

# 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) and select register

Fill in the required sections, click register

Agree to the terms

### **How do I apply for a permit?**

After you have registered for an account login to the review portal

Under “Create New” select Building Permit Application, or Right of Way permit Application depending on the type of permit you want to apply for.

Fill in the applicable and required sections

Check the boxes to agree to the terms

Click save

It will now have you detail the “scope of work”

Next it will have you upload any required documents based on your “scope of work”

From the drop down list next to your uploaded document, you will need to select the document type name.

Select complete and submit

It will now go to our permit techs for review of application 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.

## **Where do I find the owner builder certificate form to fill out?**

When you select “I am an Owner Builder” it has a link in the Note section to download the form, it must be notarized before you upload it.

*\*Note: 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 decide what files you are required to upload. You may drag and drop your files here or click add file. 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 diagram on the next page.

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

## Submittal Documents

Folder Options

Base Submittals / All Folders / Submittal Documents

## Review Summary

Manage Reviews

Reviews	Sub / Status	Reviewer	In	Due	Completed	Out	Comments
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## Submittals

New Submittal

#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 fees?

Once your application has been accepted for review it may require you to pay a deposit before the review will begin. If so open your permit go to the “fees” tab, any amount due will be listed in green at the top right corner. Click the Green Pay \$XXX.xx if paying with a card click credit, fill in the credit card information, then click pay/save. 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.

## **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 your invoice, and print it.

## **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 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 revised documents?**

After you have corrected your comments you may upload your revised sheets the same way you uploaded them before under the “submittals” tab. It may say submittal #2, #3 etc. and 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 with your permit number available for you to download, print, and have on the jobsite.

*\*Note: you are still required to have a paper set on the jobsite.*

## **Where do I get my window permit card?**

Open your permit, navigate to the “issuance” tab and under building permit documents it will be named Summit County Building Permit Card, and Summit County Building Permit Window Card both are available for you to download, print, and have on the jobsite.

*\*Note you are still required to post the window 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, select AM/PM, or select a time if it is a Footing or Foundation inspection. 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 then submit your request.

## **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?**

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?**

To be implemented in the future, currently please call the office if in need of your inspector's phone number. \*\*\*

## How do I cancel or amend my inspection?

Login to the system, open your permit, and select the day you want to cancel or amend. Select cancel request at the bottom, or amend the request and then click save. \*\*\*

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

If you were 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, after having submitted the appropriate documents to the Planning Department for review.**

## What is the HOA inspection?

This applies only to homes in “The Colony” any home located in The Colony that are new builds, or existing homes with a permit for any exterior work, will be subject to an inspection done by the HOA. This inspection may be scheduled on our system, but the inspection will be carried out by a representative inspector from the HOA.

## 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 for footings/foundation is greyed out that means 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 Fire and Final Building inspection on the same request they will need to be separate as they are completed by two different inspectors from different departments.

Currently it will not allow you to add any other inspection types with a required re-inspection. We are working on having this changed\*\*\*

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.

Be sure to "add" your inspection type to the inspection request, otherwise it will not detail what type of inspection you need, and we will begin rejecting those requests.

### **How do I amend my permit?**

In the case that you need to amend your current permit contact the County, so that we can "reopen" your existing permit to allow for additional submittals to be reviewed by the applicable department(s). Once the department(s) has approved the amendment we will reissue the amended permit.

### **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, after you have supplied the appropriate 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.*

**\*\*\*To be implemented in the future**