



## **SCR Users' Guide**

The State Construction Registry (SCR) Users' Guide is designed to provide brief instructions on how to use the SCR system.

Before you can perform transactions through the SCR system you must first set up an account and establish username(s) and password(s). The registration process can be accessed from the right-hand column on the [www.SCR.utah.gov](http://www.SCR.utah.gov) homepage (see **Register Now**). Once registered, you can access the system through the "SCR Login" link, which is also found in the right-hand column of the [www.SCR.utah.gov](http://www.SCR.utah.gov) homepage (see **SCR Login**).

### **Project Tracker**

When you first log in to the system you will see the Project Tracker page. The Project Tracker is the home page of the SCR system. The Project Tracker provides a starting point for adding new projects to your account, as well as quick access to information on projects that you have associated with your account. You must find projects of interest and add them to your Tracker before you are able to file a preliminary notice or notice of completion. (Instructions for finding and adding projects to your Tracker are provided below.)

Once added to your account, each project has its own "electronic bulletin board" that is accessible by clicking "View" found in the left-hand column of the My Projects tab. This Filing Detail page displays project information, owner information, original contractor information and surety information. It also displays Notice of Commencement, Preliminary Notice and Notice of Completion filings that have been submitted for the selected project. The Filing Detail page is only accessible after you have associated the project with your account (users associate projects with their accounts by filing notices on the projects).

### **Adding a project to your Project Tracker:**

There are two ways to find and add projects to your Tracker.

#### **"Add new Project"**

*If you have the building permit number and city of a project, this is the quickest method.*

1. Click on the "Add New Project" button, enter the building permit number and city (or project ID number for public works projects), press "Submit."
2. If there is a project matching the search parameters it will be displayed along with the "Add to Tracker" option. Click the Add to Tracker button and the project will be moved to your Project Tracker under the "Projects awaiting action" tab.
3. Options for filing notices are provided once the project is under the "Projects awaiting action" tab.



If there are no projects that match your search you are given the “Add and alert me” option. Enter your email address and you will be sent an email notification when a project with a matching permit number and city is entered into the system. Users are also given the option to file a Notice of Commencement on the search results page.

### “Advanced Search”

If you do not have the building permit number or project ID, you can find a project by using the Advanced Search functionality. The Advanced Search functionality allows you to search for a project using a range of search criteria (in addition to the building permit number or Project ID for public works projects): project name, subdivision and lot number, SCR number, name of owner, project address, city, zip code and/or contractor/business name.

#### Advanced Search tips:

- Make sure you're using the **correct spelling**. Check multiple variations of a spelling (Anderson vs. Andersen)
- **When searching for an individual contractor**, enter the last name only.
- **When searching for a company** (the company is the contractor), enter a keyword from their company name. For example, if you are searching for “Acme Quality Construction Company” simply enter “Acme.”
- **Less is more**. If you are having trouble finding a project use less search criteria. Using only one or two fields (such as a contractor’s name and a city) will provide a larger number of potential matches compared to using several fields (such as entering contractor, owner and project name).
- **Try multiple cities** or don’t enter a city at all. Projects are frequently found near city borders and you may be looking in the wrong city.
- **Searching by county** will not display all projects permitted by the cities within that county; only projects that were issued directly by the county will be displayed.

Once you have identified the correct project on the results page, click the “Add to Tracker” button and the project will be moved to the “Projects Awaiting Action” area. Options for filing notices are provided once the project is under the “Projects awaiting action” tab.

### Notices of Commencement

#### Permitted Projects

If a building permit is issued for a construction project, the issuing municipality is required to submit the permit data to the SCR system. A Notice of Commencement is generated when this information is received and entered into the system. Once the Notice of Commencement is available in the system, original contractors need to verify the information and associate the project with their account. Associating the project with your account allows you to receive emails when preliminary notices are filed and provides access to the project’s Filing Detail page.

- To associate a Notice of Commencement with your account (when you are the original contractor) you must find the project and add it to your Project Tracker (see instructions)



- above).
- Once the project is under the “Projects awaiting action” tab click on the “I’m the original contractor” button. Update and confirm all information in the “Confirm / Amend the Notice of Commencement” form and press “Submit.”
  - Your project will be moved to the “My Projects” tab. You are now associated with the project and can access Filing Details by clicking “View” in the left-hand column of the My Projects tab. (Note: If you are not the original contractor you associate a project with your account by filing a Preliminary Notice. See instructions below.)

*Note: While most projects will be available in the system sooner, Municipalities have 15 days to submit permit data to the SCR system, and it can take up to two days for the data to be entered.*

### Non-permitted Projects

If a building permit is not required for a construction project, original contractors must manually file a Notice of Commencement. This includes both public works projects and exempt projects.

#### Public Works Projects:

- Click on “Add new project” and enter the Project ID in the right-hand box (the State assigns Project IDs for public works projects). The system searches to see if another interested party has already filed a Notice of Commencement.
- If there are no matches for the Project ID, click the Commencement button next to “File a Notice of Commencement”.
- After the completion of the Notice of Commencement form, the project will be created and moved to your Tracker under the “Unpaid Submissions” tab. The Notice of Commencement is not official until it is paid for and the project is automatically moved to your “My Projects” area.

#### Exempt Projects:

- The first step in filing a Notice of Commencement for an exempt project is to insure another interested party hasn’t already filed a Commencement. Click on “Advanced Search” and perform searches based on project information (see Search hints).
- If a Notice of Commencement has not already been filed, click the Commencement button on the search results page and complete the Notice of Commencement form.
- After the completion of the Notice of Commencement form, the project will be created and moved to your Tracker under the “Unpaid Submissions” tab. The Notice of Commencement is not official until it is paid for and the project is automatically moved to your “My Projects” area.

### **Filing a Preliminary Notice**

- If you would like to file a Preliminary Notice, you must first find the project and add it to your Project Tracker (see instructions above).



- After a project has been added to your Project Tracker it can be found under the “Projects Awaiting Action” tab. Click on “Preliminary Notice,” complete the requested information in the form and press “Submit.”
- After you file a Preliminary notice the project will be moved to the “Unpaid Submissions” folder. Submitted preliminary notices are not official until they are paid for and automatically moved to the “My Projects” tab. Once a project is in the My Projects area you are associated with the project and will receive email notifications when any updates are made.

### **Filing a Notice of Completion (optional)**

Notice of Completion is only filed by the Original Contractor, Owner, Lender, or Surety, and certifies that one of the following conditions has been met for the entire project:

- I’ve received a permanent certificate of occupancy
- I’ve completed a final inspection
- All substantial work is completed

To file a Notice of Completion find the project under your “My Projects” tab in the Tracker. Click on “Completion,” complete the information and press “Submit.” An email notification will be sent to those associated with the project in the SCR.

Still have questions: Please contact us!

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For all notices:

Be sure to pay for all notices in the “Unpaid Submissions” folder – notices are not legally filed until paid.