

## Applying for a New Permit

Go to [westpoint.cityinspect.com/login](http://westpoint.cityinspect.com/login) and login to your account or create an account.



Sign In

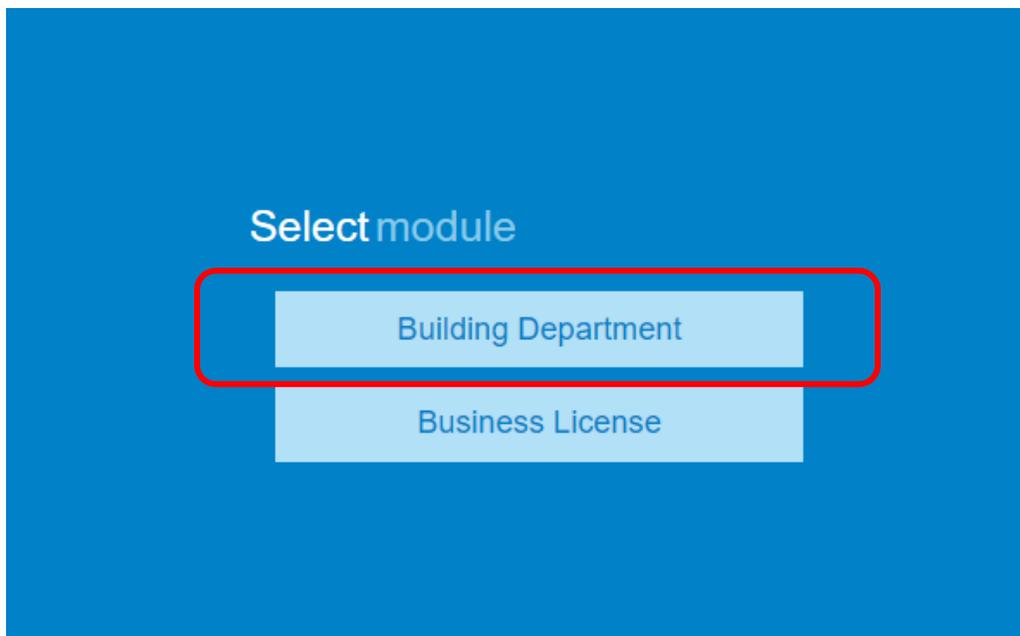
Sign in.

Login

Forgot your password? [reset it.](#)

Don't have an account? [Register here.](#)

Click on “building department”.



Click “apply for a new permit”.

builder

permits schedules support search Building Department

search

apply for a new permit

pendingpayment

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
No data available in table							

records 0 to 0 of 0

activepermits

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
09/04/2024	24-0033	TESTING PERMIT / Jenn's Construction		Accessory Building	1111 S 4000 W	Testing Testing Testing Testing Testing Testing	-

records 1 to 1 of 1

archivedpermits

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
No data available in table							

records 0 to 0 of 0

Click on “new application”.

files support search

search

Apply for a new permit

Copy Permit Details

New Application

Cancel

apply

permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	descripti
033	TESTING PERMIT / Jenn's Construction		Accessory Building	1111 S 4000 W	Testing Te Testing Te Testing Te

nits

Put in all information, including builder valuation and square footage. Make sure to add in all contractor's information that will be needing to see this permit on City Inspect. You can do this by clicking the +. Then, click "continue".

**new permit**

\*Permit Type: Select Type

Project Name: Ex: "McDonald's, Frei Family Farm", "Smith Remodel"

Builder Name: +

Builder Phone #:

Builder Email:

Contacts +	
Contact Name:	
Contact Phone #:	(801) 776-0970
Contact Email:	jennmattfreeborn@gmail.com
Inspection Emails?:	Yes

save & close continue

**building info**

Builder Valuation:

Square Footage +	
Main Floor:	
Other:	

# of Units: 0

edit permit save & close continue builder info attachments

Make sure to attach all required documents and then click “submit permit”. All boxes must be checked before submitting permit application. You will then need to type your name for signature before submitting. Once submitted, you will get a pop-up that says “Application submitted. Thank you.”.

The screenshot shows a web interface for uploading permit files. At the top, there is a navigation bar with links for 'permits', 'schedules', 'support', and 'search', and a 'Building Department' dropdown menu. Below the navigation, the page title is 'permit files' with a sub-header 'Permit #: PREP24-0088 / 4144'. A red warning message states: '\*\*All check boxes must be checked before you can submit, even if the item does not apply\*\*' and '\*all items with an (\*) need to be attached/completed.\*'. There are three rows of upload options, each with a checked checkbox and an upload button: 'Site Plan-Single Page', 'Permit Plans', and 'Structural Calculations'. Below the upload options, there are four buttons: 'edit permit', 'save for later', 'submit permit', and 'building info'.

The screenshot shows a confirmation pop-up window. The background is a blurred view of the permit application page, showing the name 'Shed / Jennifer safasf' and the permit number '88 / 4144'. The pop-up has a blue header with the text 'Thank you' and a close button (X). The main body of the pop-up is white and contains the text 'Application submitted. Thank you.' and a 'Close' button.

After you submit your application you can find it on your main dashboard under “submitted”. Once your application has been approved and finalized you will get an email letting you know that your application has been approved and is ready for payment. When you are ready to pay for your permit, you will find it under “pending payments”. Click on the permit number and go to fees. Click “pay all fees: at the top right corner of the screen and follow prompts. Credit cards payments will have a 3% service fee added.

my account / permits

permits schedules support search Building Department

search

apply for a new permit

**submitted**

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
10/15/2024	SUBM24-0088	Jenn's She Shed / She Shed Builders		Accessory Building	4144		-

records 1 to 1 of 1

**pending payment**

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
No data available in table							

records 0 to 0 of 0

**active permits**

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
09/04/2024	24-0033	TESTING PERMIT / Jenn's Construction		Accessory Building	1111 S 4000 W	Testing Testing Testing Testing Testing Testing	-

records 1 to 1 of 1

**archived permits**

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
No data available in table							

records 0 to 0 of 0

## **Making an inspection request**

Login and go to your active permits on your dashboard. Click on the permit that you would like to make the inspection request for.

110. summary / permits

permits schedules support search Building Department

search

apply for a new permit

**submitted**

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
10/15/2024	SUBM24-0068	Jenn's She Shed / She Shed Builders		Accessory Building	4144		-

records 1 to 1 of 1

**pending payment**

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
No data available in table							

records 0 to 0 of 0

**active permits**

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
09/04/2024	24-0033	TESTING PERMIT / Jenn's Construction		Accessory Building	1111 S 4000 W	Testing Testing Testing Testing Testing Testing	-

records 1 to 1 of 1

**archived permits**

date	permit details	Owner First Name / Builder	Subdivision / Lot #	permit type	street address	description	last inspection
No data available in table							

records 0 to 0 of 0



Click "request inspection". Add in all contact information, date requested, AM/PM, and select inspections needed than click "request".

pect.com/builder/summary/9965

permits schedules support search Building Department

**TESTING PERMIT / Jenn's Construction**

Permit #: 24-0033 / 1111 S 4000 W

view all inspections request inspection

**Documents** add/edit

09/04/2024	Plans		
09/04/24	Plan Review		
-	Printable Permit (Digitally Signed)		
-	Summary		

**Plan Review**

Site Plan-Single Page

**Permit History (Notes)**

**Attachments**

**Attachments for Review** + upload attachment

**Deferred**

**New Upload**

**Under Review**

**Approved**

limited users fees download all PDFs



### new inspection

*Permit #: 24-0033	*Date Requested for Inspection: AM	
*Builder: Jenn's Construction	*Requested by:	
*Email: jennmattfreeborn@gmail.com	Phone #: (801) 776-0970	
Note for Inspector: pour time, gates codes, etc.	Pour Time: --:--	
Note for Inspection:		
Building Inspections (mark "re" for reinspections)		
1. <input type="checkbox"/> <input type="checkbox"/> 4-way	2. <input type="checkbox"/> <input type="checkbox"/> Weather Barrier	3. <input type="checkbox"/> <input type="checkbox"/> Footings
4. <input type="checkbox"/> <input type="checkbox"/> Foundation	5. <input type="checkbox"/> <input type="checkbox"/> Rough Electrical	6. <input type="checkbox"/> <input type="checkbox"/> Rough Framing
7. <input type="checkbox"/> <input type="checkbox"/> Insulation	8. <input type="checkbox"/> <input type="checkbox"/> Final	

request

