



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

How to Register for My City Inspector (MCI)

All permits are submitted through My City Inspector (MCI). If you have not used MCI before, you will need to create an account (register) with MCI first.

STEP 1: Go to one of the following:

- Park City's MCI Registration page - <https://parkcity.mycityinspector.com/register>
- The Building Department's [Main Page](#) and click the link provided at the bottom of the page to create an account.

STEP 2: Enter the info requested on the page and click on "Register".

STEP 3: A temporary password will be sent to the email you provided. Use the temporary password to Log In, then change your password when prompted.

STEP 4: Click on "Apply for a Permit" at top right of next screen.

STEP 5: Complete the permit application.

STEP 6: The last page of the permit application requires all boxes to be checked before clicking the "Submit" button.

- Any items with an asterisk (*) will require an attachment.
- For (*) items that do not apply to your project, attach a piece of paper with "N/A" noted on it.

If you have any questions, please call Building Department 435-615-5101 or visit us!
Our Permit Technicians can walk you through the process.

FREQUENTLY ASKED QUESTIONS



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Why can't I see my permit? Your email address needs to be entered into the permit to have access to the permit. Please call Building Department 435-615-5101 or buildingcounter@parkcity.org

How do I schedule an inspection? To schedule inspections, click on the permit number under active permits. This will bring up a window to request an inspection. **Next day inspection** when scheduled by 3pm the business day before the requested inspection.

What is the difference between a Condo/PUD letter and an HOA Subdivision notification?

A Condo/PUD letter is required for ALL work in a condo or PUD (Planned Unit Development) that involves common wall/floors and exterior work.

An HOA (Homeowner's Association) subdivision notification is required for all exterior work in a Registered HOA. To determine if an HOA is registered go to www.parkcity.org, type HOA in the search box and click on the 2nd link titled HOA's information. These HOA's require notification.

Click [HERE](#) for additional HOA information on the Building Department website.

What are some of the requirements to submit a permit?

- Builder name, address, and license number.
- Contractor/sub-contractor names and license numbers if applicable.
- Description of work.
- Construction Value, subcontractor values including labor and material costs.
- An itemized bid sheet to support the Construction Value.
- If you are having problems "submitting" make sure all boxes are checked on the attachments page and they are **green**, even if not applicable. Any item with an asterisk (*) requires an attachment.

All exterior work requires a site plan with dimensions to property lines.

All commercial jobs require the following:

1. Recommendation receipt from Park City Fire District (435) 940-2532
2. Sewer receipt from Snyderville Basin Reclamation District (435) 649-7993

Any addition/adding square footage requires a sewer receipt from Snyderville Basin 435-659-7993

A Notarized Owner/Builder Certification Form is required for work done by an Owner/Builder. Note: Work by Owner/Builders cannot be done for Condo/PUD's.