

WASATCH FIRE DISTRICT

10420 N. Jordanelle Blvd. Heber City, UT 84032
435-940-9636

My City Inspector - Contractor

1. Login or Create New Account
 - a. https://wfd.cityinspect.com/register?registration_id=15989d4f23a6be
2. In the top right corner click “apply for new permit”

permits schedules support search Fire Permits

search

apply for a new permit

pendingpayment

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

records 0 to 0 of 0

activepermits

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

records 0 to 0 of 0

archivedpermits

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

records 0 to 0 of 0

3. Click New Application

Apply for a new permit

Copy Permit Details New Application

Cancel

- a. Select permit type
 - i. If residential, this will be the local building department you applied for your building permit through
 - ii. If commercial, please select commercial or multifamily
- b. Enter all applicable information
- c. Click continue in the bottom right corner
- d. If any, enter applicable contractors' information (sprinkler contractor, propane contractor, alarm contractor)
- e. Click Continue button on the bottom right side

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- f. Enter the total square footage of each floor as shown on city/town permit. (Split floors are accounted for on the 3rd floor.)
 - g. Click continue on the bottom of the page
 - h. Upload required documents, anything with an asterisk (*) is required
4. Click Submit Permit in the bottom right corner
- a. An electronic signature will be required to submit your application. You can type your name in the signature box, then click submit.
5. It will then show your permit has been submitted

This application has been submitted. We will notify you once the application has been accepted or rejected for missing/incorrect items.

6. If application is rejected, you will receive an email saying your permit is rejected.
- a. If rejected, comments will be on the top of the page on the email
 - b. Click on the link it will show the reason it was rejected
 - c. Login to the site to correct
7. If application is accepted, you will receive an email saying "Plan Review Summary for Permit #: 00-0000"
- a. Click on the attachment to see an itemized status of your permit. If anything is rejected, you will need to login and correct these items.
 - b. If corrections need to be made, log back into My City Inspector and open the permit you are working on. You can open the permit by clicking on the plan #. If no corrections are required, skip to step 8.

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
10/27/20	PLAN20-0105	TEST	red ledges		TEST	-

- c. Click on plan review in the top right corner

TEST

Permit #: PLAN20-0105 / red ledges / TEST

plan review **2**

This permit is under review. Please check the [checklist](#)

Documents

add/edit

- Summary

Permit History (Notes)

Attachments

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- d. Click on needs corrections to open the comments for each attachment.

TEST

Permit #: PLAN20-0105 TEST / red ledges

planreview

Fire District

Fire Department	Last Update	Due Date	Status (Click to view comments)
Fire Hazard Severity Form 	10/27/20	11/16/20	Needs Corrections
Fire Sprinkler Plans and 3rd Party Review 	10/27/20	11/16/20	Approved
Landscaping plan 	10/27/20	11/16/20	Needs Corrections
Site Plan (Access Width and Hydrant Locations) 	10/27/20	11/16/20	Approved

Section Comments

submit updates

- e. On this page you can review the comments, add notes, and attached new files. For any changes you make you will need to click save in the bottom right-hand corner.

Edit Attachment ✕

*Description: Landscaping plan

*Date: 10/28/20

*Status: rejected

notes

add additional notes attach file

Comment History:

Fire Department
10/27/20 - Jacee - Rejected - test

Attachment History:
10/27/20 - TEST.pdf

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- f. Once you have saved your changes and uploaded new documents your screen will show that it has been updated for review. You will need to click on Submit Updates in the bottom right-hand corner.

Fire Department	Last Update	Due Date	Status (Click to view comments)
Fire Hazard Severity Form	10/28/20	11/16/20	Updated for Review
Fire Sprinkler Plans and 3rd Party Review	10/27/20	11/16/20	Approved
Landscaping plan	10/28/20	11/16/20	Approved
Site Plan (Access Width and Hydrant Locations)	10/27/20	11/16/20	Approved

Section Comments

submit updates

8. Once all plans have been approved you will receive an email saying your permit has been approved. There is a link showing the detail of each plan.
9. You will then need to login, open the permit under pending payment section, and then sign. To sign the permit click on sign permit up in the top right corner and type in your name.

pending payment

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
10/27/20	TEMP20-0105	TEST	red ledges		TEST	-

records 1 to 1 of 1

10. Once you have signed your page will refresh and a pay fees button will show in the top right corner. Click it.
11. Click pay all fees in the top right corner

TEST
Permit #: TEMP20-0105 / red ledges / TEST

pay all fees
back

permit fees		Amount Due	Total Collected
Builder Valuation:	0		
Valuation:	33,205.00		
Total Footage (1st, 2nd, 3rd)	200.00	\$ 200.00	\$ 0.00
Valuation Rate (1st, 2nd, 3rd)	118.45	\$ 118.45	\$ 0.00
Valuation Total (1st, 2nd, 3rd)	23690.00	\$ 23,690.00	\$ 0.00
Valuation (Rough basement)	3775.00	\$ 3,775.00	\$ 0.00
Valuation (Finish Basement)	0.00	\$ 0.00	\$ 0.00
Valuation (Garage)	4592.00	\$ 4,592.00	\$ 0.00
Valuation (Deck)	1148.00	\$ 1,148.00	\$ 0.00
Valuation (Carport)	0.00	\$ 0.00	\$ 0.00
WFD Valuation	33205.00	\$ 33,205.00	\$ 0.00
Fire Fee	60.00	\$ 60.00	\$ 0.00
Fire Sprinkler Heads	0	\$ 0.00	\$ 0.00
Fire Sprinklers over 300	0	\$ 0.00	\$ 0.00

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12. It will redirect you to pay for your permit, click pay in the middle of the page

WASATCH FIRE DISTRICT

Login | Help

2020 11:55:07 am MDT

Wasatch County Fire District User Payment Accounts

umber to find your account.
on the account to assure your payment is posted to the correct account.

Wasatch County Fire District

Current Balance	Amount to Pay	Search Results
\$60.00	<input type="button" value="Pay"/>	Fire Permit Number: 137 Address: TEST Date: 10/27/2020 Fire District*: \$0.00 <small>* Amounts are updated periodically and may not reflect recent payments.</small>

INSTANT payments

RSI PCI ASV

BBB ACCREDITED BUSINESS

Get Help

Select Language

Powered by Google Translate

- Fill our all-applicable payment information and submit payment
- Click I agree box and submit payment
- Print receipt for your records
- You will received an email saying your permit has been approved.
 - Click on "file link" and it will have your approved permit.