



City of West Jordan
Building & Safety Division
8000 South Redwood Road
West Jordan, UT 84088
Ph. (801) 569-5050

Online Building Permit Submittal Process

- 1- Submit a Building Permit application via the link found at www.westjordan.utah.gov under “Tools for Business”, “Building & Safety”. You may also go directly to [West Jordan Public Portal](#).
- 2- Upload to the portal the plans, plot plan and supporting documents (structural calculations, Com or Res Checks, Geo-tech report for non-residential projects etc.). **PDF files required for all plans except for small miscellaneous residential projects, these can be pictures. Note: Service upgrades, Water Heaters, Furnace/AC permits may not need plans.**
- 3- We will process the application and e-mail you a verification that your permit has been submitted for review.
- 4- We will complete the review and reply to you with any requested corrections.
- 5- Once approved, we will e-mail you the permit fee invoice and instructions for payment. Fees will need to be paid prior to receiving your approved plans and permit.
- 6- After the fees have been paid, we will e-mail you the Permit. The approved plans may be downloaded from the Public Portal by clicking on the 'Check Case/License/Permit Status' link under 'choose action' button on the relevant card.
- 7- You will then need to print the permit and plans (if included) and have a copy available on site for inspections.