

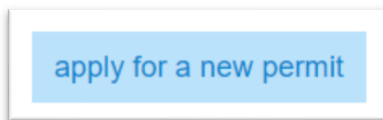


Submitting a Building Permit Online

Thank you for your interest in submitting a building application online to the Vineyard Building Department. Provided below is a reference guide to help you submit but don't hesitate to contact us at 801-226-1929 or building@vineyardutah.org if you have additional concerns or questions.

- 1) Sign into your Builder Account
 - a. Go to vineyard.cityinspect.com/login
 - b. Enter your username and password

- 2) From Building Inspections screen select 'Apply for a new permit'.



- 3) You can choose to either copy permit information from an existing permit or select New Application.
- 4) Fill out the application information.
 - a. Fill out the permit information and click continue.
 - b. Fill out the Builder information page and click continue.
 - c. Fill out the Building information and click continue.
 - d. Upload all of the required documentation.
 - e. Click submit permit.
- 5) The application will now be reviewed for completeness by the Permit Desk.

- 6) Once submitted you'll be able to check on the status of your permit throughout the plan review stages;
 - a. Plan reviews submitted and where they are in process;
 - b. White means that it has not been reviewed.

planreview

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
11/06/19	PLAN19-3042	Vineyard Contracting Co	Vineyard	102	125 S Main St	-

- c. Yellow means that it has been reviewed by staff and has correction items to be addressed.
- 7) Update plan review items directly from your web portal.
 - a. Click into permit details under plan review.
 - b. Click Plan Review.
 - c. Select the area that Needs Corrections.
 - d. Add notes and attach updated files.

Edit Attachment
✕

*Date: 11/06/19

*Status rejected

Attached are the required calculations.

add additional notes attach file

Attachment: 19-201_191031_Revised_Plan5dbb611f9d603.pdf

Comment History:

Building Department
 11/06/19 - Patricia Abdullah - Not Applicable -
 11/06/19 - Patricia Abdullah - Rejected - Engineering calculations required for the proposed walk-out.

Attachment History:

Save
Cancel

- e. Plan review gets a notification that updated plans have been submitted for review.
 NOTE Plan are reviewed in the order they are submitted and corrections may take up to 3 business days to review.

- 8) Once permit is finalized by the Vineyard Building Department and your permit is approved for issuance; the application will move to pending payment and you will receive an email letting you know your review is completed.

