



55 South Main Street • PO Box 77 • Panguitch, Utah 84759

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HOW TO APPLY FOR A BUILDING PERMIT:

1. **PRAIRIE DOG CLEARANCE:** If you are located in Tropic, or anywhere west of Tropic, please contact Patrick Anderson at the state to have a field survey done on your property. We require a letter of **CLEARANCE**, or a letter stating **NOT NEEDED** uploaded to your building permit application before it will be accepted.
 - Patrick Anderson
 - Cell: 435-691-5700
 - Email: pranderson@utah.gov
2. Go to www.garfield.utah.gov and click Departments, then Building.
3. Scroll down to the Building Permit section.
Click on the bullet point - Building Permit Application. It will then redirect you to a site called City Inspect to register for an account. Type in all the information required and press **REGISTER**.
4. It will then send a temporary password (case sensitive) to your email. Copy the temporary password and then click **GET STARTED** which is below your password.
5. Type your email into the username, and paste the temp password into the password. Once you are in the system it will allow you to change the password to something you can remember.
6. Once your account is set up, save it to the home screen of your computer or phone.
7. The new City Inspect account is where you will choose what permit you need, upload all documents required, pay for the permit, schedule all inspections, and see the results of all inspections.

Please call the office if you have any questions.

Amy Dodds
Building Official's Assistant
Office – 435-676-1165