



CEDAR CITY BUILDING PERMIT GUIDE

Effective January 1st, 2019: All Building Permits must be applied for online.

Electronic Submittal Information

Please visit <https://www.cedarcity.org/129/Building-Zoning>

Please register for an account (username and password) if you do not already have one. To do so click "apply here", then log in.

For a permit click "apply for a new permit"

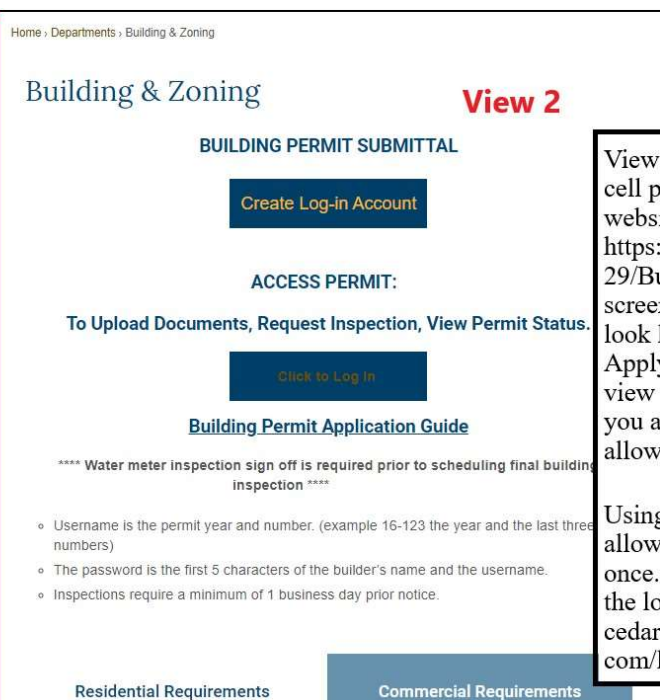


Username: _____

Password: _____

Your username is your email address. Once you create an account, you will be able to view any permit associated with your email address in Cedar city.

When you register for an account, you will be sent a temporary password before you can create your own password.



View 1. If you use your cell phone to access our website: <https://www.cedarcity.org/129/Building-Zoning>, your screen will most likely look like view 1. Click on Apply for Permit to see view 2. This will allow you access to the links that allow you to log in.
Using the computer will allow you to see both at once. You can also access the log in screen by typing: cedarcity.mycityinspector.com/login

BUILDING PERMIT SUBMITTAL

Create Log-in Account

To create an account with the permit portal, click "Create Log-in Account"



create account

*Email(username): email address

*Retype Email(username): re-enter email address

*Full Name: full name

*Contact #: contact number

Password: auto-generated

Captcha 5 + 3 = **Answer the question**

Log In

Register

Clicking any of these buttons will take you to the log-in page once you have created an account...

Once you fill out information click register. The system will send you an automatic email with a temporary password. Once you enter the temporary password, you will be allowed to enter in a chosen password. If you cannot find the email, check your junk folder since it is an automated message. If email cannot be located, please call building department so we can help with troubleshooting.

Click to Log In

...or you can type www.cedarcity.mycityinspector.com/login

Please note: When you go to www.cedarcity.org, there is a sign-in option along the top of the screen to sign in. This allows you to create an account to customize your view of the City website. There is not a way to connect with the permit portal from that log-in.

Once you log in, you should see a screen that looks like the one below. To create a new permit, click the light blue “apply for a new permit” button in the top right-hand corner. If your permit has already been begun, you will be able to see at which stage of the process your permit belongs. By clicking on the permit number in the “permit details” column, you will be able to see the permit summary page.

When applying for a new permit, you will see the option to copy permit details. Being able to copy permit details is helpful when there are multiple permits submitted with most of the same information as for townhomes or other similar projects. You will need to be careful to make sure the new permit details and documents are correct for the permit you are submitting.

The screenshot shows the Cedar City permit portal dashboard. At the top, there are navigation links for permits, schedules, support, and search. On the right, there is a "Building Inspections" button and a user profile dropdown labeled "Your Name". Below the navigation is a search bar and a prominent light blue button labeled "apply for a new permit".

The dashboard is divided into three sections:


- pendingpayment**: A table with columns: date, permit details, Owner / Company, Subdivision, Lot #, street address, last inspection. The table is empty with the message "No data available in table" and "records 0 to 0 of 0".
- activepermits**: A table with columns: date, permit details, Owner / Company, Subdivision, Lot #, street address, last inspection. It contains one record:

date	permit details	Owner / Company	Subdivision	Lot #	street address	last inspection
10/03/19	19-401	Jon Smith/ AA General Contractor Co.			10 N Main St.	-

 The record is followed by "records 1 to 1 of 1".
- archivedpermits**: A table with columns: date, permit details, Owner / Company, Subdivision, Lot #, street address, last inspection. The table is empty with the message "No data available in table" and "records 0 to 0 of 0".

The permit application has 4 sections or pages. Fields marked with asterisks (*) require information to be entered before the system will allow you to continue to the next page. If the information does not have an asterisk and does not apply for your project, you may leave the field blank.

The **FIRST** section is mainly the property details: permit type, address, subdivision info, zone, lot size, and parcel number. This page also asks company name, scope of work and some permit types have a Tenant/Project name field. Company name refers to the General Contractor. Scope of work is intended for a brief description and does not replace project plans to detail scope of work. The Tenant /Project Field allows the project to be identified using the name of the entity occupying the space once the project has been completed. Please use this tenant/project field if there is a project name that the project will likely be referred to through the permit process.

At the end of the **Permit Type** selection, you will see an image that looks like this:  By clicking on that image you will get a list of permit types and brief descriptions of each type. They are grouped by Residential and Commercial types of permits, but 'Addition' type or 'Other' type permits though listed as Residential can also be selected for Commercial type project when applicable.

Flood Zone is generally indicated on the plat map, but you can also verify flood zone by doing an address search on the FEMA flood map on the City web site.

Airport Zone is also found on plat maps but can be found using the zoning map and clicking on the specific lot for the detail pages.

<https://cedarcity.org/128/Maps>



The **SECOND** section is labeled Company Info. This section is for the contractors and design professionals involved in the project. Companies with their email addresses included on the application (and have created accounts with our system) will be able to log into the permit portal to view plans, schedule inspections and upload documents. It is a big help to have the design professionals able to access the projects throughout the permit process.

All permits require applicable DOPL-licensed contractor information before the permit may be issued. DOPL is the Department of Commerce Division of Occupational and Professional Licensing. Residential projects may upload a notarized Owner/Builder form when doing the work or even a portion of the work on their own. While contractor information can still be uploaded for Owner/Builder projects, contractor information is not required.

The **THIRD** section is the building info page. The items on this page will be verified against the information that is provided against the information provided on the project plans. The information in this page will be changed to match the information provided on the project plan pages.

building info

*Builder Valuation: 385000.00 Some projects permit fees are based off of valuation. Please be sure to include the valuation of the project in this section. Symbols are not considered valid options for this field.

Square Footage	Type	Group	+
Main Floor Sq. Ft.:	1700	VB	R-3 Residential, one- and two-family
Second Floor Sq. Ft.:		VB	R-3 Residential, one- and two-family
Third Floor Sq. Ft.:		VB	R-2 Residential, multiple family
Fourth Floor Sq. Ft.:		VB	R-2 Residential, multiple family
Basement Sq. Ft.:	600	VB	Finished Basement
Unfin. Bsmt Sq. Ft.:	1100	VB	Unfinished Basement
Garage Sq. Ft.:	750	VB	U Utility, miscellaneous
Other Sq. Ft.:	316	VB	U Utility, miscellaneous

Fire Sprinkler: No

Bedrooms: 3

Bathrooms: 2 Full 1 Half

Garages: 3 Car Looking for # of covered parking spaces in garage.

Stories: 1 Looking for number of stories above grade. Even though this project has a basement, it is still only one story.

Construction Material: Wood

Finished basement square footage is separated out from unfinished square footage on project that only finish part of the basement.

Min. Front Setback:	25'
Min. Rear Setback:	30'
Min. Left Setback:	8' Min & Total of 20'
Min. Right Setback:	8' Min & Total of 20'
Actual Front Setback:	26.69'
Actual Rear Setback:	51.98'
Actual Left Setback:	32.45'
Actual Right Setback:	13.74'

The City has record of minium setbacks. They are determined by the property zone or indicated on plat map.

We are looking for actual, unsegmented building setbacks from the outermost point of projection on each side measured horizontally to each property line shown on site plan.

The **FOURTH** section is the permit files or “attachments”.

permit files

Permit#: Prep21-123/ Lot 1 / Best Subdivision/ 123 W. First St.

****All check boxes must be checked before you can submit, even if the item does not apply****
all items with an asterisk (*) must be attached

<input checked="" type="checkbox"/>	* Architectural Plan Pages	Replace Architectural_Plans.pdf	
<input type="checkbox"/>	* Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp:	+ upload Geo-Technical Da	
<input checked="" type="checkbox"/>	Prairie Dog Clearance	Replace 123_W_First_St.pdf	
<input checked="" type="checkbox"/>	Notarized Owner Builder Certificate (if applicable):	+ upload Notarized Owner Builder Certificate (if applicab	
<input checked="" type="checkbox"/>	Acknowledgement that a foundation setback verification is recommended	It is not necessary to upload a document in this area. Checking the box is all that is required for this item.	
<input checked="" type="checkbox"/>	* Engineering on Structural Elements	Replace 123_W_First_St_Structural.pdf	
<input checked="" type="checkbox"/>	* Signed Energy Code Compliance Documentation	Replace rescheck_123_W.pdf	
<input checked="" type="checkbox"/>	* Site Plan	Replace site_plan.pdf	

****All check boxes must be checked before you can submit, even if the item does not apply****
all items with an asterisk (*) must be attached

Always click "save for later" before exiting, if "submit permit" doesn't seem to work. This will help me see what you have uploaded when troubleshooting.

This box is not checked. You will not be able to submit without all boxes checked.

It is not necessary to upload a document in this area. Checking the box is all that is required for this item.

Line items that have the paper clip symbol will have a blank form that can be downloaded and filled out. Blank forms can also be found at the Building-Zoning page on the City website.

If all boxes are checked and all document items with asterisks have documents uploaded, submit permit. You will know that the submittal has been successful when a disclaimer appears, and you are asked to digitally sign for the permit. The permit number will then change from a Prep# to a Subm# and you will not be able to edit your permit information until it is accepted by the City.

A submitted application when accepted will change the permit number once more to a Plan#. If an application is rejected it will return to the prep stage along with a red bar along the top of the permit screen telling you the reason for the rejection. Once the requested corrections are made, please resubmit the application. Reasons for rejection could be from the following reasons: Address outside our jurisdiction, Incomplete submittal, Documents failed to load, etc. Aside from outside jurisdiction, rejecting the application allows editing the permit info page as well as updating without having to update each reviewer/department as done on plan review. You can edit the application and upload new documents by clicking “view/edit permit”.

Getting into your permit application once you have selected save for later:

preparing
apply for a new permit

date	permit details	Owner / Company	Subdivision	Lot #	street address	description	last inspection
11/02/21	PREP21-1192	Jon Doe	Only One Subdivision		123 W First St.	Reference application	-

pending payment

Click on permit number in permit details to open desired permit or application.

records 1 to 1 of 1

date	permit details	Owner / Company	Subdivision	Lot #	street address	description	last inspection
No data available in table							

active permits
records 0 to 0 of 0

date	permit details	Owner / Company	Subdivision	Lot #	street address	description	last inspection
No data available in table							

archived permits
records 0 to 0 of 0

date	permit details	Owner / Company	Subdivision	Lot #	street address	description	last inspection
05/12/20	20-123 (C)	Jon Doe	Only One Subdivision		123 W First St.	Test	09/08/20

records 1 to 1 of 1

The letters in front of the permit number indicate where in the permit process your project is in.

PREP = Application has been started, but not submitted. In this stage, applications may be edited as well as upload documents.

SUBM = Application has been successfully submitted. One will not be able to alter, amend or upload documents while the application is in submitted status.

To access the permit application once you have reached the summary page:

Jon Doe
Permit #: PREP21-1192 / Only One Subdivision / 123 W First St.

Click "view application". This will take you directly to the permit files "attachment" page. If you want to alter information on the application, click the "edit permit" button underneath the list of attachments on that page.

view application

Documents	add/edit
-	Summary

Permit History (Notes)

Attachments

delete permit

PDF FILE GUIDE

A PDF file is an electronic file. Most computers and smartphones have some basic Adobe or PDF viewer. Our permit portal is designed to work with PDF files. Other formats do not function properly and can cause errors with accessing documents.

We ask that the correct documents get uploaded to the correct heading so they can pull up correctly once the permit application is finalized. Splitting the documents into the correct location will assist the inspectors access the information they are looking for when in the field during inspections

Handy Tips for PDF's.

For documents emailed by design professionals: It is the proponent's (the person(s) applying for the permit) responsibility to upload the documents into the permit portal. Documents emailed to City Staff will be asked to upload to permit portal. Save the document to the desired smart device or computer to a folder easily accessed. Most devices will default to a download folder. It helps to rename documents with unique names or labels, so it is easy to upload the correct document to the correct heading.

For documents in other formats: Open the desired document. Select "File" and then "Print". Regardless of whether there is a printer connected to your device or not, there should be the option to print to PDF or print to file. Click on the area to select printer and select the print to PDF option. This will open a save file to allow you to name your file. You should also be able to select the folder or location to save the file.

Separating pages in a PDF file: Suppose there is a single file for all your documents, and you are asked to separate documents for the specific headings. Following the previous steps to select "File" and then "Print". Select "Print to PDF" as printer option. Select print pages and indicate which pages. When the pages are grouped together you can select them by the start page and the last page separated by a dash. For example, a 12-page document has Architectural plan pages as the last 6 pages, so you would print pages 7-12. If you need a combination of individual pages as well as grouped pages, you can separate numbers with a comma. Printing like that would look like print pages 2, 4, 8-10 and those pages will save to one file.

There are also free programs that can split and merge pdf files or apps to use your device camera to take pictures that are converted to PDF.

If you are having trouble with uploading documents or creating accounts, please contact the Building Department Permit Tech and they can walk you thorough the process and help with trouble shooting.

Please see our Plan Review Guide for a step-by-step walkthrough of the Plan review process.