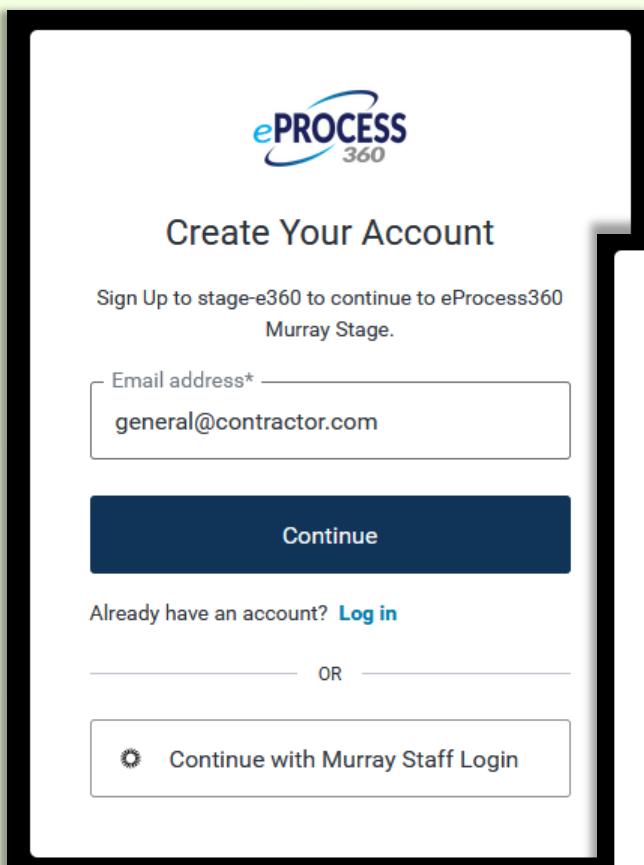


eProcess360

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

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

Page 1: How To Create an Account



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

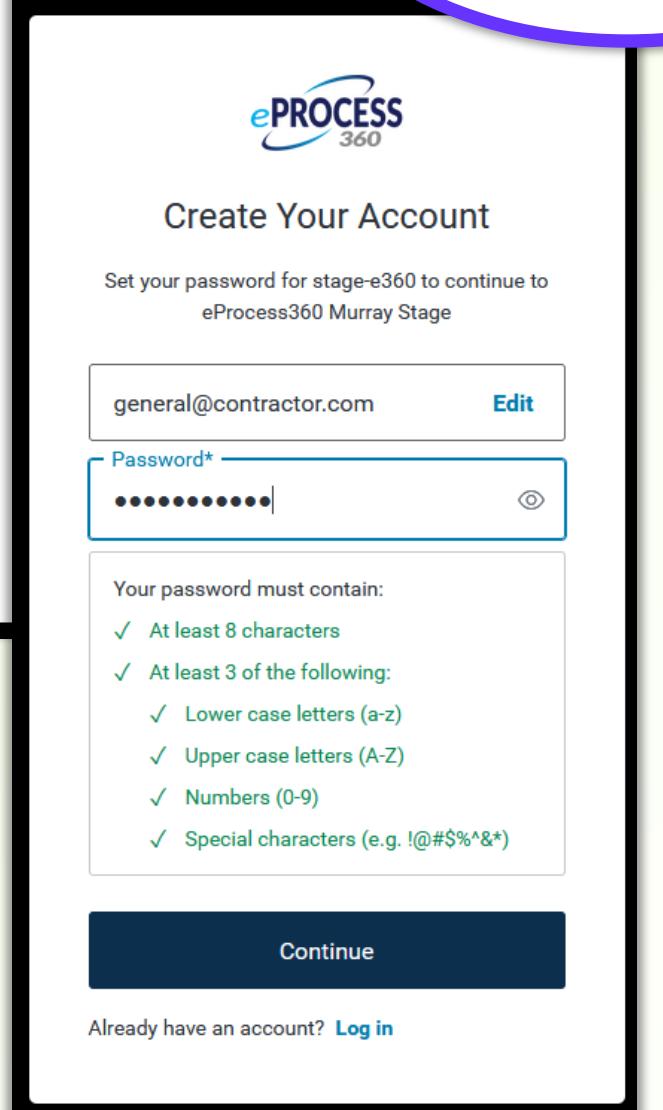
Email address*

Continue

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

OR

Continue with Murray Staff Login



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

general@contractor.com [Edit](#)

Password* [Edit](#)

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](#)

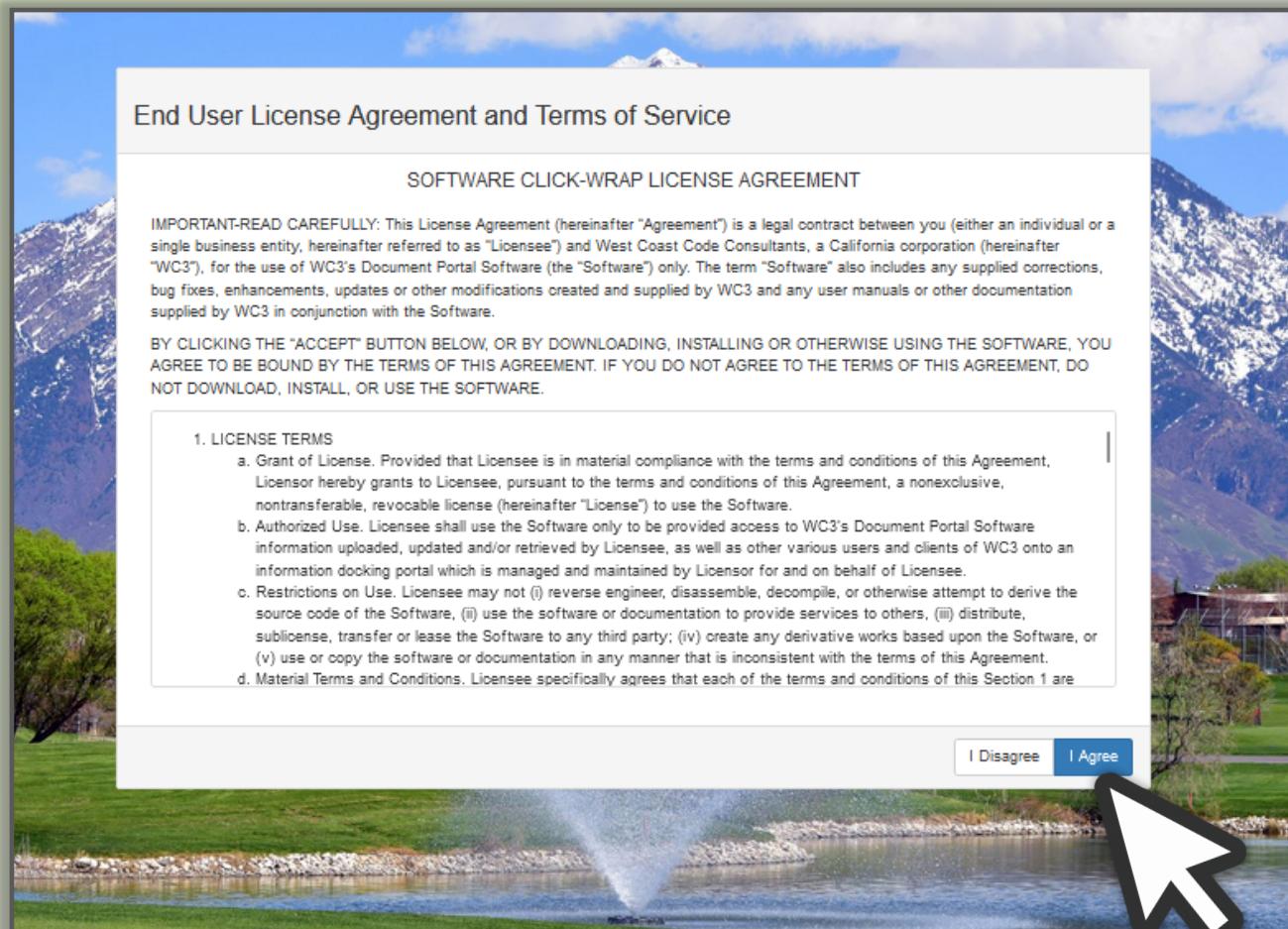
eProcess360 is the new online Portal for the Murray Building Division.

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.

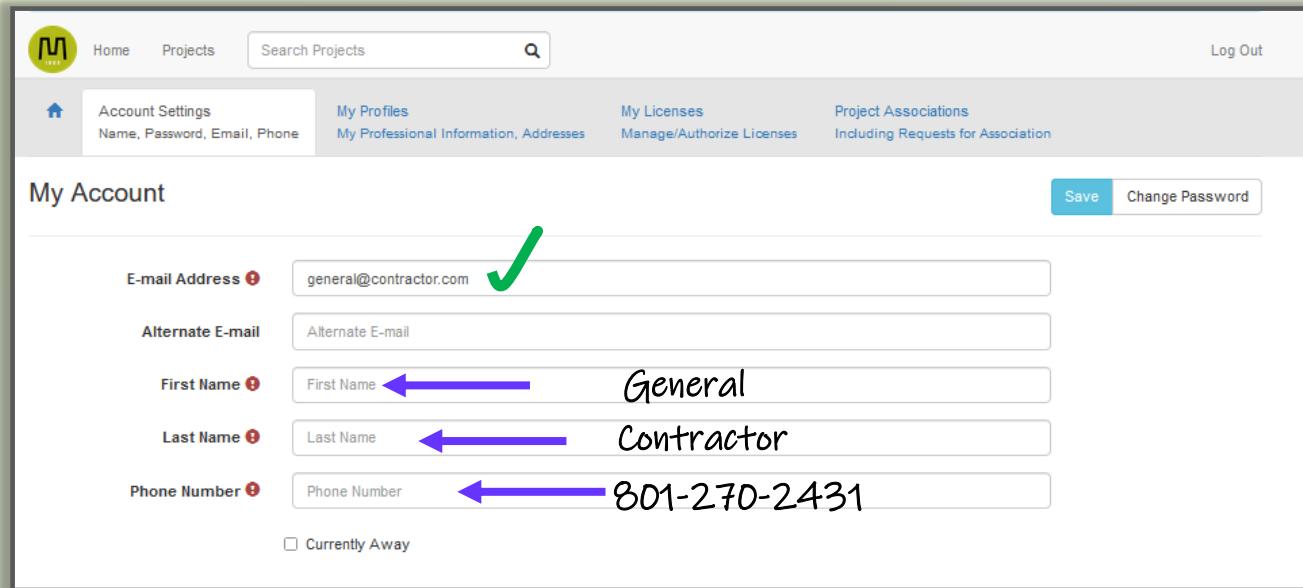
Page 2: Terms of Service



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' section of the account settings. The page has a header with a logo, 'Home', 'Projects', 'Search Projects', and 'Log Out'. Below the header are navigation links: 'Account Settings' (selected), 'My Profiles', 'My Licenses', and 'Project Associations'. The main content area is titled 'My Account' with 'Save' and 'Change Password' buttons. The contact information fields are as follows:

- E-mail Address: general@contractor.com (with a green checkmark)
- Alternate E-mail: (empty)
- First Name: General (with a blue arrow pointing to the input field)
- Last Name: Contractor (with a blue arrow pointing to the input field)
- Phone Number: 801-270-2431 (with a blue arrow pointing to the input field)
- Currently Away: (empty)

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

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

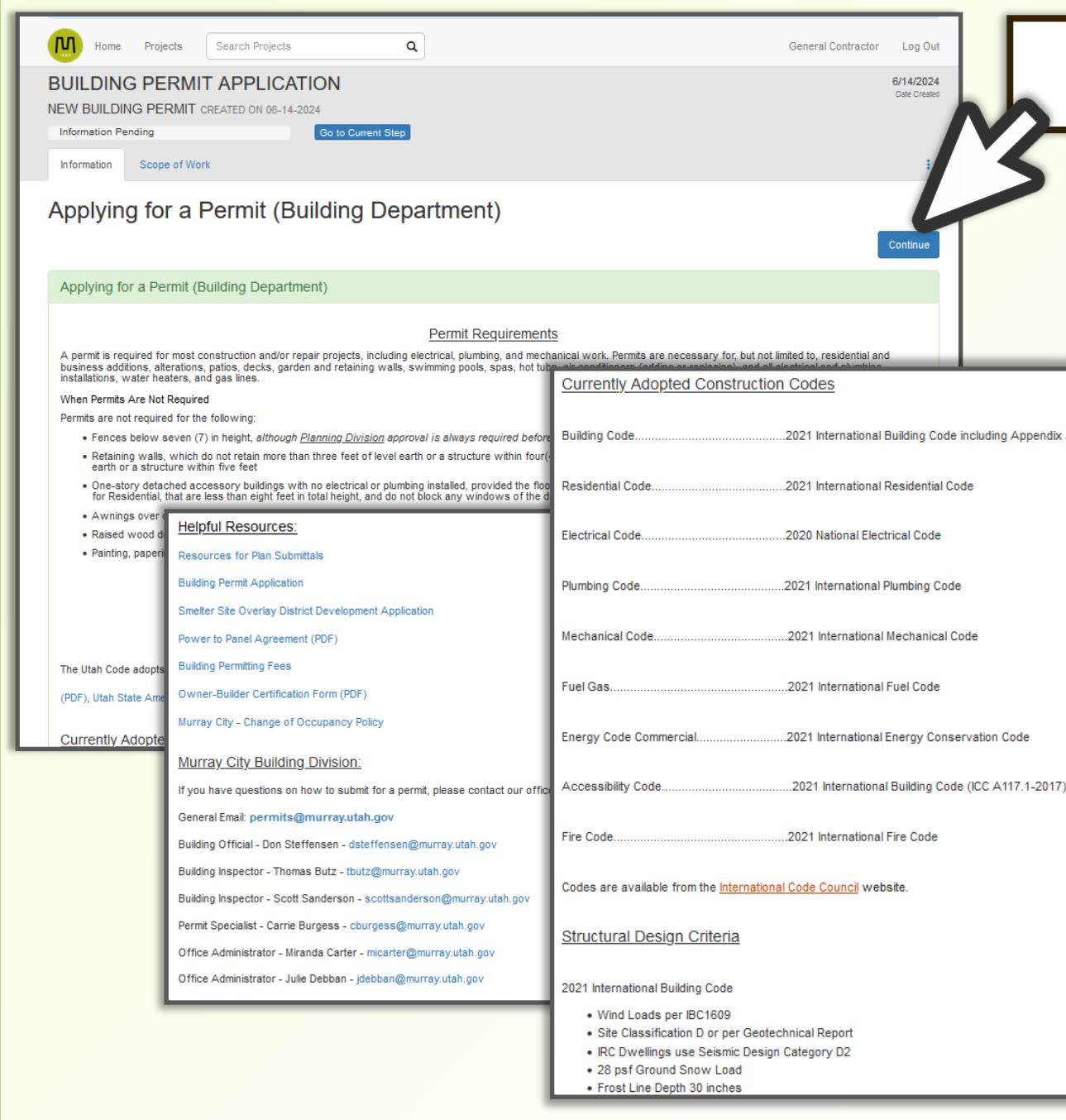
[Building Department] Apply for a Building Permit. Electronic documents may be required if your project requires a review. If you have an existing permit number, please call the county to work out the details.

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 Log Out

General Contractor Log Out

6/14/2024 Date Created

BUILDING PERMIT APPLICATION

NEW BUILDING PERMIT CREATED ON 06-14-2024

Information Pending Go to Current Step

Information Scope of Work

Applying for a Permit (Building Department)

Applying for a Permit (Building Department)

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 conditioners (federal or non-federal), 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 (4) feet of the earth or a structure within five feet
- One-story detached accessory buildings with no electrical or plumbing installed, provided the floor is residential, that are less than eight feet in total height, and do not block any windows of the dwelling unit
- Awnings over porches
- Raised wood decks
- Painting, papering, and staining

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](#)

The Utah Code adopts the 2021 International Building Code (PDF), Utah State Approved (PDF)

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 Gas 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

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.

Page 6: Scope of Work

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.

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)

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

Click you've SCOP

Mechanical: Furnaces, ACs, heat pumps, etc.

Electrical: Service Upgr Meter Relocations, Generators, etc.

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.

! Required items will be marked with a red exclamation point.

Home Projects Search Projects Log Out

BUILDING PERMIT APPLICATION

NEW BUILDING PERMIT RESIDENTIAL (IRC): REMODEL

Form Pending Go to Current Step

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 # 801-270-2431

Fax #

Email general@contractor.com

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

Professional Information

License # 556677 - 5501

Status Auto-completed

Company 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

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

Type: Property Owner

Name: Rosa Cir Cle

Address: 45 W Rose Cir

Unit:

City: Murray

UT: Zip: 84107

Phone: 801-270-2431

Fax: Fax #: 84107

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.

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

Save

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

Required Documents lists what Document Types need to be uploaded.

Choose the "Document Types" here to match the Required Documents List.

Click "Add File" here to begin uploading documents.

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

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.

Page 11: Submittal Uploaded

The screenshot shows two pages of a building permit application system. The top page is titled 'BUILDING PERMIT APPLICATION' for '45 W ROSE CIR RESIDENTIAL (IRC): REMODEL'. It shows a status of 'Acceptance Pending' and a 'Go to Current Step' button. The bottom page is titled 'Building Dept. Permits' and shows a table of submitted projects. One project is listed with Permit # 24028, Parcel # 22181010360000, Address 45 W ROSE CIR, Project Type Residential (IRC): Remodel, Applicant General Contractor, and Project Status 'Acceptance Pending'.

You can click your name to change the email address for notifications and log-in.

Click "Projects" to see a list of all of your applications and permits, and their status.

"Project Status" keeps you updated on where your application is in the Plan Review Process.

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.