



## Francis City Building

2317 South Spring Hollow Road, Francis Utah 84036  
Tel. 435-783-6236 Web [www.francisutah.org](http://www.francisutah.org)

# How to Register for My City Inspector (MCI)

All permits are submitted through My City Inspector. 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:

- [https://utah.cityinspect.com/register?registration\\_id=Usl2u06qQT](https://utah.cityinspect.com/register?registration_id=Usl2u06qQT)
- Link can also be found on the Building Department Page.

**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:** Once registered login into Francis MCI with link below.

- <https://francis.cityinspect.com/login>

**Step 5:** Click on “Apply for a Permit” at the top right of screen.

**Step 6:** Complete the permit application.

**Step 7:** 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 or require more assistance, please call Francis City 435-783-6236 or visit us. We are always happy to help walk you through the process.