REGISTERING FOR A BUILDER ACCOUNT

PLEASE REGISTER FOR A BUILDER ACCOUNT THROUGH OUR WASATCH COUNTY WEBSITE IN THREE EASY STEPS

PLEASE FOLLOW INSTRUCTIONS LISTED BELOW

Once you are on the Wasatch County Building Department homepage listed below

https://www.wasatch.utah.gov/Departments/Building-Dept

1. In the upper left you will see BUILDING INSPECTION LINKS from there you will click: Request An Inspection

Building Inspection Links

▸ Building Permit Application

▸ Request An Inspection

▸ Forms, Instructions & Maps

2. From there scroll down and you will click Register for a Builder Account
HINT: If you already have a builder account you MUST re-register using the same information as the prior account in order for all
Cities and Counties inspection systems to link to each other

Please use the link below to register for a Builder Account. The builder account allows you to access all your active
permits without having to log into each permit individually. If you already have a builder account, please re-register.

Register for a Builder Account

*KEEP IN MIND WHEN REGISTERING FOR THE BUILDER ACCOUNT THE EMAIL ENTERED IN THE CONTRACTOR EMAIL ON OUR PERMITTING PORTAL MUST
MATCH THE EMAIL ENTERED TO CREATE THE BUILDER ACOOUNT IN ORDER FOR THE ACCOUNTS TO LINK CORRECTLY

Example as shown below John Doe Construction is the contractor: johndoeconstruction@hotmail.com

create account
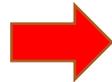
*Email(username):	johndoeconstruction@hotmail.com
*Retype Email(username):	johndoeconstruction@hotmail.com
*Full Name:	John Doe
*Phone #:	(435) 657-3200
Password:	auto-generated
Captcha 5 + 3 =	please answer the question

Log In   Register

General Contractor Contact Information

E-Mail Address *

johndoeconstrcution@hotmail.com

The email entered in the building permit application MUST match the email used on the builder account

Note: Once a contractor's contact information has been submitted in an application, on future applications it will automatically populate into the fields below, based on the e-mail address entered. If this information is incorrect, please contact the Wasatch County Plan Review Coordinator.

General Contractor Name Or Owner Builder *

John Doe Construction

Phone Number *

(435)657-3200

State Contractor License Number *

1234567

Street Address *

800 S 100 W

City *

Heber

State *

Utah

Zip *

84082

3. Once the Builder Account has been registered/created you will receive an email with a temporary password. You must log into your email and create a new password. Once you do this you will be able to log in using ONE username and password. All projects within Wasatch County and other applicable Cities/Counties that also use MyCity Inspector will be available to view and toggle between. If you currently have a builder account already with the other applicable cities and counties you must re-register your account the same way you crated your account(it will tell you "you already have a builder account" that's what it supposed to do) Below is an example of what you will see:

REINSPECT FEE/SAME DAY CANCELATIONS--Please allow up to 24 hours for the flag to be removed from your permit to request another inspection. The rescheduling of the inspection will be on a first come, first served basis regardless of the time you request or the type of inspection. **Stamped Plans must be onsite and accessible for ALL inspections. Please do not keep plans in the porta-potty. You can note on your inspection request where the plans are going to be onsite. **If a gate is used to access the property, please be sure to enter your gate code in the notes section. If no gate code is entered and we cannot access the property, the inspection will not take place **In order to keep your permit active you need to have a required inspection every 180 days**

search

pending payment

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

records 0 to 0 of 0

active permits

| date	permit details	Owner / Builder	Subdivision	Lot #	street address	description	last inspection
06/24/21	21-390 🔶	Michael K Davis Trust			1620 South Countryside Lane		4-way Rough 09/09/21 02:27 PM

records 1 to 1 of 1

archived permits

date	permit details	Owner / Builder	Subdivision	Lot #	street address	description	last inspection
07/30/20	20-327 (C)	JR & Callie Trotter			90 North 100 East		Final C/O 01/26/21 09:15 AM

records 1 to 1 of 1

You may also add additional users to the account such as subcontractors or people that may need to view the inspections and/or request inspections. In order to add additional users you will need to log into your builder account you will see a list of active permits numbers which will be highlighted in blue as shown above. Click on the permit you would like to add a user to. In the lower left you will click: limited users

In the upper left you will click : + add user
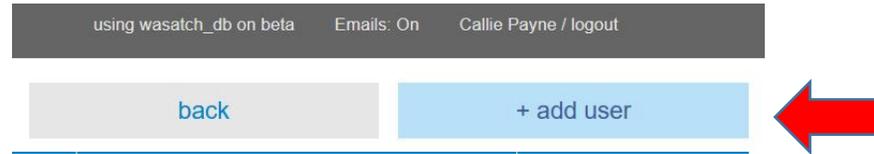
You will then enter the limited users builder account information and click save.

You will now be able to toggle from different Counties and Cities with ONE login.