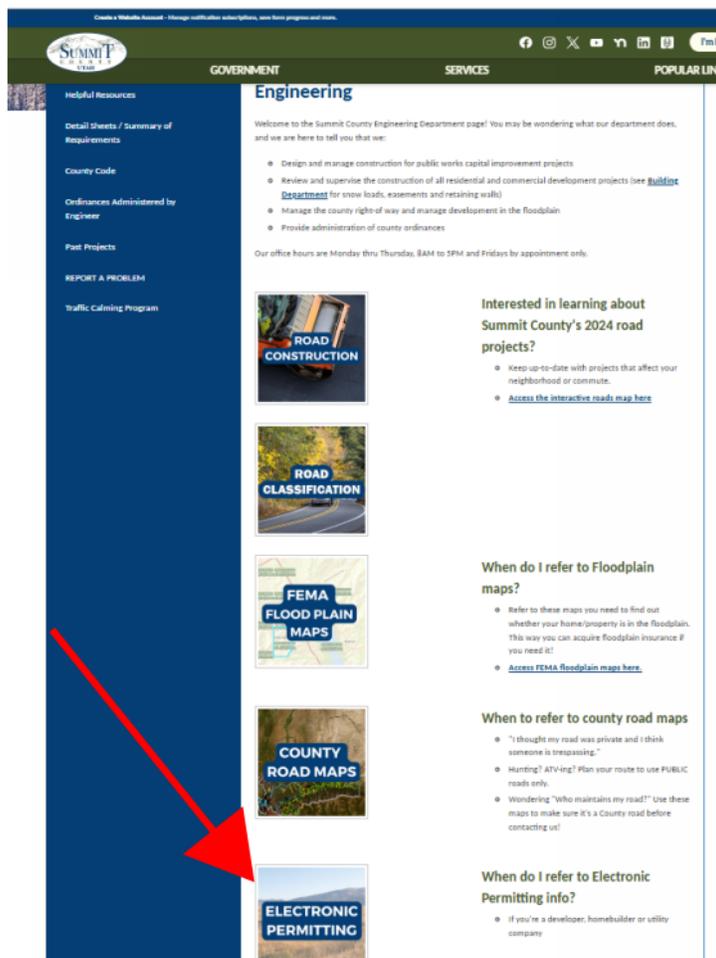




Summit County Engineering How to Schedule Inspections

- All permits issued through the building department (previous and new) will require inspection requests to be submitted through the EPROCESS 360 Online process. Any permits issued directly from the Engineering department will require a telephone request to the Engineering Department main number; 435-336-3250 to request an inspection or email engineeringinspector@summitcountyutah.gov.
- The inspections required from the engineering department include:
 1. **Rough Grade** (driveway location, all SWP3 and erosion control measures-inspection is required before footings can be inspected)
 2. **Pre-Surface** (Once subgrade for final driving surface has been prepared and before that surface is installed)
 3. **Final Engineering** (driveway is complete, if needed erosion control blankets installed on all slopes greater than 3:1)
 4. **Bond Release** (when 70% of disturbed area is covered or revegetated)
- Follow the link below for more information regarding the specific inspections:
[Residential Inspection Checklist](#)

- To submit a request in EProcess 360 you must have an account and have access rights to the selected building permit. Use this link to access [EProcess 360](#) You will need to login to your account and select the permit you are trying to set up the inspection for.
- If you need further help with accessing your project, please contact the Summit County Building Department -435-336-3124.



- After you open the EProcess 360 permit portal, click on the inspection tab to begin an inspection request. You may need to open more inspections if the specific inspection is not seen. To open other inspections, click on the small rectangle boxes near the center of the screen. The light blue, recommended box (with a star) has most of the Engineering inspections listed.

Inspection Tab

Inspection Scheduled for 11/14/2018

Select Inspections to Schedule

Search for inspections to add...

Filter by: Time Sensitive Recommended Previously Requested Reinspection

Power to Panel Building Add

Radiant Heating Building Add

Rough Grade Engineering Add

Shower Pan Building Add

Inspection Details

Inspections **1** Rough Grade Engineering

Available dates and times are adjusted based on the inspections selected and the availability of inspectors. Each inspection selected is assumed to take 30 minutes.

- Select the appropriate Engineering inspection and complete the request form and submit it.
- Inspections for the Bear River area will only be on Wednesday if they are requested outside of a Wednesday they will be scheduled for the following Wednesday.

