

REGISTRATION for Building Permit application to submit electronically through My City Inspector

Single Family Residential Permits and Commercial Interior Finish or Remodel:

STEPS

1. Go to https://utah.cityinspect.com/register?registration_id=b2VvjJgnWn to register and create your account.
2. Fill out the information and submit. An email should be sent to you with a temporary password and a new link
3. Enter your user name (your email usually) and the temporary password.
4. A change password page should come up for you to enter a new password to use on the system
5. Once completed, you can continue applying for your permit. Fill out all required fields.
6. Prior to submitting your application and plans, please review the Submittal Requirements at <https://orem.org/forms-applications/> for your permit type and verify that you have all needed documents in pdf format. Not all permit types have a checklist.
7. Please make a separate application for each building.
8. Attach plans, engineering, site plan, etc in the fields labeled for that type of document. **Please do not attach the same document multiple times in different fields.**
9. If you begin your application but need to leave it for some reason, you can save the application and come back to it later.
10. On commercial applications, please provide the Tenant Name and information not the corporate owner information.

"Over-the-counter" building approvals for residential projects not needing plans are also reviewed through My City Inspector and we will notify the applicant when they are approved and ready to be issued. They require at least one business day for processing. Examples of permits that may receive same day approvals include re-roofs, siding, new air conditioner, electrical service change, etc. NOTE: A tankless water heater requires a gas line drawing that includes all existing and proposed new appliances be submitted for approval.

Commercial New Construction or Additions (Including Multi-Family):

STEPS

1. Site plan approval through our Development Review process is required prior to submitting for new commercial or multi-family projects or additions to them. Usually this requires approval by Planning Commission and sometimes City Council. An overview of that process can be seen at <https://orem.org/wp-content/uploads/2020/03/Development-Approval-Process.pdf>
2. Once you have received full site plan approval including recording of any required plat, the steps shown in STEPS 1 – 10 above can be followed in order to apply for the permit(s).

If you have any questions or need additional assistance please call 801-229-7059 or email us at tbeardall@orem.org