



## How to Apply for an Operational Fire Permit

**STEP 1:** 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. 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.
- Go to one of the following:
  - Park City's MCI login page - [parkcity.mycityinspector.com/login](http://parkcity.mycityinspector.com/login)
  - Building Department's [main page](#) and click the MCI link provided at the bottom of the page.

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

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

**STEP 4:** On the first page of the application:

- In the "Permit Type" field, choose "Fire Permit."
- You can add "Contacts" to the permit, but the people you add must have their own MCI account to receive automated emails.
- In the "Property Address" field, enter the location address and unit number.
- In the "Description" field, enter the basic details. Please keep it brief: "Sundance 2024" or "Smith Wedding" and describe permitted items, "Tent, stage, and heaters."
- Click "Continue."

**STEP 5:** On the second page of the application:

- Skip this page of the permit application (it does not apply to this permit type), by clicking "Continue."

**STEP 6:** On the "Permit Files" page you will need to enter the details specific to your event:

- Any items with an asterisk (\*) require information to be provided:
  - Name of event
  - Date(s) of event
  - Floor Plan (upload)
  - Site Plan (upload)

*Applications without this basic information will be rejected.*

- Enter or upload information in the fields that specifically apply to your permitting needs.
- Upload documents by clicking the blue "+upload..." icon to the right of the category.
- All boxes must be checked (even if the item does not apply to your permit).
- Click the "Submit Permit" button.

**STEP 7:** The first review is typically completed in 2-3 business days.

- Check your email for questions about your submittal and/or approval and payment instructions.