Roy City Online

My City Inspector

This document is intended to aid you in creating an account and managing your building projects through My City Inspector, an interactive, web-based permit management software. This software allows for real-time submission of plans, response to reviews, scheduling of inspections, uploading changes and inquiries of your projects. The following information will assist you in creating, logging into your account and better understanding how to use the program.

Step #1
Create your user account by clicking on the link below.

My City Inspector Registration Link

Registration Link

https://roycity.mycityinspector.com/register?registration_id=159b947e1ab6a0

This will be your account that you can use to submit all permits under. Please make sure the contact information on the permit is correct and the email address you will use for your permit submissions is the same as the contact information. Your email will be used to link all permits that you are associated with.

Step #2
Once you have created your user account you can login to it using the link below. Once you have logged into your account you can manage all of your permits, apply and submit for new permits, up load addition information requested for inspections and schedule inspections on all of your projects from any device connected to the internet.

Login Link

Login Link

https://roycity.mycityinspector.com/login

Build a submission for review and application
This option allows you to create a pre-submission file that you can add documents and information to, as well as edit and remove any items necessary to prepare for a submission. This option will allow you to track the status of your building permit.

Submit an application

This option allows you to upload your prepared submission with plans and/or supporting information without any size limitations or blocks to the system. More information will be provided below on the submission blocks and what documents go where. Some items to keep in mind when submitting for a building permit is that by legislative action certain items must be approved by other groups or entities before the Building Division can accept an application (such as, the irrigation company, SWPPP management, Development Review Committee for site plans (if non-residential), water share appropriations and power departments). The fees must be paid to those parties, with evidence of payment, prior to submitting for a permit. Once these items are received, a completeness check will be started.

Manage Review Process

This option allows you to submit plans or responses to items that have either been rejected or comment have been made on the plans while the review is still occurring. You can review the status of the review anytime. Anything that is uploaded or responded to will automatically create a work order for the Building Division to address.

Permit Approval

 A temporary permit file will be created until payment is received. Once the permit has been paid for, the permit will move to an issued permit status which now allows the scheduling of inspections.

Inspection Management

 Approved plans are required to be followed for inspections.

This feature allows you to view the progress of the project and will allow you to request inspections as needed for completion. Inspections are requested in am/pm blocks. The option to add additional information as to a pour time if doing concrete work to ensure the inspector can be there prior to that time. This also allows the Building Division to perform more inspections each day with our current staffing. You will be limited on scheduling certain inspections unless the previous required inspection types have been cleared or passed. If you need to provide information for an inspection you can upload additional information to the file as needed to ensure progress is not slowed.