



Registering for My City Inspector (MCI)

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.

STEP 1: Go to one of the following:

- Park City's MCI Registration page, parkcity.mycityinspector.com/register
- The Building Department's [main page](#) and click the link provided at the bottom of the page to create an account.

STEP 2: Enter the info requested on the page and click on "Register."

STEP 3: A temporary password will be sent to the email you provided. Use the temporary password to Log In, then change your password when prompted.

STEP 4: Click on "Apply for a Permit" at top right of next screen.

STEP 5: Complete the permit application.

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

- Any items with an asterisk (*) will require an attachment.
- 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.