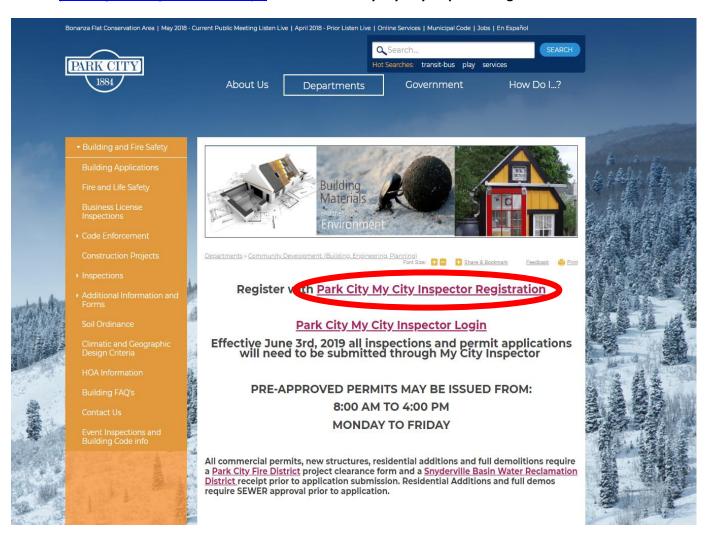# Sundance 2020 Permit Application Process

1. **Go to** https://www.parkcity.org/departments/community-development-building-engineering-planning/building-and-fire-safety. **Click on "Park City My City Inspector Registration".**

2. **Create your account by creating a user name, attaching your name and the best phone number to reach you. Then click "Register".**

3. **You will receive an email that contains your temporary password. Once you receive that email you will go to https://parkcity.mycityinspector.com/login Enter your username and your temporary password and click on "Login".**

4. **The next screen will ask you to create a new password. Once you hit "Submit" it will take you directly to your new My City Inspector account.**
5. **Once you have created a login for My City Inspector, you will apply for your permit by clicking the "apply for a new permit" button at the top right of your screen.**

6. **Click "New Application".**

7. **Fill in the following fields with your information and click "continue".**

new permit

In the "Permit Type" field, click on the small arrow to the right, scroll down and select "Commercial"

*Application Date: 08/26/19

*Permit Type: Commercial ▼ ⓘ

Builder Name: ← Name of event. (Mandatory)

Builder Phone #: ← Primary contact's phone #.

Builder Email: ← Primary contact's email.

Display Name: ⦿ Builder ◯ Owner

*Contact Name: ← Primary Contact's name.

*Contact Phone #: ← The best phone # to reach the Primary Contact listed above

Contact Email: ← Primary Contact's email.

Owner Builder?: ◯ Yes ⦿ No

*Property Address:

Click "save & close" at any time to save your progress. →

save & close   continue

8. **Enter information into all applicable fields. Click "continue".**

Builder info

Engineer of Record:	
Engineer of Record Email:	
Engineer of Record Phone:	
Design Professional:	
Builder: Chief Hales	+👤
Contact Name:	
Builder license #:	Verify
Builder Phone #: (435) 640-7110	
Builder email: chiefhales@gmail.com	
Builder Address:	
Builder City:	
Builder State:	Builder Zip:
Electrical Contractor:	+👤
Contact Name:	
Electrical Contractor License #:	Verify
Electrical Phone #:	
Electrical Email:	
Electrical Address:	
Electrical City:	
Electrical State:	Electrical Zip:
Mechanical Contractor:	+👤
Contact Name:	
Mechanical Contractor License #:	Verify
Mechanical Phone #:	
Mechanical Email:	
Mechanical Address:	
Mechanical City:	
Mechanical State:	Mechanical Zip:
Plumbing Contractor:	+👤
Contact Name:	
Plumbing Contractor License #:	Verify
Plumbing Phone #:	
Plumbing Email:	
Plumbing Address:	
Plumbing City:	
Plumbing State:	Plumbing Zip:

Click "save & close" at any time to save your progress. ➡ save & close | continue ⬅ Click "continue" if all applicable fields are completed.

it permit | building info | attachments

Click "attachments" if you have any documents related to licenses that need to be uploaded.

9. **Enter information into all applicable fields. Then click "continue".**

building info

Construction Valuation:	
Electrical Valuation:	
Plumbing Valuation:	
Mechanical Valuation:	

Square Footage	+
Main Floor Sq. Ft.:	
Second Floor Sq. Ft.:	
Third Floor Sq. Ft.:	
Fourth Floor Sq. Ft.:	
Basement Sq. Ft.:	
Unfinished Basement Sq. Ft.:	
Deck Sq. Ft.:	

Garage Sq. Ft.:	
Other Sq. Ft.:	

Total Disturbed Area:	
Bedrooms:	
Toilets:	
Garages:	
Stories:	

Click "save & close" at any time to save your progress. ➡️ [save & close]   (continue) ⬅️ Click "continue".

edit permit   builder info   attachments

Upload all applicable documents by clicking the blue "+ upload _____" to the right of each applicable category. Once all applicable/required documents are uploaded and all applicable/required fields are filled, <u>select the small grey box to the right of EVERY field whether they are applicable or not</u>. Click green "submit permit".

Documents have to be uploaded one at a time. But, more than one upload can be done in each section.

All check boxes must be checked before you can submit, even if the item does not apply

Plans: + upload Plans

☐ HOA Subdivision Notification: + upload HOA Subdivision Notification   ℹ️ 📎

☐ Structural Engineering: + upload Structural Engineering

☐ Truss Calculations: + upload Truss Calculations

☐ Fire Sprinkler/Alarm Plans: + upload Fire Sprinkler/Alarm Plans

☐ Gas Line Schematic: + upload Gas Line Schematic

☐ Heat Loss Calculations: + upload Heat Loss Calculations

☐ REScheck: + upload REScheck

☐ Equipment Specifications: + upload Equipment Specifications

☐ Condo/PUD Approval :   + upload Condo/PUD Approval   ℹ️ 📎

☐ Site Plan: + upload Site Plan

☐ Signed/Stamped Survey: + upload Signed/Stamped Survey

☐ Landscape Plan: + upload Landscape Plan

☐ Irrigation Plan: + upload Irrigation Plan

☐ Historic District Design Review Approval/Waiver: + upload Historic District Design Review Approval/Waiver

☐ Roof over Topo: + upload Roof over Topo

☐ Storm Water Pollution Prevention Plan (SWPPP):   + upload Storm Water Pollution Prevention Plan (SWPPP)

☐ Grading & Drainage Plan: + upload Grading & Drainage Plan

☐ Parking Plan: + upload Parking Plan

☐ Park City Fire District (PCFD) Approval/Receipt: + upload Park City Fire District (PCFD) Approval/Receipt

☐ Snyderville Basin Water Reclamation District (SBWRD) Approval/Receipt: + upload Snyderville Basin Water

☐ Itemized bid sheet to support valuations: + upload Itemized bid sheet to support valuations

☐ MP):   + upload Construction Mitigation Plan (CMP)

t be checked before you can submit, even if the item does not apply**

Click "save for later" at any time to save your progress.

save for later   submit permit

builder info   building info

Clicking "submit permit" will finalize your application and submit it. Make sure that you have a complete submittal before clicking this button.

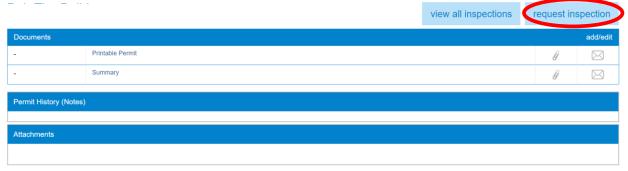# How To Schedule Inspections For A Building Permit

Inspection requests must be submitted by 3 p.m. on the day before your desired inspection date

1. **To select the permit that is in need of inspection, click the blue permit number located in the "permit details" section.**

activepermits

records 0 to 0 of 0
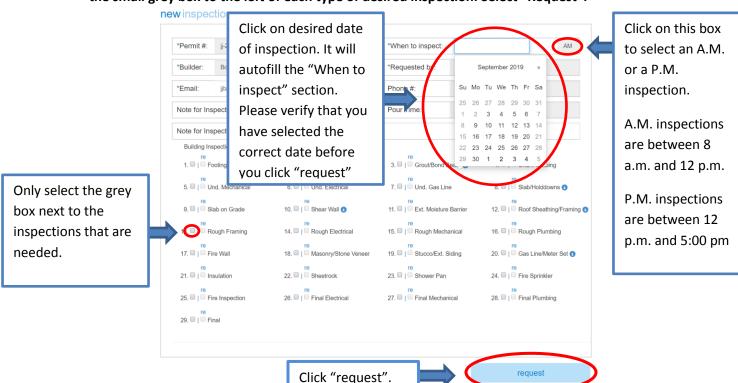
Click on the blue permit number.

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
	BD-19-					-

records 1 to 1 of 1

2. **Click on "request inspection".**

view all inspections   request inspection

Documents		add/edit
-	Printable Permit	✎ ✉
-	Summary	✎ ✉

Permit History (Notes)

Attachments

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. Select what type of inspection you are requesting by clicking the small grey box to the left of each type of desired inspection. Select "Request".**

new inspection

Click on desired date of inspection. It will autofill the "When to inspect" section. Please verify that you have selected the correct date before you click "request"

Click on this box to select an A.M. or a P.M. inspection.

A.M. inspections are between 8 a.m. and 12 p.m.

P.M. inspections are between 12 p.m. and 5:00 pm

*Permit #:   jj-2
*Builder: Bo
*Email: jjb
Note for Inspect
Note for Inspect

*When to inspect: AM
*Requested by:
Phone #:
Pour Time:

September 2019   »
Su Mo Tu We Th Fr Sa
25 26 27 28 29 30 31
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 1 2 3 4 5

Building Inspecti
1. ☐ | Footing
5. ☐ | Und. Mechanical
9. ☐ | Slab on Grade
1 ☐ | Rough Framing
17. ☐ | Fire Wall
21. ☐ | Insulation
25. ☐ | Fire Inspection
29. ☐ | Final

Only select the grey box next to the inspections that are needed.

10. ☐ | Shear Wall ⓘ
14. ☐ | Rough Electrical
18. ☐ | Masonry/Stone Veneer
22. ☐ | Sheetrock
26. ☐ | Final Electrical

6. ☐ | Und. Electrical

3. ☐ | Grout/Bond
7. ☐ | Und. Gas Line
11. ☐ | Ext. Moisture Barrier
15. ☐ | Rough Mechanical
19. ☐ | Stucco/Ext. Siding
23. ☐ | Shower Pan
27. ☐ | Final Mechanical

8. ☐ | Slab/Holddowns ⓘ
12. ☐ | Roof Sheathing/Framing ⓘ
16. ☐ | Rough Plumbing
20. ☐ | Gas Line/Meter Set ⓘ
24. ☐ | Fire Sprinkler
28. ☐ | Final Plumbing

Click "request".   request

4. **You should receive a confirmation email. But, to verify, click on your permit number on the main page.**

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.

active permits

	date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
		BD-19-					-

Click on the blue permit number.

records 1 to 1 of 1

5. **You will be able to view the inspections attached to your permits. The inspection requests that have been submitted will say requested and will have the desired date it was requested for.**

view all inspections | request inspection

Documents		add/edit
-	Printable Permit	📎 ✉
-	Summary	📎 ✉

Building Inspections — inspection details | show all

1. Footings/Piers		2. Foundation		3. Grout/Bond Beam		4. Und. Plumbing	
-	-	-	-	-	-	-	-

5. Und. Mechanical		6. Und. Electrical		7. Und. Gas Line		8. Slab/Holddowns	
-	-	-	-	-	-	-	-

9. Slab on Grade		10. Shear Wall		11. Ext. Moisture Barrier		12. Roof Sheathing/Framing	
-	-	-	-	-	-	-	-

13. Rough Framing		14. Rough Electrical		15. Rough Mechanical		16. Rough Plumbing	
Requested: 10/01/19	-	-	-	-	-	-	-

17. Fire Wall		18. Masonry/Stone Veneer		19. Stucco/Ext. Siding		20. Gas Line/Meter Set	
-	-	-	-	-	-	-	-

21. Insulation		22. Sheetrock		23. Shower Pan		24. Fire Sprinkler	
-	-	-	-	-	-	-	-

25. Fire Inspection		26. Final Electrical		27. Final Mechanical		28. Final Plumbing	
-	-	-	-	-	-	-	-

29. Final	
-	-