



PLAN SUBMISSION REQUIREMENTS FOR DEMOLITION PERMIT

For a complete plan check, this submittal process must be followed

1. Complete the online **permit application form** in the Citizen Access Portal. (If this is your first time working with Draper, you will need to [create an account](#).) Include with the portal application submission:
 - a) Drawings in electronic PDF format.
 - b) The applicable Contractor's name as a contact.

Please note: There will be a delay in the review if no documents are attached to the online submittal. Please contact the building department staff at building.email@draperutah.gov if submittal documents were not attached when your permit was submitted.
2. Pay a \$50.00 **application fee**. This fee will be invoiced 24–48 hours after the permit is submitted and will be available on the portal. An email will be sent indicating that the invoice is ready to be paid.
3. Additional Information required to be attached. As needed, be sure to include:
 - a) Draper City Historic Preservation Request form
 - b) Utah Division of Air Quality (UDAQ)
 - c) Dominion Energy – Disconnect Letter
 - d) Rocky Mountain Power – Disconnect Letter
 - e) Salt Lake Valley Health Department (Request an inspection for asbestos, mercury, etc.)
 - f) Provide a full description of work to determine if a Land Disturbance Permit is required.
 - g) Draper City Utilities – Disconnect Letter.
 - h) 4 images of the front, back, and sides of the structure