

# Clarkston Town Process for Submitting a Permit Application:

**Zoning Permit:** *If you ONLY need a zoning permit.* (Buildings that are between 50 sq ft and 200 sq ft)

Download the [zoning clearance here](#) or obtain a copy at the Town Hall. After filling it out completely:

- a) email it to [clarkstonpz@comcast.net](mailto:clarkstonpz@comcast.net) OR
- b) mail it to Clarkston Town PO Box 181, Clarkston, UT 84305 OR
- c) drop it in the drop box at the Town Hall OR
- d) bring it into the office M-Th 9:00 am to 1:00 pm

***There is a \$10.00 Administration Fee for zoning permits.***

All zoning requirements are found in the Clarkston Town Code under [Title 10 Zoning Regulations](#).

**All Other Building Permits:** (Any structure over 200 sq ft – a zoning clearance is included in this permit.)

- We are now using City Inspect software for all building permit applications. If you have questions about whether you need a [building permit or not click here](#).  
\*Solar panels require a building permit.\*
- A builder/owner must create an account on City Inspect at:  
[https://clarkston.cityinspect.com/register?registration\\_id=15989d4f23a6be](https://clarkston.cityinspect.com/register?registration_id=15989d4f23a6be)
  - If you already have an account with City Inspect, just log in and begin a new application.
- The portal will guide you to upload all the documents you need, based on the type of application. (Documents needed for a shed or a remodel may be different then documents needed for a new home.) Once all the documents have been uploaded, press submit. **If your application will not submit, you may have missed uploading a necessary document.** [Click here to see document checklist](#).
- **Before your plan can be reviewed you need to pay the plan review fee.** (See the fee schedule below for pricing.) Once the application has been submitted and you have paid the review fee, it goes into a queue – first come, first reviewed. You will receive plan review emails and notifications of missing items, inspection reports, etc. You can also sign into the website at any time to see the status of your project – not only during plan review but also during construction.
- When you receive notification that your plans have been approved, you will need to call or come into the Clarkston Town Hall to pay for your permit. **Building Permits are not issued and cannot have inspections until they have been paid for.** The Town Hall is located at 50 S Main; the phone number is (435)563-9090. Clarkston Town accepts cash, check, and Visa or Master Card. (Please note there is a \$2.50 convenience fee for card payments.) **The Bond refund has an expiration date of 1 (one) year after the permit is issued.** [Click here for fee schedule](#).