



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 Apply for a Building Permit and Other Permit Types

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 permit application.

STEP 5: 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.