

# EPROCESS 360

## Question and Answer Fact Page

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

### How do I register for an account?

- Go to [summit.co.ut.eprocess360.com](http://summit.co.ut.eprocess360.com)
- Select register
- Fill in the required sections, click register
- Agree to the terms

You are now registered for an account and will have access to apply for new permits. If you have an existing permit that was issued prior to going to the online system please contact the Building Department so that we may 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 login to the review portal

- Under “Create New” select the desired type of application; Building Permit Application, or Right of Way Permit Application
- Fill in the required and applicable sections on the application
- Check the boxes to agree to the terms
- Click save
- It will now have you determine the “Scope of Work”
- Next it will have you upload any required documents, if any, based on what was selected on the “Scope of Work”

- From the drop down list next to your uploaded document, you will need to select the document type name that coincides with the required document type and the document you uploaded. Refer to page 2 & 3 for detailed instructions on uploading and naming submittal documents.
- Select “Complete and Submit”

It will now go to our permit techs for review of the application pending acceptance

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

## It is not finding my parcel number or it is 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 that the address is invalid, but it 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 435-336-3145.

## Where do I find the Owner Builder Certificate form?

When you select “I am an Owner Builder” it has a link in the light blue Note section, you will need to download the form, sign and get it notarized.

*\*Note: all of the front staff in the Building Department for Summit County is notaries*

## Uploading and Naming Submittal Documents

After you have filled out the application and filled out the scope of work it will now require you to upload files. Depending on what you selected as your scope of work will determine what files you are required to upload. You may drag and drop your files here or click add file. Make sure the files you upload are unlocked files so that we may stamp them approved when the time comes. You

must upload all required files detailed in the Submittal section; you will then need to name the files according to what the required files are. Once you name the files it will check off that file in the required file list, all of the documents must have a check mark before it will allow you to complete and submit. Example: if you upload a res-check you will need to select res-check from the Document type on the left.

*\*See image below for an example\**

102 S MAIN ST RESIDENTIAL: NEW TOWNHOUSES (IRC) 2/28/2018 Date Created 18005 Permit Number CT-39 Parcel Number

Submittal Pending [Go to Current Step](#)

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

## 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 for review it may require you to pay a deposit before the review will begin. If applicable open your permit navigate to the “fees” tab, the amount due will be listed in green at the top right corner. Click the Green Pay \$XXX.xx, if paying with a card select credit, next fill in the credit card information, then click pay. If you are paying with cash or check you will need to come into the office to do so. 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 and at the top right it will say invoice (PDF) click that to download and print your invoice.

Currently the invoice is not available after paying the deposit; we are working on implementing this feature in the future. If you need the invoice for the deposit only please contact the Building Department.

## 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 submittal #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, 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 comments you may upload your revised documents the same way you uploaded them before under the “submittals” tab. It may say submittal #2, #3 etc. and it may also detail which documents you need to upload.

## Where do I find my stamped plans?

Open your permit, navigate to the “issuance” tab and under building permit documents your plans will be named Permit # Stamped. The documents are available for you to download, print, and have on the jobsite.

*\*Note: it is required that a paper set must be on the jobsite.*

## Where do I get my window permit card?

Open your permit, navigate to the “issuance” tab and under the Building permit documents heading the Summit County Building Permit Card, and Summit County Building Permit Window Card are available here for you to download, print, and have on the jobsite.

*\*Note it is required that you post the permit card on the jobsite.*

## Do I still need a paper set of plans on the jobsite?

Yes, you will still need a hardcopy of your plans as well as your permit card on site.

## How do I schedule an inspection?

Login to the system, open the permit you need an inspection on, it should automatically take you to the “inspection” tab. Here you will see your “recommended” inspections first with a star; if you do not see the inspection you need unclick the blue “recommended” box. 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 whomever is logged into the system. Add any notes for the inspector such as gate codes in the notes section, and submit your request.

\*Note you may not schedule Engineering and a 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 2:30 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.

You may schedule inspections up to 42 days in advance

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 are wanting unclick the blue "recommended" box. It will now bring up all types of inspection types we offer, you may type in the search box above these to search for a specific one or scroll through the list.

### **Who is my inspector?**

You may also go to [Summitcounty.org](http://Summitcounty.org) under the Building Dept. page the Daily Inspection schedule is posted with your assigned inspector as well as their contact information.

Once your inspection has been assigned an inspector you will receive an email stating inspection updated/modified. When you login and go to that permit's next scheduled inspection date it will now list your assigned inspector.

### Where is my assigned inspector's phone number listed?

In the future we are working on having the inspectors' phone numbers listed on your inspection requests; until then please refer to the Daily Inspection Schedule posted on the Building Dept. page at [Summitcounty.org](http://Summitcounty.org)

### How do I cancel or amend my inspection?

Currently please contact the Building Department to cancel or amend your inspections 435-336-3124.

In the future you will be able to do so online by Logging into the system, opening your permit, and selecting the day you want to cancel or amend.

### What is the Certificate of Elevation/Survey Inspection?

If you are required to submit a Certificate of Elevation/Survey this is where our Planning Department will go in to approve the Certificate of Elevation/Survey, this inspection allows the project to move onto a Shear wall inspection. **This is NOT an onsite inspection it is done by a planner in our office.** When you are requesting the Certificate of Elevation/Survey inspection it will require you to upload the documents for review prior to submitting for the inspection.

### What is the HOA inspection?

This applies only to homes in "The Colony". Any properties located within this subdivision and are building a new structure or doing any exterior work on any existing structures, will be subject to an inspection done by the HOA. This inspection may be scheduled on our system; however, the inspection will be carried out by a representative inspector from the HOA.

## How do I amend my permit?

In the case that you need to amend your current permit contact the Building Department so that we can create an additional review phase for your changes. We will then email you a link where you may upload your documents for review.

## How do I receive a Certificate of Occupancy?

The Certificate of Occupancy will become available for you to download and print on the “issuance” tab of your permit, only after you have supplied the applicable final approval letters, and have received an approved final inspection from the Building, and Engineering Department.

*\*Note: any permits issued before we went onto this system will need to bring in the required documents, as done in the past, to receive a paper copy of a Certificate of Occupancy.*

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

If you have changed the contractor please contact the Building Dept. so that we may remove the current contractor from the project and add the new one. 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

## How long is my permit valid for?

180 days from the last activity on the permit

# Contact Information

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## Summit County

### Building Department

Front Desk: (435)-336-3124

60 N. Main Street P.O. Box 128, Coalville, UT

[Eprocess360@summitcounty.org](mailto:Eprocess360@summitcounty.org)

### Engineering Department

Front Desk: (435)-336-3250 or (435)-336-3147

60 N. Main Street P.O. Box 128, Coalville, UT

### Health Department

Front Desk: 435-336-3234

## Fire Districts

### North Summit Fire District

Mark Robertson

Address: P.O. Box 187, Coalville, UT 84017

Phone: 435-640-3021 Email: [captainat23@gmail.com](mailto:captainat23@gmail.com)

### Park City Fire District

Mike Owens

730 W Bitner P.O. Box 980010, Park City, UT 84098

Phone: 435-940-2500 Email: [mowens@pcfd.org](mailto:mowens@pcfd.org)

### South Summit Fire District

Kent Leavitt

P.O. Box 660, Oakley, UT 84036

Phone: 435-640-4737 Email: [ssfd@allwest.net](mailto:ssfd@allwest.net)

### **Wildland Fire District**

Bryce Boyer

1755 South Hoytsville Road, Coalville, UT 84017

Phone: 435-640-2075 Email: [bryceboyer@utah.gov](mailto:bryceboyer@utah.gov)

## **Recreation District**

### **Snyderville Basin Recreation District**

SueAnne Brandreth

5715 Trailside Drive, Park City, UT 84098

Phone: 435-649-1564 ext. 10 Email: [districtadmin@basinrecreation.org](mailto:districtadmin@basinrecreation.org)

Website: [www.basinrecreation.org](http://www.basinrecreation.org)

## **Water**

### **Mountain Regional Water**

Chris Braun

P.O. Box 982320, Park City, UT 84098

Phone: 435-940-1916 Email: [cbraun@mtregional.org](mailto:cbraun@mtregional.org)

### **Summit Water Distribution Co.**

Andy Garland

6400 Pace Frontage Road, Park City, UT 84098

Phone: 435-649-7324 Email: [andy@swdc.us](mailto:andy@swdc.us)

Dave Fuller

Phone: 435-649-7324 Email: [dave@swdc.us](mailto:dave@swdc.us)

## Sewer District

### Snyderville Basin Water Reclamation District (SBWRD)

Bryan Atwood

2800 Homestead Road, Park City, UT 84098

Phone: 435-649-7993 ext. 245 Email: [batwood@SBWRD.org](mailto:batwood@SBWRD.org)