



Digital Plan Review Requirements

What's Required?

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to PlanSubmittal@CityofSLT.US. Dropbox and/or Google Drive links are encouraged if emailing since file sizes are so large.

Incomplete submittals will be rejected and sent back.

All Plan Reviews, **both initial submittals and re-submittals require** – A Complete PDF Submittal containing the following:

- ✓ **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
File to be Named: Address_Permit#_PC#_CityApplications
- ✓ **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
File to be Named: Address_Permit#_PC#_Plans
- ✓ **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
File to be Named: Address_Permit#_PC#_SupDocs
- ✓ **PDF #4 - TRPA Applications and supporting TRPA documentation on One (1) single PDF.**
File to be Named: Address_Permit#_PC#_TRPA

AS SHOWN ABOVE

PDF Submittals must be Clearly Labeled with Address, Permit #, Plan Check #, & File Type

If Permit # is unknown upon first submittal please indicate TBD in place of Permit #

100% Digital Reviews are required at this time.

Upon Approval, the City will provide customer with City Digitally Stamped Plans to be printed at customer expense upon approval prior to permit issuance.