



## How to Schedule an Inspection

**STEP 1:** All inspections are scheduled through City Inspect. Go to one of the following:

- Park City's City Inspect login page, <https://parkcity.cityinspect.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 (i.e. fire inspection or final). 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]."