

# Sundance 2020 Fire Permit Application Process

1. Go to <https://www.parkcity.org/departments/community-development-building-engineering-planning/building-and-fire-safety>. Click on “Park City My City Inspector Registration”.

The screenshot shows the Park City website interface. At the top, there is a navigation bar with links for 'About Us', 'Departments', 'Government', and 'How Do I...?'. A search bar is located in the top right corner. Below the navigation bar, there is a sidebar menu on the left with various categories under 'Building and Fire Safety'. The main content area features a banner with three images: a house under construction, a beetle on a log, and a yellow house. Below the banner, the text 'Register with **Park City My City Inspector Registration**' is displayed, with the link circled in red. Below this, there is a link for 'Park City My City Inspector Login' and a notice stating 'Effective June 3rd, 2019 all inspections and permit applications will need to be submitted through My City Inspector'. Further down, the text 'PRE-APPROVED PERMITS MAY BE ISSUED FROM: 8:00 AM TO 4:00 PM MONDAY TO FRIDAY' is shown. At the bottom, a paragraph of text provides additional information about permit requirements, mentioning 'Park City Fire District' and 'Snyderville Basin Water Reclamation District'.

Bonanza Flat Conservation Area | May 2018 - Current Public Meeting Listen Live | April 2018 - Prior Listen Live | Online Services | Municipal Code | Jobs | En Español

SEARCH

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About Us Departments Government How Do I...?

Building and Fire Safety

- Building Applications
- Fire and Life Safety
- Business License Inspections
- Code Enforcement
- Construction Projects
- Inspections
- Additional Information and Forms
- Soil Ordinance
- Climatic and Geographic Design Criteria
- HOA Information
- Building FAQ's
- Contact Us
- Event Inspections and Building Code info

Departments » Community Development (Building, Engineering, Planning)

Font Size: + - Share & Bookmark Feedback Print

Register with **Park City My City Inspector Registration**

**Park City My City Inspector Login**

**Effective June 3rd, 2019 all inspections and permit applications will need to be submitted through My City Inspector**

**PRE-APPROVED PERMITS MAY BE ISSUED FROM:**  
**8:00 AM TO 4:00 PM**  
**MONDAY TO FRIDAY**

All commercial permits, new structures, residential additions and full demolitions require a **Park City Fire District** project clearance form and a **Snyderville Basin Water Reclamation District** receipt prior to application submission. Residential Additions and full demos require SEWER approval prior to application.

2. Create your account by creating a user name, attaching your name and the best phone number to reach you. Then click “Register”.

**PARK CITY**  
1884

create account

\*Email(username):

\*Full Name:

\*Contact #:

Password: auto-generated

Log In Register

3. You will receive an email that contains your temporary password. Once you receive that email you will go to <https://parkcity.mycityinspector.com/login> Enter your username and your temporary password and click on “Login”.

**PARK CITY**  
1884

Park City  
Sign in.

Your username/email → chiefhales@gmail.com

Your temporary password → .....

Login

Forgot your password? [reset it.](#)

- The next screen will ask you to create a new password. Once you hit "Submit" it will take you directly to your new My City Inspector account.
- Once you have created a login for My City Inspector, you will apply for your fire permit by clicking the "apply for a new permit" button at the top right of your screen.

permits schedules support search Building Permits

search

apply for a new permit

temp permits

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
No data available in table						

records 0 to 0 of 0

active permits

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
No data available in table						

records 0 to 0 of 0

archived permits

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
No data available in table						

records 0 to 0 of 0

- Click "New Application".

Apply for a new permit

Copy Permit Details

New Application

Cancel

7. Fill in the following fields with your information and click “continue”.

## new permit

In the “Permit Type” field, click on the small arrow to the right, scroll down and select “Fire Permit”

\*Application Date: 08/26/19

\*Permit Type: Fire Permit  

Builder Name:  Name of event. (Mandatory) 

Builder Phone #:  Primary contact’s phone #.

Builder Email:  Primary contact’s email.

Display Name:  Builder  Owner

\*Contact Name:  Primary Contact’s name.

\*Contact Phone #:  The best phone # to reach the Primary Contact listed above

Contact Email:  Primary Contact’s email.

Owner Builder?:  Yes  No

\*Property Address:

Click “save & close” at any time to save your progress.

save & close

continue

8. This page is not applicable for Fire Permit's. Do not fill in any of the following fields. Click "continue".

Builder info

Engineer of Record:	
Engineer of Record Email:	
Engineer of Record Phone:	
Design Professional:	
Builder:	Chief Hales
Contact Name:	
Builder license #:	Verify
Builder Phone #: (435) 640-7110	
Builder email: chiefhales@gmail.com	
Builder Address:	
Builder City:	
Builder State:	Builder Zip:
Electrical Contractor:	
Contact Name:	
Electrical Contractor License #:	Verify
Electrical Phone #:	
Electrical Email:	
Electrical Address:	
Electrical City:	
Electrical State:	Electrical Zip:
Mechanical Contractor:	
Contact Name:	
Mechanical Contractor License #:	Verify
Mechanical Phone #:	
Mechanical Email:	
Mechanical Address:	
Mechanical City:	
Mechanical State:	Mechanical Zip:
Plumbing Contractor:	
Contact Name:	
Plumbing Contractor License #:	Verify
Plumbing Phone #:	
Plumbing Email:	
Plumbing Address:	
Plumbing City:	
Plumbing State:	Plumbing Zip:

Click "save & close" at any time to save your progress.

save & close

continue

Click "continue".

it permit building info attachments

9. This page is not applicable for Fire Permit's. Do not fill in any of the following fields. Click "continue".

building info

Construction Valuation:	
Electrical Valuation:	
Plumbing Valuation:	
Mechanical Valuation:	
Square Footage <span style="float: right;">+</span>	
Main Floor Sq. Ft.:	
Second Floor Sq. Ft.:	
Third Floor Sq. Ft.:	
Fourth Floor Sq. Ft.:	
Basement Sq. Ft.:	
Unfinished Basement Sq. Ft.:	
Deck Sq. Ft.:	
Garage Sq. Ft.:	
Other Sq. Ft.:	
Total Disturbed Area:	
Bedrooms:	
Toilets:	
Garages:	
Stories:	



10. Upload all applicable documents by clicking the blue “+ upload \_\_\_\_\_” to the right of each applicable category. Once all applicable/required documents are uploaded and all applicable/required fields are filled, select the small grey box to the right of EVERY field whether they are applicable or not. Click green “submit permit”.

Documents have to be uploaded one at a time. But, more than one upload can be done in each section.

permit files  
Permit #: PREP19-824 / Lot 1 / Marsac Parking Structure AM Sub. / 445 MARSAC AVE

**\*\*All check boxes must be checked before you can submit, even if the item does not apply\*\***

Plans:  + upload Plans

Site Plan: + upload Site Plan

Parking Plan: + upload Parking Plan

Aircraft refueling vehicle: enter value

Open Burning: enter value

Candles and open flames in assembly areas (devices shall be approved): enter value

Compressed Gas: enter value

Fireworks (displays): enter value

Fireworks (sales): enter value

Flammable liquids: enter value

Flammable or combustible liquid tanks: enter value

Hot Work (welding): enter value

Liquefied petroleum gasses (heaters and devices) # of units: enter value

Tents and Air-supported structures already approved #: enter value

Tents and Air Supported structures already approved Square Footage: enter value

Explosives and Blasting Agents: enter value

Vehicles (liquid or gas fueled) within a building: enter value

Others not listed (stage/generator/light truss etc): enter value

Tents and Air-Supported Structure #: enter value

Tents and Air-supported structures Square Footage: enter value

Tents and Air Supported Structure Plans: + upload Tents and Air Supported Structure Plans

Name of Event: enter value

**\*\*All check boxes must be checked before you can submit, even if the item does not apply\*\***

Save for later

Include the total # of heaters, devices and liquid petroleum tanks for your event.

Click “save for later” at any time to save your progress.

Clicking “submit permit” will finalize your application and submit it. Make sure that you have a complete submittal before clicking this button.

# How To Schedule Inspections For A Fire Permit

**\*\*Inspection requests must be submitted by 3 p.m. on the day before your desired inspection date\*\***

1. To select the permit that is in need of inspection, click the blue permit number located in the "permit details" section.

activepermits

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
	BD-19-					-

records 1 to 1 of 1

Click on the blue permit number.

2. Click on "request inspection".

view all inspections request inspection

Documents		add/edit
-	Printable Permit	
-	Summary	

Permit History (Notes)

Attachments

3. Click next to "When to Inspect" at the top right and select the desired date in the drop down calendar and select A.M. or P.M. Select what type of inspection you are requesting by clicking the small grey box to the left of each type of desired inspection. Select "Request".

new inspection

\*Permit #: ij-2

\*Builder: Bc

\*Email: jib

Note for Inspection

Note for Inspection

Building Inspection

1. <input type="checkbox"/> Footing	6. <input type="checkbox"/> Und. Electrical	7. <input type="checkbox"/> Und. Gas Line	8. <input type="checkbox"/> Slab/Holddowns
5. <input type="checkbox"/> Und. Mechanical	10. <input type="checkbox"/> Shear Wall	11. <input type="checkbox"/> Ext. Moisture Barrier	12. <input type="checkbox"/> Roof Sheathing/Framing
9. <input type="checkbox"/> Slab on Grade	14. <input type="checkbox"/> Rough Electrical	15. <input type="checkbox"/> Rough Mechanical	16. <input type="checkbox"/> Rough Plumbing
13. <input type="checkbox"/> Rough Framing	18. <input type="checkbox"/> Masonry/Stone Veneer	19. <input type="checkbox"/> Stucco/Ext. Siding	20. <input type="checkbox"/> Gas Line/Meter Set
17. <input type="checkbox"/> Fire Wall	22. <input type="checkbox"/> Sheetrock	23. <input type="checkbox"/> Shower Pan	24. <input type="checkbox"/> Fire Sprinkler
21. <input type="checkbox"/> Insulation	26. <input type="checkbox"/> Final Electrical	27. <input type="checkbox"/> Final Mechanical	28. <input type="checkbox"/> Final Plumbing
25. <input type="checkbox"/> Fire Inspection			
29. <input type="checkbox"/> Final			

\*When to inspect: AM

\*Requested by

Phone #:

Pour time:

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

request

Click on desired date of inspection. It will autofill the "When to inspect" section. Please verify that you have selected the correct date before you click "request"

Click on this box to select an A.M. or a P.M. inspection.

A.M. inspections are between 8 a.m. and 12 p.m.

P.M. inspections are between 12 p.m. and 5:00 pm

Fire Permit inspections consist of "fire inspection" and "final".

4. You should receive a confirmation email. But, to verify, click on your permit number on the main page.

activepermits

Click on the blue permit number.

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
	BD-19-					-

records 1 to 1 of 1

5. You will be able to view the inspections attached to your permits. The inspection requests that have been submitted will say requested and will have the desired date it was requested for.

[view all inspections](#)    [request inspection](#)

Documents				add/edit
-	Printable Permit			📎 ✉
-	Summary			📎 ✉

Building Inspections				inspection details	show all
1. Footings/Piers	2. Foundation	3. Grout/Bond Beam	4. Und. Plumbing	-	-
5. Und. Mechanical	6. Und. Electrical	7. Und. Gas Line	8. Slab/Holdowns	-	-
9. Slab on Grade	10. Shear Wall	11. Ext. Moisture Barrier	12. Roof Sheathing/Framing	-	-
13. Rough Framing	14. Rough Electrical	15. Rough Mechanical	16. Rough Plumbing	Requested: 10/01/19	-
17. Fire Well	18. Masonry/Stone Veneer	19. Stucco/Ext. Siding	20. Gas Line/Meter Set	-	-
21. Insulation	22. Sheetrock	23. Shower Pan	24. Fire Sprinkler	-	-
25. Fire Inspection	26. Final Electrical	27. Final Mechanical	28. Final Plumbing	-	-
29. Final				-	-