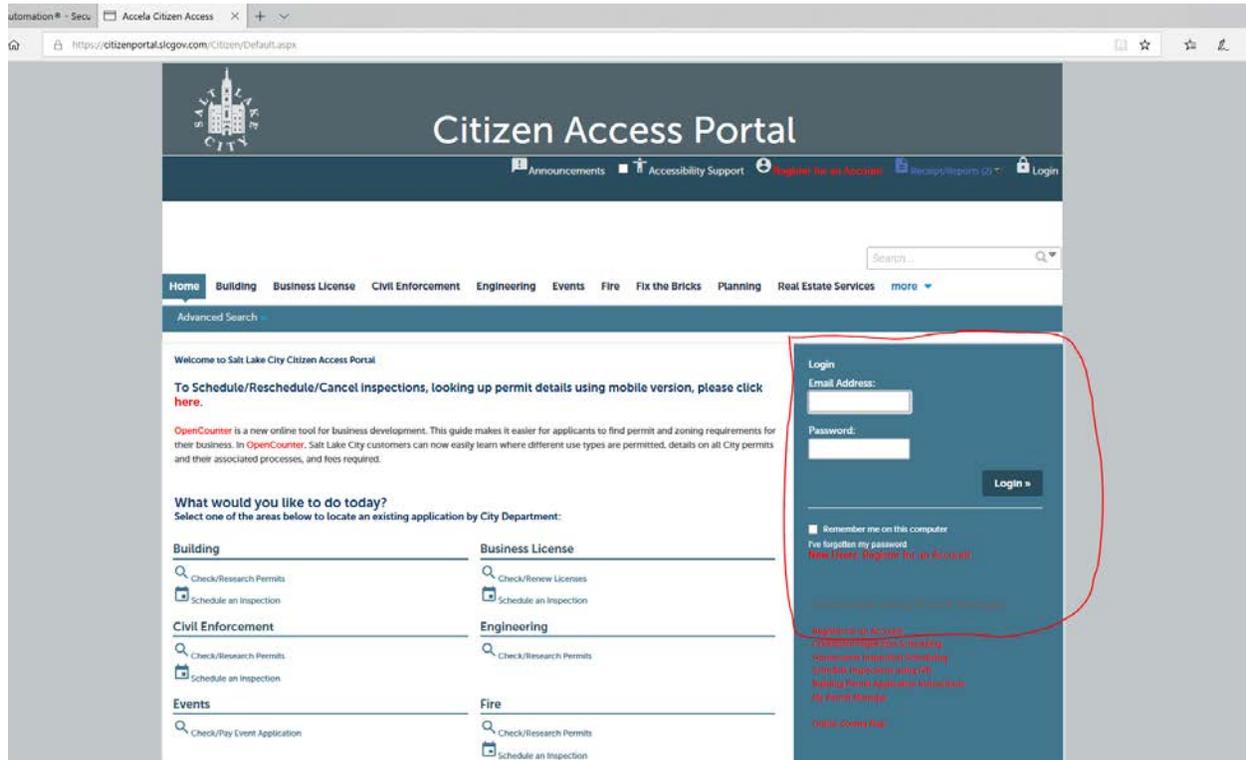
15. “Step 6” Pay Fees: At this point the permit application has been successfully submitted. The permit number is shown in red print. The application is now in staff’s review queue. For information on payment and permit issuance please refer to the next section for “Tracking Permit Status in Accela”.

The screenshot shows the 'Receipt/Record issuance' step. A green message box states: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this, the address '349 S 200 E, Salt Lake City' is displayed. A permit number 'ENG2021-01458' is shown in red text and highlighted with a red box. A 'View Record' link is visible next to the permit number.

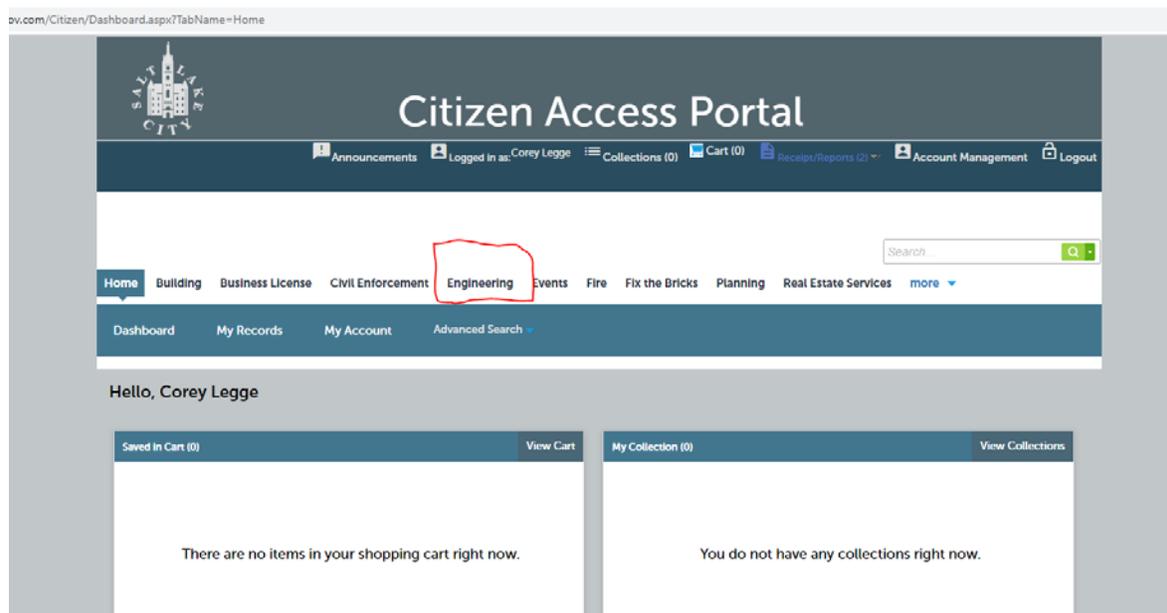
Tracking Permit Status in Accela

** 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 (<https://citizenportal.slcgov.com/Citizen/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.



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”.

The screenshot shows the Citizen Access Portal interface. The top navigation bar includes links for Home, Building, Business License, Civil Enforcement, Engineering (selected), Events, Fire, Fix the Bricks, Planning, Real Estate Services, and more. Below the navigation bar, there are buttons for 'Check/Research Permits' and 'Apply for a Permit'. The main content area displays a 'Records' table with the following data:

Date	Permit Number	Permit Type	Description	Project Name	Address	Status	Action
07/19/2021	ENG2021-01458	Permit - Right of Way			349 S 200 E, Salt Lake City UT 84111-2811	In Progress	

The permit number 'ENG2021-01458' and the permit type 'Permit - Right of Way' are highlighted in red in the original image. Below the table, there is a section titled 'Search for Engineering Permits by Group Lookup' with a search bar and a list of search options: General Search, Search by Address, Search by Contractor, and Search by Permit Information.

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:
- In Progress- The permit application has been received by the City and is being reviewed by staff. The permit has not yet been issued.
 - Denied- The permit application has been denied by staff and the permit is closed.
 - Revoked- The permit was issued but since has been revoked due to inactivity or direction to cancel by the applicant.
 - Inspection- The 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.

This screenshot is identical to the one above, showing the same records table. In this version, the 'Status' column for the permit record, which contains the text 'In Progress', is highlighted with a red box.