



Murray City Building Division

Online Permitting and Plan Review

What would you like to do?

Login

Register

Forgot Password?



*Click here to get started
It's as easy as 1 - 2 - 3*

eProcess360

How-To Guide for the
Murray Building Division's New Online Portal
Application Submittal Instructions

Page 1: How To Create an Account



Create Your Account

Sign Up to stage-e360 to continue to eProcess360
Murray Stage.

Email address*
general@contractor.com

Continue

Already have an account? [Log in](#)

OR

 Continue with Murray Staff Login



Create Your Account

Set your password for stage-e360 to continue to
eProcess360 Murray Stage

general@contractor.com

[Edit](#)

Password*

••••••••



Your password must contain:

- ✓ At least 8 characters
- ✓ At least 3 of the following:
 - ✓ Lower case letters (a-z)
 - ✓ Upper case letters (A-Z)
 - ✓ Numbers (0-9)
 - ✓ Special characters (e.g. !@#\$%^&*)

Continue

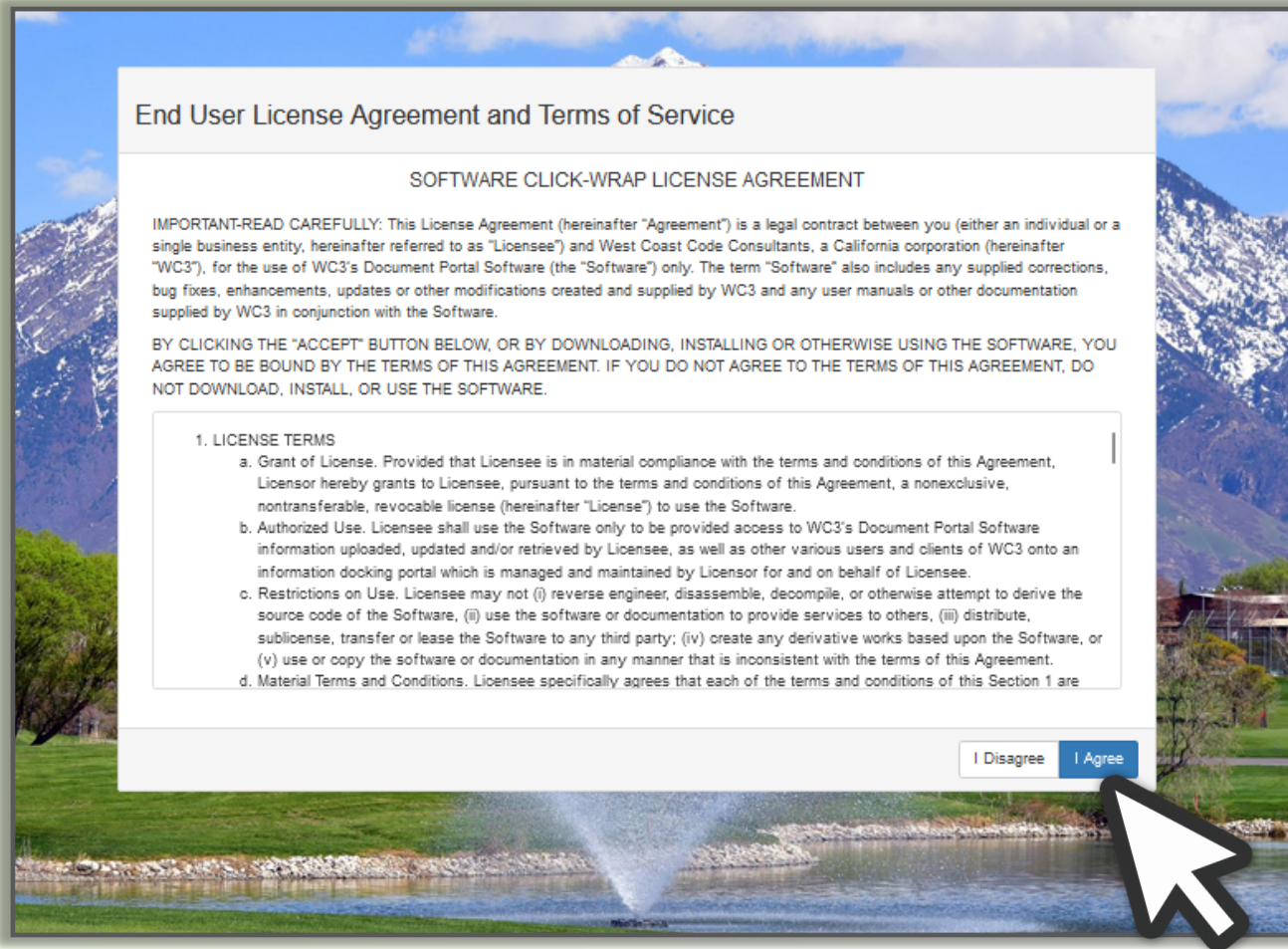
Already have an account? [Log in](#)

eProcess360 is the new online Portal for
the Murray Building Division.

You can use the portal to complete the
entire permit process online—from
application to final inspection.

Creating an Account

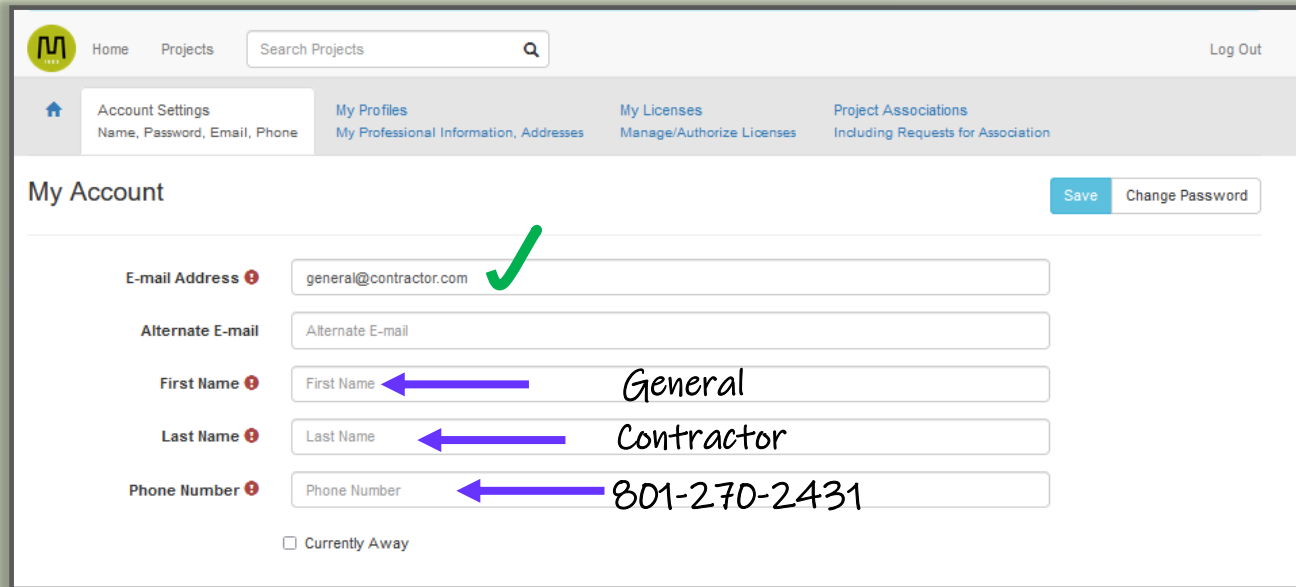
1. Enter your email address
and click "Continue."
2. Create a password.
3. Click "Continue" again to
move to the next page.



The End User License Agreement and Terms of Service

1. Review the "End User License Agreement and Terms of Service."
2. Take a break after all that reading.
3. Click "I agree" to move to the next page.

Page 3: Account Settings





The screenshot shows the 'My Account' settings page. The navigation bar includes 'Home', 'Projects', a search bar, and a 'Log Out' link. The 'Account Settings' section is active, showing options for 'Name, Password, Email, Phone', 'My Profiles', 'My Licenses', and 'Project Associations'. The 'My Account' section contains fields for 'E-mail Address', 'Alternate E-mail', 'First Name', 'Last Name', and 'Phone Number'. A green checkmark is next to the email address 'general@contractor.com'. Blue arrows point to the 'First Name' field (containing 'General'), 'Last Name' field (containing 'Contractor'), and 'Phone Number' field (containing '801-270-2431'). There is also a 'Currently Away' checkbox.



Home Projects Search Projects Log Out



Account Settings Name, Password, Email, Phone My Profiles My Professional Information, Addresses My Licenses Manage/Authorize Licenses Project Associations Including Requests for Association



My Account Save Change Password

E-mail Address  general@contractor.com 

Alternate E-mail Alternate E-mail

First Name  First Name  General

Last Name  Last Name  Contractor

Phone Number  Phone Number  801-270-2431

☐ Currently Away

Updating your Account Settings

1. Verify your email address is correct.
2. Enter your First Name, Last Name, and Phone Number
3. Click "Save" to update your account with your contact information.

Page 4: Home Screen

Home Projects Search Projects General Contractor Log Out

Home

System Announcement

Welcome!

Murray is happy to announce that we are now accepting online application submittals!

You can complete your application in the following ways:

- Online by clicking the button below to get started. You will be guided through the process and receive email notifications about the status of your application.
- Over the phone by calling us at (801) 270-2431
- In person by visiting our office at:
10 East 4800 South Ste. 260
Murray, UT 84107

Convenient Payment Options Now Available!

Online Credit Card processing is offered on this portal for your convenience. When your permit application is approved, you can remotely make payments on the [fee page](#) with just a few clicks.

Payments can also be made at our office between 8:00 AM and 4:00 PM.
Please note: Payments exceeding \$5,000 must be settled by check at our office.

Please refer to this page for future announcements about this system, or visit our [website](#) for information about our other services.

Existing

No projects
You don't have any projects.

[See All 0 Projects](#)

Create New

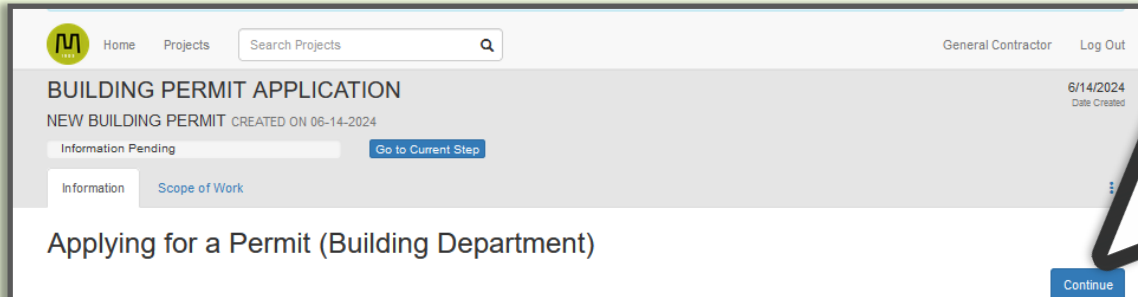
Building Permit Application
[Building Department] Apply for a Building Permit. Electronic documents may be required if your project requires a review. If you have an existing permit number, please call the county to work out the details.

Click inside this box to start the application form.

Navigating your Home Screen

1. Read General Building Division Information and News here.
2. Review Existing Projects.
3. Create a New Application.

Page 5: Building Permit Application: Information



Home Projects Search Projects

General Contractor Log Out

BUILDING PERMIT APPLICATION

NEW BUILDING PERMIT CREATED ON 06-14-2024

6/14/2024
Date Created

Information Pending [Go to Current Step](#)

Information [Scope of Work](#)

Applying for a Permit (Building Department)

[Continue](#)

Click here to fill out your application.

The Permit Application Overview

1. Review Permit Requirements, Building Codes, and Helpful Resources.
2. Make sure your documents and plans meet these requirements.
3. Click "Continue" to begin filling out the Application Form.

Permit Requirements

A permit is required for most construction and/or repair projects, including electrical, plumbing, and mechanical work. Permits are necessary for, but not limited to, residential and business additions, alterations, patios, decks, garden and retaining walls, swimming pools, spas, hot tubs, air conditioning, heating, and all electrical and plumbing installations, water heaters, and gas lines.

When Permits Are Not Required

Permits are not required for the following:

- Fences below seven (7) in height, *although Planning Division approval is always required before*
- Retaining walls, which do not retain more than three feet of level earth or a structure within four feet of earth or a structure within five feet
- One-story detached accessory buildings with no electrical or plumbing installed, provided the floor is for Residential, that are less than eight feet in total height, and do not block any windows of the d
- Awnings over
- Raised wood d
- Painting, paper

Helpful Resources:

[Resources for Plan Submittals](#)

[Building Permit Application](#)

[Smelter Site Overlay District Development Application](#)

[Power to Panel Agreement \(PDF\)](#)

[Building Permitting Fees](#)

[Owner-Builder Certification Form \(PDF\)](#)

[Murray City - Change of Occupancy Policy](#)

[Murray City Building Division](#)

If you have questions on how to submit for a permit, please contact our office:

General Email: permits@murray.utah.gov

Building Official - Don Steffensen - dsteffensen@murray.utah.gov

Building Inspector - Thomas Butz - tbutz@murray.utah.gov

Building Inspector - Scott Sanderson - scottsanderson@murray.utah.gov

Permit Specialist - Carrie Burgess - cburgess@murray.utah.gov

Office Administrator - Miranda Carter - micarter@murray.utah.gov

Office Administrator - Julie Debban - jdebban@murray.utah.gov

Currently Adopted Construction Codes

Building Code.....2021 International Building Code including Appendix J

Residential Code.....2021 International Residential Code

Electrical Code.....2020 National Electrical Code

Plumbing Code.....2021 International Plumbing Code

Mechanical Code.....2021 International Mechanical Code

Fuel Gas.....2021 International Fuel Code

Energy Code Commercial.....2021 International Energy Conservation Code

Accessibility Code.....2021 International Building Code (ICC A117.1-2017)

Fire Code.....2021 International Fire Code

Codes are available from the [International Code Council](#) website.

Structural Design Criteria

2021 International Building Code

- Wind Loads per IBC1609
- Site Classification D or per Geotechnical Report
- IRC Dwellings use Seismic Design Category D2
- 28 psf Ground Snow Load
- Frost Line Depth 30 inches

BUILDING PERMIT APPLICATION
NEW BUILDING PERMIT CREATED ON 06-14-2024
Routing Pending
Go to Current Step

Information Scope of Work Application

Tell us about your project
Select the details that best describe your scope of work. Select all that apply.

☐ Residential (IRC)
☐ Commercial (IBC)

Plumbing: Water Heaters, Re-pipe, Gas Lines, etc.

Mechanical: Furnaces, ACs, heat pumps, etc.

Electrical: Service Upgrades, Meter Relocations, Generators, etc.

Residential (IRC)

- ☐ New Construction
- ☐ New Detached Accessory Structure
- ☒ Alteration
 - ☐ Addition (Attached)
 - ☐ Repairs and Upgrades
 - ☐ Swimming Pool/Hot Tub
- ☐ Mechanical
- ☐ Plumbing
- ☐ Electrical
- ☐ Renewable Energy (Solar)
- ☐ Demolition ⓘ
- ☐ Other (Residential)
- ☐ B.C.I

Alteration Residential (IRC)

- ☐ Accessory Dwelling Unit (ADU)
- ☐ Basement Finish
- ☒ Remodel
- ☐ Roof Conversion
- ☐ Garage or Carport Conversion to Living
- ☐ Alteration (Other)

Save and Continue

Describing your Project

1. Is your project Residential? Commercial? Click the appropriate checkbox.
2. Next, choose the category most like your project.
3. Finally, find your specific scope of work.

Click here after you've defined your scope of work.

Page 7: The Application - Project Details



Required items will be marked with a red exclamation point.


BUILDING PERMIT APPLICATION
NEW BUILDING PERMIT RESIDENTIAL (IRC): REMODEL
Form Pending [Go to Current Step](#)
6/14/2024
Date Created

Information Scope of Work Application

Application for a Building Permit

Project Details

Enter the parcel number or address. The other field will be autopopulated once you make a selection. If you would like to specify a unit that is not part of the address, please use the Unit field.


Street Address 


Parcel Number

Unit

Subdivision

Lot Number

Declared Valuation  \$

Detailed Description of Work 



Filling Out the Form

1. Start with the Project Details Section.
2. Provide the project's address, declared valuation, and a detailed description of work.
3. Scroll down to the next section.

Page 8: The Application - Applicant Information

Applications can be submitted by the Contractor, Owner, or Authorized Agent (Applicant).

Applicant Information

I am **Contractor** Owner/Builder Applicant

Contractor General

Type **General**

Agent Name **Name** **General Contractor**

Local Address **Address** **123 Fake Street**

Unit

City **Salt Lake City** UT Zip **84101**

Phone **Phone #** **801-270-2431** Fax Fax #

Email **general@contractor.com**

Any email changes must be updated in the [account settings](#) page.

Professional Information

License # **License #** **556677 - 5501**

Status **Auto-completed**

Company **Auto-completed** **General Contractor Company**

Note: If you are an Owner-Builder, you may be required to include the following form in your electronic submittal: [Owner Builder Certification and Agreement to Comply with the Construction Trades Licensing Act](#). The Owner Builder Certificate does not apply to any commercial projects, including, but not limited to, multi-family dwellings, condos, and townhouses.

Owner/Builders need to read and sign the affidavit linked in this section, and submit the form with their plans.

Filling Out the Form

1. Are you applying as a contractor, a home owner/builder, or as an applicant? Select the corresponding tab.
2. Provide your name, address, and phone number (and license number if you're a contractor).
3. Scroll down to the next section.

Page 9: The Application - Required Contacts

Required Contacts

Owner
Property Owner
REQUIRED

Type: Property Owner

Name: Rosa Cir Cle

Address: 45 W Rose Cir

Unit:

City: Murray UT Zip: 84107

Phone: 801-270-2431

Email: 48west@rosecircle.com

Additional Contacts

Add a: Applicant Add

Licensed Contractor Declaration

☐ I hereby affirm that all work will be performed by contractors licensed under the Construction Trades Licensing Act (58-55, UCA) whose licenses are in full force and effect.

☐ This application becomes void if permits are not issued within 180 days of approval. The permits expire 180 days after work authorized by the permit is suspended or abandoned. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I make this statement under penalty of perjury.

Save

Click "Add" to enter information for subcontractors, architects, engineers, etc.

There will 2 boxes to check for Contractors and Owner/Builders, and 1 box to check for Applicants.

Filling Out the Form

1. Provide the Property Owner's contact information (name, address, phone number).
2. Add any additional contacts:
 - Subcontractors
 - Architect
 - Engineer
1. Check the "Declaration" boxes at the end of the page, then click "Save."

Click "Save" once your application is complete.

Page 10: Submittals

The screenshot shows the 'BUILDING PERMIT APPLICATION' page for '45 W ROSE CIR RESIDENTIAL (IRC): REMODEL'. The 'Submittals' tab is active. A callout box points to the 'Required Documents' list, which includes 'Site Plans', 'Building Plans (Must Include Electrical drawings)', and 'Energy Code Compliance'. Another callout points to the 'Add File' button. A third callout points to the 'Complete & Submit' button. A fourth callout points to the 'Document Type' dropdown menu in the table.

Home Projects Search Projects General Contractor Log Out

BUILDING PERMIT APPLICATION

6/14/2024 24028 22181010360000
Date Created Permit Number Parcel Number

45 W ROSE CIR RESIDENTIAL (IRC): REMODEL

Submittal Pending Go to Current Step

Information Scope of Work Application Submittals

Submittal Documents

All Folders / Submittal Documents

Review Summary

Reviews Sub / Status Comments

Submittals

Incomplete Expand Options

Add File Complete & Submit

Upload documents at this time, you may safely close your browser and resume this process at any time.

to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has

Submittals

#1 Submittal Incomplete Expand 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 or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

✓ Site Plans ✓ Building Plans (Must Include Electrical drawings) ✓ Energy Code Compliance Optional

Download	Preview	Document Type	Description / Filename	Upload Status
Download	N/A	Site Plans	eProcess360 User Guide (Revie	Done
Download	N/A	Building Plans (Must Include Electrical drawings)	eProcess360 User Guide (Revie	Done
Download	N/A	Energy Code Compliance	eProcess360 User Guide (Revie	Done

Uploading Submittal Documents

1. If your Permit Type requires plans or other documents, you will upload it here.
2. Click "Add File" to upload documents, and choose the "Document Type" from the dropdown menus to match the "Required Documents" list.
3. Click "Complete & Submit" once all documents have been uploaded.

Click "Complete & Submit" once all Required Documents are uploaded.

Page 11: Submittal Uploaded

The image displays two screenshots of a web application interface. The top screenshot shows the 'BUILDING PERMIT APPLICATION' page for a project at '45 W ROSE CIR RESIDENTIAL (IRC): REMODEL'. The status is 'Acceptance Pending' and the date is '6/14/2024'. A speech bubble points to the 'Projects' link in the top navigation bar, stating: 'You can click your name to change the email address for notifications and log-in.' The bottom screenshot shows the 'Building Dept. Permits' page, which lists permits. A table at the bottom shows one permit with the status 'Acceptance Pending' highlighted in yellow. A purple callout points to this status, stating: '“Project Status” keeps you updated on where your application is in the Plan Review Process.' A blue callout points to the 'Projects' link in the top navigation bar, stating: 'Click “Projects” to see a list of all of your applications and permits, and their status.'

Top Screenshot: BUILDING PERMIT APPLICATION

Home Projects Search Projects General Contractor Log Out

BUILDING PERMIT APPLICATION

45 W ROSE CIR RESIDENTIAL (IRC): REMODEL

Acceptance Pending 6/14/2024 24028 22181010360000

Permit Number Parcel Number

Go to Current Step

Information Scope of Work Application Submittals

Submittal Uploaded

You have completed the application. It will now be reviewed by a Permit Technician and you will receive notifications when it has been accepted or rejected.

Bottom Screenshot: Building Dept. Permits

Home Building Permit All Projects

Building Dept. Permits

Search for Building Department Permits. The color coding in the Project Status column indicates who is responsible for the next action that needs to be taken: Yellow requires action by a jurisdiction staff member, Blue requires action by the applicant.

Permit # Parcel # Address Project Type Applicant All States

Open Submitted to Reset Download

« 1 » Displaying 1-1 of 1

Permit #	Parcel #	Address	Project Type	Applicant	Project Status	Submitted	Accepted	Manually Closed
24028	22181010360000	45 W ROSE CIR	Residential (IRC): Remodel	General Contractor	Acceptance Pending	06/14/2024		Open

Application Submitted

1. Once your documents are uploaded and submitted, your application is complete.
2. You can view your application status by clicking “Projects.” All of your permits and applications will be listed here.
3. Application and Plan Review Notifications will be sent to the email you used to create your account.