



## 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](http://www.parkcity.org/departments/building-department)

# How to Apply for an Operational (Fire) Permit

**STEP 1:** All permits are submitted through My City Inspector (MCI). Go to one of the following:

- Park City's MCI login page - <https://parkcity.mycityinspector.com/login>
- Building Department's [Main Page](#) and click the MCI link provided at the bottom of the page.
- If you have not used MCI before, you will need to create an account (register) with MCI first. Go to the Building Department's [Main Page](#) and click the link provided at the bottom of the page to create an account and see How to Register for MCI.

**STEP 2:** Click on "Apply for a Permit" at top right of next screen.

**STEP 3:** Click "New Application".

**STEP 4:** Complete the first page of the permit application. In the Permit Type field, choose "Fire Permit".

**STEP 5:** Skip the next two pages of the permit application (they do not apply for this permit type), by clicking "continue".

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

- Any items with an asterisk (\*) will require an attachment. Upload documents by clicking the blue "+upload..." to the right of each applicable category.
- 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.