



EPROCESS 360

Question and Answer Fact Page

To apply for a building permit or schedule inspections you will need to have an account.

How do I register for an account?

- Go to summit.co.ut.eprocess360.com
- Select register
- Fill in the required sections, click register
- Agree to the terms

You now have an account and will have access to apply for new permits. If you have an existing permit that was issued prior to registering, please email the Building Department at buildingquestions@summitcounty.org requesting to link your new account to the existing permit.

You will receive email updates as the project progresses through the review and inspection process.

How do I apply for a permit?

After you have registered for an account, log in to the review portal

- Under “Create New” select the desired type of application; Building Permit Application, or Right of Way Permit Application.
- Complete all sections of the application to the best of your ability.
- Check the boxes to agree to the terms.
- Click save.
- Select the “Scope of Work” for your project.
- Next upload any required documents, based on what “Scope of Work” was selected.
- Upload and label all documents required for your project. Refer to page 2 & 3 for detailed instructions on uploading and naming submittal documents.
- Select “Complete and Submit.”

It will now be reviewed to determine application completeness.

**Note: you may upload additional documents such as HOA, Fire, Water, Sewer, and Recreation approval letters. Name the document type as such.*

Not finding my parcel number or alerting me that the address is invalid

If the program is unable to find the parcel number you entered, it will change it to the next closest parcel number. If this happens leave the parcel section blank and put in the correct address. By doing so it will notify you the address is invalid but will allow you to continue.

You must have an assigned address prior to applying for a permit, if you need to get an address assigned, please contact GIS Mapping at 435-336-3145 or go to <https://summitcounty.org/2367/Address-Request>.

Where do I find the Owner Builder Certificate form?

When you select “I am an Owner Builder” there is a link in the light blue “Note” section where you will download the form, fill it out completely, and sign it. The name of the owner/builder must match the owner's name in County records.

**Note: The front staff in the Building Department for Summit County are notaries*

Uploading and Naming Submittal Documents:

After you have filled out the application and selected the scope of work you will now be required to upload files. The scope of work you select will determine what files are needed. In the submittal section, you can drag and drop files or click “add file” to upload documents. Documents are required to be PDF format and unrestricted to be stamped for approval. You must upload all required files and name them accordingly. Once you name the files it will check it off in the required document list. All documents must have a checkmark before you can complete and submit them.

Example: if you upload a REScheck you will need to select REScheck from the Document type on the left.

See image for example

102 S MAIN ST RESIDENTIAL: NEW TOWNHOUSES (IRC)

Submittal Pending [Go to Current Step](#)

2/28/2018 Date Created 18005 Permit Number CT-39 Parcel Number

Application Scope of Work **Submittals** Contacts

Submittal Documents

Base Submittals / All Folders / Submittal Documents

Review Summary

Reviews	Sub / Status	Reviewer	In	Due	Completed	Out	Comments
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Submittals

#1 Submittal Incomplete [Options](#)

[Add File](#) [Complete & Submit](#)

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here to add files to this submittal. The files are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further files may be added.

Required Files:

- ResCheck
- Site Plans
- Fireplace Detail
- Owner/Builder Certification
- Structural Calculations
- Construction Plans
- Heat Loss Calculations

Document Type	Description	Upload Status
ResCheck	ResCheck.pdf	Done

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Where do I find my permit number?

Your permit number is listed in the top right-hand side of the screen.

How do I pay my deposit and fees?

Once your application has been accepted you may be required to pay a deposit before the review can begin. If applicable, open your permit and navigate to the “fees” tab. The amount due will be listed in the top right corner. Click the Green “Pay \$XXX.xx” button. If paying with a card select credit, fill in the credit card information, and click pay. If you are paying with cash or check you will need to come into the office. This same process will apply when paying for the permit fees.

Where do I find my invoice?

Open your permit; navigate to the “fees” tab; at the top right it will say invoice (PDF). Click to download and print your invoice.

All payment receipts are available for download at the bottom of the “fees” tab.

When will I receive my comments back?

All new single-family dwellings may take up to 14 business days for review and all new commercial projects may take up to 21 business days. To see when your project is due refer to the submittals tab and the specific submittals #1, #2, etc. You will receive email updates as each department issues comments or approves the project.

Where do I find my comments?

Open your permit, and go to the “submittals” tab, each department has a separate line. On the far right-hand side, if any department has issued comments, it will have a document available for download on each corresponding department line, if there are no comments it will say “No files”.

How do I upload corrected documents in response to my comments?

After you have corrected your documents you may upload them the same way you uploaded previously under the “submittals” tab. It is suggested you wait until you have all department's comments corrected before uploading your revised documents.

Where do I find my window permit card and my stamped plans?

To find your permit, navigate to the “issuance” tab, and under Building Permit; the Summit County Building Permit Card, Summit County Building Permit Window Card, and the county stamped set of plans will be named “*your address approved plans*”. The documents are available for you to download, print, and have on the jobsite.

**Note: it is required that you post the permit card, and a paper set of plans on the job site*

How do I schedule an inspection?

Log in to the system and open the permit you need an inspection on. It should automatically take you to the “inspection” tab. Find the inspection type you need and select “add” on the far right. You may add as many types of inspections as you need in one request. Select the date you need, and if it is a Footing or Foundation inspection type you may select a time. It will auto-populate the onsite contact information with whoever is logged into the system. Add any notes for the inspector in the notes section (such as gate codes), and submit your request.

**Note: you may not schedule Engineering and Building Inspections on the same request. Footing and Foundation inspection types may not be scheduled on the same request as other inspection types.*

Inspection tips

You may schedule for next-day inspections up until 3:30 PM or until the next day is full, whichever comes first.

If a date or a time is greyed out that day or time is not available.

Do not add different department inspections on the same request.

Example: Do not add a Final Engineering and Final Building inspection on the same request.

If it will not let you select a day in the next month’s calendar, make sure the month you are wanting is listed at the top of the calendar.

Example: if the calendar says March at the top and you are trying to select a day in April, you need to change to the next month of April before it will allow you to select a day in April.

I don’t see the type of inspection I want

If you do not see the type of inspection you want, unclick the blue “required” box. It will bring up all the inspection types we offer in alphabetical order. You may type in the search box above these to search for a specific one or scroll through the list.

Who is my inspector?

Inspectors will not be assigned until after 4:30 PM, the day before your requested inspection. Once your inspection has been assigned to an inspector you will receive an email stating “inspection updated/modified”. When you log in and click on the scheduled inspection date you will see your assigned inspector along with their phone number.

If you would like to reschedule or cancel your inspection, please contact the Building Department at 435-336-3124.

What is the Certificate of Elevation/Survey Inspection?

The Certificate of Elevation/Survey is where a Planner will review the as-built top of foundation wall elevations and as-built roof ridge elevations compared to the county-approved site plan to ensure the structure meets height and setback requirements. This inspection allows the project to move onto a Shear wall inspection. **This is done by a planner in our office not onsite.** The Elevation Certificate and site map stamped by a surveyor are required for this inspection.

How do I revise my permit?

To revise a permit, you will need to open a new submittal phase. In your project click the “submittal” tab. On the right-hand side of the screen click “new phase”. In the template drop-down select the revision submittal type and then click save. Once saved, a new submittal will be opened where you can upload your documents. This is the same as when you applied for the permit. Any review comments or corrections that are required will need to be uploaded in the same submittal phase. Do not open a new submittal phase when addressing any review comments.

How do I receive a Certificate of Occupancy?

To obtain certificate of occupancy you need to upload the final fire, water, sewer/septic approval letters, and receive an approved final inspection from the Building, and Engineering Departments.

I have changed my contractor how do I remove them from the project?

If you have changed contractor, you can request to have the permit updated by opening a new submittal phase “contractor change request”. We will need the new contractor’s business name, license number, phone, email, and address.

The new contractor will need to register for an account, if they haven’t already, and contact us so that we may link the permit to their account.

How do I get my Bond refunded?

Contact the Engineering Department 435-336-3250 or 435-336-3147 for assistance.

How long is my permit valid for?

180 days from the last activity on the permit. This can be done by submitting a Permit Extension Request submittal on your permit. You may request no more than one permit extension.

Contact information:

For a list of service providers and their phone numbers go to

<https://summitcounty.org/DocumentCenter/View/266/Service-Providers-List-PDF>