



COMMUNITY DEVELOPMENT DEPARTMENT
220 East Morris Avenue, Suite 200
South Salt Lake City, Utah 84115
(801) 483-6063 telephone
<https://sslc.gov/>

BUILDING PERMIT APPLICATION

CHECKLIST PRIOR TO SUBMITTAL

1. Complete Application & Affidavit
2. Nonrefundable fees
3. ONE paper copies of plans (24"x 36")
 - A landscape plan shall be included for any new construction, addition, or change of use.
4. ONE digital copy of plans on CD, Google Drive, or email permits@sslc.gov
5. Location must have a current business license or pending application with SSL

**** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED ****

PLAN RE-SUBMITTAL

1. Copy of plan review(s) sent by Planning, Building, Engineering, Fire
2. Response letter stating where corrections were made to plans
3. ONE paper copies of plans (24" x 36") (Complete plan – No Single Pages)
4. ONE digital copy of updated complete plans on CD, Google Drive or email

Submitting a building permit application does not authorize the applicant to begin construction. Working without an approved permit violates South Salt Lake Municipal Code. South Salt Lake City reserves the right to pursue enforcement action including but not limited to Notice of Violation and Summons, and Citations.

Applicants are responsible for addressing and correcting all inaccurate or incomplete application documentation. Inactive applications automatically void after 180 days. All voided applications require submittal of new applications, including payment of all costs and fees. All application fees are nonrefundable.



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BUILDING PERMIT APPLICATION

PERMIT NO.

APPLICATION DATE: _____

PROPERTY ADDRESS: _____

FEE TITLE OWNER(S):

MAILING ADDRESS: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

**** AFFIDAVIT REQUIRED FOR ALL PERMIT APPLICATIONS (SEE ATTACHED) ****

BUSINESS INFORMATION

BUSINESS NAME: _____

ADDRESS: _____ STATE: _____ ZIP: _____

SSLC BUSINESS LICENSE NUMBER: _____ PHONE: _____ EMAIL: _____

PRIMARY CONTACT:

NAME: _____

PHONE: _____ EMAIL: _____

ARCHITECT:

NAME: _____

PHONE: _____ EMAIL: _____

GENERAL CONTRACTOR:

NAME: _____

STATE LICENSE NUMBER: _____ EXPIRATION DATE: _____

PHONE: _____ EMAIL: _____

ELECTRICAL CONTRACTOR:

NAME: _____

STATE LICENSE NUMBER: _____ EXPIRATION DATE: _____

PHONE: _____ EMAIL: _____

MECHANICAL CONTRACTOR:

NAME: _____

STATE LICENSE NUMBER: _____ EXPIRATION DATE: _____

PHONE: _____ EMAIL: _____

PLUMBING CONTRACTOR:

NAME: _____

STATE LICENSE NUMBER: _____ EXPIRATION DATE: _____

PHONE: _____ EMAIL: _____

DESCRIPTION OF WORK:

RESIDENTIAL

COMMERCIAL

VALUATION OF PROJECT:

(NOT NEW CONSTRUCTION – INCLUDES LABOR AND MATERIALS)

NEW CONSTRUCTION VALUATION:**RESIDENTIAL**

OCCUPANCY GROUP: _____ TYPE OF CONSTRUCTION: _____
FINISHED SQ. FT.: _____
UNFINISHED SQ. FT.: _____
GARAGE SQ. FT.: _____

COMMERCIAL

OCCUPANCY TYPE: _____ CONSTRUCTION TYPE: _____
SQUARE FOOTAGE: _____

OCCUPANCY TYPE: _____ CONSTRUCTION TYPE: _____
SQUARE FOOTAGE: _____

OCCUPANCY TYPE: _____ CONSTRUCTION TYPE: _____
SQUARE FOOTAGE: _____

FIRE SPRINKLERS:

YES TYPE: NFPA13 13R 13D

NO

MAXIMUM OCCUPANT LOAD: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name, and I am the party with whom the City should communicate regarding any matter pertaining to this application.

The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until all application requirements have been met, including the payment of any applicable fees, deposits, and/or bonds.

SIGNATURE OF APPLICANT: _____

NAME OF APPLICANT (PRINTED): _____

MAILING ADDRESS: _____

PHONE #: _____ EMAIL: _____

-----FOR CITY USE ONLY-----

Total Fees Due: _____

Building: _____

Plan Check: _____

Receipt #: _____

State Fee: _____

Water Impact: _____

PROPERTY OWNER'S AFFIDAVIT for property located at

Address: _____

Project Name / Business Name: _____

PROPERTY OWNER

I/we _____, being duly sworn, depose and say that I/we am/are the current owner(s) of the property identified in this application and that I/we have read the application and attached exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the _____ day of _____, 20 ___, personally appeared before me _____ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property described above, do hereby appoint my/our agent _____ to represent me/us with regard to this application affecting the above described real property located in the City of South Salt Lake, and to appear on my/our behalf before any City Board or Commission considering this application.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the _____ day of _____, 20 ___, personally appeared before me _____ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____

