



Park City Building Department

445 Marsac Avenue, P.O. Box 1480, Park City, UT 84060

Tel 435.615.5101 www.parkcity.org/departments/building-department

UtiliSync Guide 08.2021

This guide is intended to help you prepare for your SWPPP inspections.

- This guide is not inclusive of the UtiliSync information which can be found [HERE](#) for free in-depth videos on each of the topics covered below.
- Please contact the SWPPP Coordinator, Liz Lagoy, 435-615-5364, Elizabeth.lagoy@parkcity.org for further assistance.

Documenting SWPPP inspections through [UtiliSync](#).

NOTE: To use alternate SWPPP inspection software see page 3.

1. If you have not used UtiliSync before:

- a) Click [HERE](#) to create a free account.
- b) You can add additional users to your account in the settings page. Watch [Lesson 3: Settings Page Overview](#) and [Lesson 4: Add Users](#), for more details.

2. Create and configure a site through your UtiliSync account:

- a) Sign into your account at: [UtiliSync](#).
- b) Two ways to create a site in UtiliSync:
 - Manually create a site on the map.
 - Accept a shared site from Park City. This is the preferred method and will allow you to complete inspections in Park City at no additional cost.
 - i. Wait for Park City to send you an invitation link for your site. You will need to use this link to access your site and perform free inspections.
NOTE: This invitation link is only valid for 24 hours, so if you need a new link, reach out to Elizabeth.lagoy@parkcity.org to request a new one.
 - ii. Click LINK SITE / Choose the layer you want the site added to / Select Create a new site / Click the LINK TO SITE button. The site will now be in your account. See [Lesson 7: Create a Site and Link to a Site](#) for more details.
- c) To enable rainfall tracking, see [Lesson 8: Enable Rainfall Tracking](#).
- d) REQUIRED - Upload a SWPPP and Site plan to your site.
- e) REQUIRED - A "Public Link" must be created so that City SWPPP inspectors can view Contractor SWPPP inspections.
 - Click on your site in UtiliSync then click the "Share Feature" icon.
 - Type the name of your project in the "get public link".
 - Email this link to Elizabeth.lagoy@parkcity.org

3. Perform inspections.

Click on the site on the map that you want to inspect. Click on the orange button to start a new form.

For questions about SWPPP requirements for your project:

- If you have submitted a permit application, contact the engineering reviewer assigned to your application.
- Otherwise contact the SWPPP Coordinator, Liz Lago, 435-615-5364, Elizabeth.lagoy@parkcity.org



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4. **Other videos to help manage your site.**
 - a) See [Lesson 10](#) for how to create a public link for your site.
 - b) See [Lesson 11](#) for how to manage action Items. Action items can be created by you or by the MS4 (Park City).
 - c) See [Lesson 12](#) for how to manage tasks. Tasks are used to schedule your inspections.
 - d) See [Lesson 13](#) for how to view the site log (history of completed inspections).
 - e) See [Lesson 14](#) for how to view site docs (PDF documents generated for each inspection).

5. **For Customer Service.** There are several ways to get help with UtiliSync:
 - a) Access their extensive [Knowledge Base](#) feature to find answers to your questions. For every article they have a video and step-by-step instructions.
 - b) Call - 385-275-2700
 - c) Email – support@utilisync.com

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To use alternate SWPPP Inspection Software (ie. ComplianceGo)

Fill out information below and email to SWPPP Coordinator, Liz Lagoy, Elizabeth.lagoy@parkcity.org

Who will be doing the weekly inspections onsite?

Name: _____ Email: _____

Phone: _____

Project: _____

Will you use UtiliSync? _____

If not, what do you use for tracking inspections? _____

Site contact/project manager to receive SWPPP inspections/action items:

Name: _____ Email: _____

Phone: _____

NOTE: Email your ComplianceGo link (or other SWPPP inspection software link) and the project SWPPP and Site plans to SWPPP Coordinator, Liz Lagoy, Elizabeth.lagoy@parkcity.org

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