



## Procedure for Lewiston City Building Permit Application

It is recommended to contact the Lewiston City Planning & Zoning Commission with questions prior to application for a building permit to ensure that you have the necessary information to begin the process. The process is different for the type of project you are applying for and may require the approval of the Planning & Zoning Commission\* at one of their regularly scheduled meetings (usually held at 7:00 pm on the first Wednesday of each month). Please provide the following information:

- Name, E-mail, and phone number
  - Address and Parcel Tax ID number of the project
  - Type of project
1. Lewiston City uses the City Inspect software for all building permit applications. A builder must create an account on City Inspect:  
[https://lewiston.cityinspect.com/register?registration\\_id=15989d4f23a6be](https://lewiston.cityinspect.com/register?registration_id=15989d4f23a6be)
  2. If you have an existing account with City Inspect, log in and begin a new application in Lewiston City. The portal will guide you to upload all the documents you need, based on the type of application (shed, remodel, electrical, SFD (new home), etc.). Once you have uploaded all the documents, press submit. If your application will not submit, you may have missed uploading a necessary document. After submission, you will receive plan review emails and notifications. You will be able to see the status of your project not only during plan review, but also during construction. Inspection reports will be emailed to you.
  3. Once the application is submitted by the applicant, the Planning & Zoning Commission will complete the initial review of the application. If there are items missing or additional information required, you will be notified. Otherwise, the review process will begin. Members of the Inspection Department and Lewiston City Planning will review the plans.
    - a. Please note that the review process takes time to complete. The permit applications go into a queue, first come, first reviewed once accepted into the system. All permit applications *should* have the review started within ten (10) working days.
    - b. If your permit requires approval through the Planning & Zoning Commission, you will be notified regarding the next steps in the process (please monitor your e-mail during the full process).

- c. Depending on the project, you may also need approval from the City Public Works Director, City Engineer, and/or City Attorney. Note: these reviews can take several weeks, with a minimum of fourteen (14) calendar days, so plan accordingly.
  - d. If your project requires to be placed on the agenda for the next Planning & Zoning Commission meeting, all site plans, permit plans, drawings, and reviews must be complete and uploaded in City Inspect no later than the Wednesday prior to the meeting.
    - i. Once you are on the agenda for the meeting, you or a representative must attend the scheduled Planning & Zoning Commission meeting to present your project and answer any questions from the Commission for approval.
4. You will be notified once your plans have been fully approved. You may then pay for your permit. Lewiston City accepts cash, checks and credit cards. The Lewiston City fee schedule is on our website. <https://lewistonutah.gov/summary-of-fees/> (Government/Summary of Fees).
5. **Building permits will not be issued, work cannot commence, and work cannot have inspections scheduled until the permit is paid for.**
6. Inspections are scheduled by calling (435) 563-6507 ext. 25 or requested on City Inspect.
7. Questions regarding the City Inspect program, inspections, or building department concerns may be submitted to [planreview@hpcutah.gov](mailto:planreview@hpcutah.gov)
8. Questions regarding the process for Lewiston City Planning & Zoning approval, paying fees, and general information available by calling the Lewiston City Office (435) 258-2141.
9. Please continue to monitor your e-mails as subsequent communication will be via the e-mail on file in City Inspect.

**Notes:**

\* Approval by the Planning & Zoning Commission is required for structures over 200 square feet, any residence, accessory buildings (garage, shop, carport, barn), commercial/manufacturing buildings, installations of solar equipment if a pad or new structure is required, etc.

\* For residential construction, a new customer Utility Agreement must be completed at the city office and a deposit fee paid prior to issuance of the permit.

\* If there is drainage, an irrigation pipe, improvements to water or waste, or other site improvements required of the property you are requesting to build on, there must be a Lewiston City Drainage Cooperative Form completed and returned.