



## 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 Schedule Inspections for a Building Permit and Other Permit Types

**\*\*Next day inspection when scheduled by 3pm the business day prior\*\***

**STEP 1:** All inspections are scheduled 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 and login.

**STEP 2:** Click the applicable permit number located in the "permit details" column and then click on "request inspection".

**STEP 3:** Click next to "When to Inspect" at the top right and select the desired date in the drop-down calendar and select A.M. or P.M. For type of inspection, click the small grey box to the left of each type of desired inspection. Click on "request".

**STEP 4:** You will receive a confirmation email. However, you can also click on your permit number on the main page to verify your scheduled inspection. The confirmation will specify an assigned inspector. Please keep in mind that schedules may be adjusted so please check your account the morning of your scheduled date to verify which inspector has been officially assigned to your inspection.

**STEP 5:** You will be able to view all inspections attached to your permits. The inspection requests will be shown as, "requested <date scheduled>".

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