

Park City Operational Fire Permit Process Guide

1. WHAT REQUIRES AN OPERATIONAL FIRE PERMIT?

Click on the link above to see Fire Permits and associated fees.

What kind of information do I need to provide?

2. REVIEW APPLICATION REQUIREMENTS

Pull together the information you need for permit approval.

3. CREATE AN MCI ACCOUNT HERE

Which allows you to access our online permitting software.

4. APPLY FOR YOUR OPERATIONAL FIRE PERMIT HERE

This will guide you through the application process.



Need help?
Contact the Building Department at 435-615-5101

Your permit will go through the review process. You may be asked to provide additional information.

5. CHECK YOUR EMAIL AND LOG INTO MCI

You may need to answer questions, make adjustments or upload additional attachments for approval.

8. WAIT, ARE YOU READY TO PASS THE FINAL INSPECTION?

Log into MCI to see if special requirements have been noted in your permit.

7. EXPECT ANOTHER EMAIL FROM THE BUILDING DEPARTMENT

You will receive instructions on how to pay for your permit and schedule the final inspection.

6. PERMIT IS APPROVED!

Once we have all the details confirmed, you are ready for the next step.



Do you know when and where fire extinguishers are required? What other standards apply to passing the final inspection?

9. FOLLOW THIS LINK TO SEE WHAT IS ALWAYS REQUIRED TO PASS THE FINAL FIRE INSPECTION

10. PAY FOR THE OPERATIONAL FIRE PERMIT

Our email will contain your permit number and the phone number for the Finance Department.

11. SCHEDULE THE FINAL FIRE INSPECTION

Once paid, you can schedule the inspection. Choose a time when everything will be set up and ready.

12. SET UP ACCORDING TO PLAN AND MEET THE INSPECTOR

Some corrections may be necessary.

PASS THE FINAL INSPECTION!

