



Park City Building Department

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

Tel 435.615.5101 <https://www.parkcity.org/departments/building-department>

Building Inspection Process Guide 09.2021

This guide is intended to help you navigate our building inspection process to ensure successful completion of your construction project.

For the items listed in this guide:

- Shown are a typical set of inspections required for new construction permits to confirm various steps in the construction and installation process.
- Additional inspections may be required depending on your project scope, location and construction methods used.
- The Pre-Construction and Pre-Final meetings are included. These meetings are opportunities for you to discuss specific questions and concerns about your project. Feel free to also contact your assigned building inspector any time for questions about your project.
- Approved set of plans shall remain onsite during construction until passing all Final Inspections.
- If you need additional assistance, please contact the Building Department.

When scheduling inspections, please keep in mind:

****Conditional Approval and Deferred Submittal items having a timeline condition****

SCHEDULE AFTER PERMIT ISSUANCE & BEFORE CONSTRUCTION BEGINS:

Limits of Disturbance (LOD) – This inspection must be scheduled and approved before construction can begin. Additional LOD inspection information:

- Schedule this inspection through the Building Department 435-615-5101.
- To help prepare for this inspection see the Limits of Disturbance Inspection Guide.

Pre-Construction Meeting – Applies to new construction homes and commercial structures including large renovation projects. Additional meeting information:

- Schedule this meeting before construction begins, by contacting Brittney Buchanan, 435-659-8722 or brittney.buchanan@parkcity.org
- The meeting typically includes the contractor/applicant and a representative from the City's Building, Engineering and Planning Departments.
- Involves discussion about the project's construction site expectations, inspections and the City's construction processes.
- Location – City Hall at 445 Marsac Ave. Unless an on-site or virtual meeting is requested.

For questions about building inspection policies and procedures for your project:

- If you have an issued permit, contact the Building Inspector assigned to your permit.
- Otherwise contact the Building Department at 435-615-5101 or in person at the Building Department counter in City Hall. Visit the Building Department website for more information about hours and location <https://www.parkcity.org/departments/building-department>



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SCHEDULE AFTER APPROVED LOD INSPECTION:

For scheduling inspections, see the following:

- Schedule inspections through [My City Inspector \(MCI\)](#)
- [How to Schedule a Building Inspection](#) – for most permit types
- [How to Schedule an Operational Inspection](#) – for operational (fire) permits
- If you have not used MCI before, click [HERE](#) to create an account; see [How to Register for MCI](#).

When scheduling inspections, please keep in mind:

****Conditional Approval and Deferred Submittal items having a timeline condition****

Footings – Schedule after a geotechnical report evaluating the excavation and soil has been obtained from a geotechnical engineer and all steel, including vertical bars, are in place before the concrete is poured.

Foundation – Schedule after the following:

- A Top of Footing Survey has been obtained by a licensed surveyor, and a copy is onsite for the foundation inspection. See the Building Department website for the [Certificate of Survey form](#).
- All steel is in place in the forms and before the concrete is poured.

Sub-Rough Plumbing/Mechanical (if applicable) – Schedule before concrete (floor) is poured or plumbing has been backfilled.

Exterior and Interior Shear Walls – Schedule this inspection:

- before the 4-way inspection; and
- after any required special inspection(s) for the shear wall design. Provide a copy of the special inspection report onsite for the scheduled inspection.

Dry-in/Exterior Weather Barrier –

- Schedule the dry-in inspection after the roof sheathing nailing inspection and after the drip edge is installed.
- Schedule the weather barrier inspection, after the window flashing inspection and all seams and penetrations are taped.
- Schedule window replacement inspections after the window flashing inspection and before trim is installed for the final inspection.

Roof Framing – Schedule after roof framing/sheathing are installed above the top-plate. If applicable, provide a copy of stamped truss packages (floor and roof) onsite for the scheduled inspection.

Building 4-Way – Schedule after framing below the top-plate, including mechanical, electrical, and plumbing work is installed. This inspection will also verify floor plans match approved plans; if they are not matching, have redlines available onsite for the scheduled inspection.

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Planning 4-Way – Schedule after exterior building elements installed. This inspection verifies building elevations match approved plans; if they are not matching, have redlines available onsite for the scheduled inspection. Examples of work checked for:

- Window changes (size and location), siding, etc.
- Mechanical equipment location.
- Retaining wall location and sizes.

Fire Sprinkler Layout – Schedule as a Fire Inspection in My City Inspector (MCI), and after insulation Inspection is complete and approved (unless directed otherwise by inspector).

Gas Turn On – Can be scheduled in the 4-way inspection. Provide a copy of the gas schematic and completed Park City Gas form onsite for the scheduled inspection. See the Building Department website for the Park City Gas Installation form.

Radiant Tube – Provide a copy of the radiant heat loss calculations onsite for the scheduled inspection.

Power to Panel – Schedule when the project is ready for permanent electrical meter hook-up.

Insulation – Schedule after an Insulation Certificate has been obtained by the installer, and a copy is onsite for the insulation inspection. See the Building Department website for the Insulation Certificate form. Note: Closed cell foam insulation is a separate inspection from blown-in/batt insulation. The home should be ventilated at least 24 hours before the inspection for closed cell foam insulation.

Drywall/Denshield –No mudding or taping drywall/Denshield nailing until this inspection is approved.

Shower Pan - Schedule when shower pans are installed.

Pre-Final Meeting – When work is getting close to completion, this is an OPTIONAL meeting available for new construction homes and commercial structures including large renovation projects.

Additional meeting information:

- A Pre-Final meeting is an opportunity for the contractor/applicant to meet with a representative from the City’s Building, Engineering and Planning Departments at the construction site. While onsite, we will go over any questions you have and provide insight into possible concerns ensuring successful completion of your project. Please note, this meeting is not a substitute for any required inspection.
- Schedule a Pre-Final meeting through My City Inspector (MCI). However, if a pre-final site visit is not listed as an option in MCI, contact Brittney Buchanan at (435) 659-8722 or brittney.buchanan@parkcity.org to schedule your meeting.

For questions about building inspection policies and procedures for your project:

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SCHEDULE WHEN ALL WORK IS COMPLETE:

Building Final Inspection – Schedule when all work is finished. For example, all appliances are installed, the furnace and water heaters are installed and working, and final grade has been completed around the building, etc.

- Schedule a separate Fire Inspection for fire sprinkler flow tests.
- Schedule separate final inspections with the Planning and Engineering Departments (see below) after the Building Final Inspection is complete and approved.

Planning Final Inspection – Schedule after the Building Final Inspection is complete and approved. To help prepare for this inspection, make sure the elevations, landscape, retaining walls, mechanical equipment and all other Land Management Code related items match approved plans; otherwise, contact the assigned Planner for your project to discuss your options.

Engineering Final Inspection - Schedule after the Building Final Inspection is complete and approved. To help prepare for this inspection, make sure the driveway and work in the Right-of-Way matches approved plans; otherwise, contact the assigned Analyst for your project to discuss your options.

SWPPP Final Inspection – Schedule through the SWPPP Coordinator, Liz Lagoy, 435-615-5364, Elizabeth.lagoy@parkcity.org and see the Building Department website for the [SWPPP webpage](#) for more information.

WHEN ALL INSPECTIONS HAVE BEEN APPROVED:

Depending on the scope of work for the project, a Certificate of Occupancy may be issued, unless any of the following apply:

- If deferred at initial submittal of your permit application, you may be required to provide additional approval documentation from the Fire District, Snyderville Basin (Sewer), Health Department and HOA notifications before issuance of your Certificate of Occupancy.
- If a Final Inspection issues a partial pass due to incomplete items, such as landscaping, the Building Department Permit Technician will contact you to discuss your options.

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