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 and go to www.cedarcity.org the go to planning and zoning, your page will look like this. Select Apply for a permit and you will see view 2. This will allow you to click on the links to allow you to log in.

When you use a computer, both images will be visible.
To create an account with the permit portal, click “Apply Here”

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.

Schedule an Inspection below:

Click to Schedule

Upload Documents Below:

Upload Documents

…or you can type www.cedarcity.mycityinspector.com/login
Please note: When you go to [www.cedarcity.org](http://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 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: ![Permit Type Selection](image). 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.

![Maps](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.

<table>
<thead>
<tr>
<th>Square Footage</th>
<th>Type</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Floor Sq. Ft.</td>
<td>1700</td>
<td>R-3 Residential, one- and two-family</td>
</tr>
<tr>
<td>Second Floor Sq. Ft.</td>
<td>YB</td>
<td>R-3 Residential, one- and two-family</td>
</tr>
<tr>
<td>Third Floor Sq. Ft.</td>
<td>YB</td>
<td>R-2 Residential, multiple family</td>
</tr>
<tr>
<td>Fourth Floor Sq. Ft.</td>
<td>YB</td>
<td>R-2 Residential, multiple family</td>
</tr>
<tr>
<td>Basement Sq. Ft.</td>
<td>600</td>
<td>Finished Basement</td>
</tr>
<tr>
<td>Unfin. Bsmnt Sq. Ft.</td>
<td>1100</td>
<td>Unfinished Basement</td>
</tr>
<tr>
<td>Garage Sq. Ft.</td>
<td>750</td>
<td>U Utility, miscellaneous</td>
</tr>
<tr>
<td>Other Sq. Ft.</td>
<td>316</td>
<td>U Utility, miscellaneous</td>
</tr>
</tbody>
</table>

- **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

**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:** 61.90'
**Actual Left Setback:** 32.45'
**Actual Right Setback:** 13.74'

The City has record of minimum 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 **Fouth** section is the permit files or “attachments”.

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”.

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**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**

- Architectural Plan Pages
- Geo-Technical Data Sheet / Pre-Construction Document with Engineer's Stamp.
- Prairie Dog Clearance
- Notarized Owner Builder Certificate (if applicable)
- Acknowledgement that a foundation setback verification is recommended
- Engineering on Structural Elements
- Signed Energy Code Compliance Documentation
- Site Plan

It is not necessary to upload a document in this area. Checking the box is all that is required for this item.
Getting into your permit application once you have selected save for later:

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:
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.