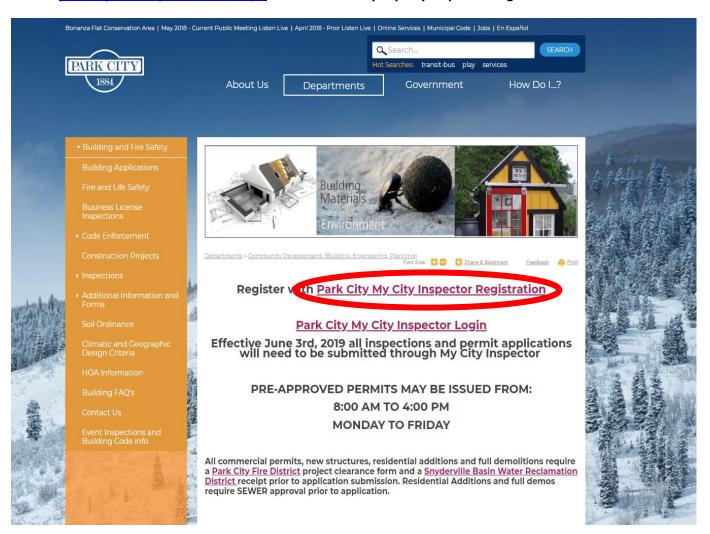# Sundance 2020 Fire Permit Application Process

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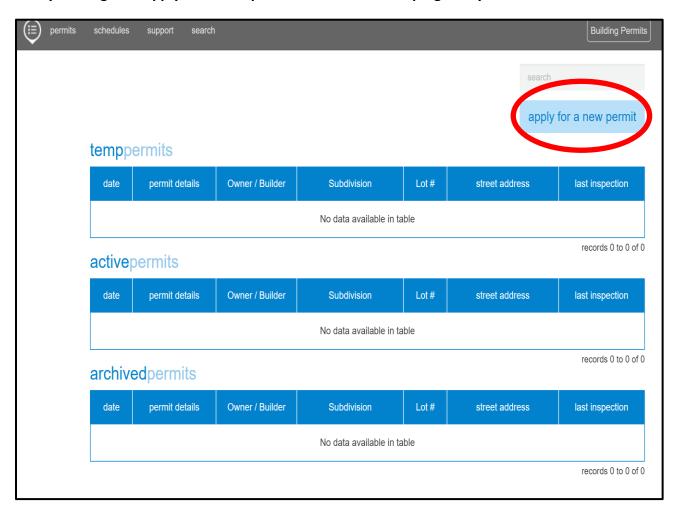
2. **Create your account by creating a user name, attaching your name and the best phone number to reach you. Then click "Register".**

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 fire 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 "Fire Permit"

*Application Date: 08/26/19

*Permit Type: Fire Permit ▼ ℹ

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. **This page is not applicable for Fire Permit's. Do not fill in any of the following 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".

permit   building info   attachments

9. **This page is not applicable for Fire Permit's. Do not fill in any of the following fields. 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

10. **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.

permit files
Permit #: PREP19-824 / Lot 1 / Marsac Parking Structure AM Sub. / 445 MARSAC AVE

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

	Plans:	+ upload Plans
☐	Site Plan:	+ upload Site Plan
☐	Parking Plan:	+ upload Parking Plan
☐	Aircraft refueling vehicle:	enter value
☐	Open Burning:	enter value
☐	Candles and open flames in assembly areas (devices shall be approved):	enter value
☐	Compressed Gas:	enter value
☐	Fireworks (displays):	enter value
☐	Fireworks (sales):	enter value
☐	Flammable liquids:	enter value
☐	Flammable or combustible liquid tanks:	enter value
☐	Hot Work (welding):	enter value
☐	Liquefied petroleum gasses (heaters and devices) # of units:	enter value
☐	Tents and Air-supported structures already approved #:	enter value
☐	Tents and Air Supported structures already approved Square Footage:	enter value
☐	Explosives and Blasting Agents:	enter value
☐	Vehicles (liquid or gas fueled) within a building:	enter value
☐	Others not listed (stage/generator/light truss etc):	enter value
☐	Tents and Air-Supported Structure #:	enter value
☐	Tents and Air-supported structures Square Footage:	enter value
☐	Tents and Air Supported Structure Plans:	+ upload Tents and Air Supported Structure Plans
☐	Name of Event:	enter value

Include the total # of heaters, devices and liquid petroleum tanks for your event.

...st 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**
...it	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 Fire 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.**

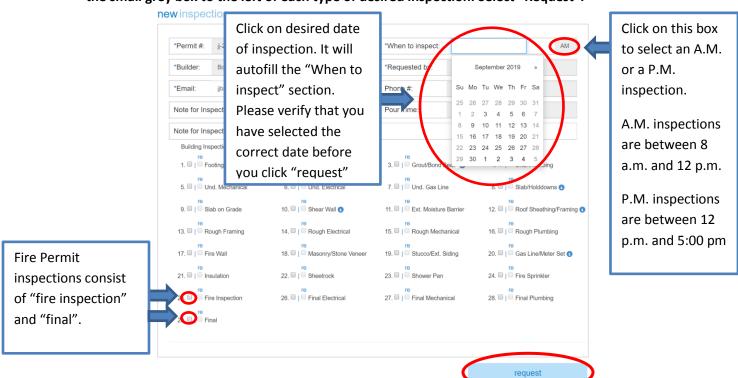active permits

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 #:
*Builder:
*Email:
Note for Inspect
Note for Inspect

*When to inspect:
*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 Inspection
1. Footing
5. Und. Mechanical
9. Slab on Grade
13. Rough Framing
17. Fire Wall
21. Insulation

6. Und. Electrical
10. Shear Wall
14. Rough Electrical
18. Masonry/Stone Veneer
22. Sheetrock

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

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

Fire Permit inspections consist of "fire inspection" and "final".

Fire Inspection
Final

26. Final Electrical
27. Final Mechanical
28. Final Plumbing

request

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

active permits

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

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	
-	-