



3330 South 1300 East  
Millcreek, Utah 84106  
801-214-2700  
millcreek.us

***Attention: To Those Who Started the  
Building Permit Process with Salt Lake County***

**Below is the process of transferring your County issued permit to Millcreek**

If you have an existing issued permit, or an open permit application, you will need to apply for a new permit issued through Millcreek by going to the link below:

[www.millcreek.us/building-permits/](http://www.millcreek.us/building-permits/)

**Scroll down to Permit Application Instructions and click on Apply for a new Permit**

Once you create an account, fill out the application exactly as it appears on your Salt Lake County issued permit. Be sure to choose “**Salt Lake County Transfer**” for your Project Type and type in your existing County permit number in the Project Description box found below the Project Type.

Millcreek, Utah Permit Application

Welcome: Kurt Hansen

VIEW R

Project Address

Project Type

Salt Lake County Transfer

Project Description

180487 – Single Family Home

Applicant Name

We will process these requests as quickly as possible and you will receive an email with a new Permit and Permit Number. There is no additional fee for this transfer.

To schedule Building Inspections, go to:

<https://millcreek.us/building-permits/>

Please contact us if you have any questions.

Thank you,  
James Hardy, CBO  
Millcreek Building Official



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***Attention: How to Apply for a  
Building Permit in Millcreek***

**Below is the process of applying for a Building Permit**

**Go to the Millcreek website: [www.millcreek.us](http://www.millcreek.us)**

**Click on the Development Services tab and choose Building Permits**

**Scroll down to Permit Application Instructions and click on Apply for a new Permit**

**There you will be asked to do the following:**

- Register for an account
- Fill out an application
- Upload supplemental information and documents such as:
  - Construction Plans
  - Site Plan
  - Structural Engineering Calculations
  - REScheck Energy Compliance Report (Residential)
  - Manual J & D Reports (Residential Mechanical)
  - COMcheck Energy Compliance Reports (Commercial Energy)
  - Electrical Load Calculations
  - Gas Line Diagram
  - Truss Calculations
  - Fire Sprinkler Design
  - Any Other Related Document(s)

**Remember to click Submit when application is complete**

**Here is Some Addition Permit Information**

**Building Permits are Required for the Following:**

- Accessory Structure (Detached Garage, Shed)
- Commercial Addition
- Commercial Alteration (Remodeling, Tenant Finish)
- Commercial Re-Roof
- Electrical (Added Circuits, Panel Upgrade, PV Solar Panels)
- Fence (over 7 feet high)
- Mechanical (Heating & Air Conditioning)
- New Commercial
- New Duplex
- New Multi-Family (Three or more units)
- New Residential
- Plumbing (New Fixtures)
- Residential Addition
- Residential Alteration (Remodeling, Basement Finish)
- Residential Re-Roof
- Retaining Wall (Over 4 Feet High)
- Sign
- Swimming Pool (In-ground & Above Ground deeper than 24 inches)