

Procedure for Hyde Park City Building Permit Application

- Before submitting for a Building Permit, you must first obtain a zoning clearance letter.
- We use City Inspect software for all building permit applications.
- A builder must create an account on City Inspect.
https://hp.cityinspect.com/register?registration_id=15989d4f23a6be
- If you already have an account with City Inspect, just log in and begin a new application in Hyde Park. The portal will guide you to upload all the documents you need, based on the type of application. Items needed vary by the type of application [shed, remodel, SFD (single family dwelling)]. Once you have uploaded all the documents, press submit. If your application will not submit, you may have missed uploading a necessary document. If there is an asterisk by it, it is a mandatory submittal. Once it has been submitted, you will receive plan review emails and notifications.
- Once the permit has been submitted the application will be reviewed by the building department. If there are items missing, you will be notified. Otherwise, the review process will begin. Members of the Building Department, Planning Commission, and Public Works will review the plans, as necessary. Please note that just because you have submitted the plan, does not mean that it will be reviewed immediately. The permits go into a queue, first come, first reviewed. However, all permits should have the review started within 10 working days. Other departments may also need to review the plans, i.e. Fire Department and City Engineer.
- You will be able to see the status of your project not only during plan review, but also during construction. Inspection reports will be sent to you by email.
- You will be notified once your plans have been approved. You may then pay for your permit. Hyde Park City accepts cash, checks, e-checks and credit cards. (Please note that a .49 fee will apply for e-checks and a 3% fee for credit cards.)
- Building permits are not considered issued and cannot have inspections scheduled until they have been paid for.
- Hyde Park City fee schedule is listed on our website – hpcutah.gov (Departments – Building – fee schedule) or direct <https://hosting.civiclinc.com/hydeparkut/books/fee-schedule/preface>
- Inspections may be scheduled by calling (435) 563.6507 ext. 25 or requested on City Inspect.
- Questions may be submitted to planreview@hpcutah.gov