

Creating your My City Inspector Account

- Go to Beaver County's official website www.beaver.utah.gov
- Click "Departments" tab at the top.
- Click "Building Department" on the top left.
- Scroll down a little, then click on the "Apply for Permit" box.

As a new user, you will create an account:

- Enter your Email Address, Name & Phone Number.
The temporary password will be provided for you, so nothing is required here.
Answer the question in the last box.
- Click "Register"
A temporary password will then be sent to your email account.
- Open the email from Beaver County to access your temporary password.
We suggest you write it down.
- Click on "Get Started"
- Enter your email address & **temporary** password.
- Follow the prompts to select a new password that will be easier for you to remember. *We suggest you write it down.*
- You can then **login** with your email address and **new** password.

Submitting your Application & Attachments

- Click on "Apply for New Permit", then click "New Application".
The first two pages of the application are for you to fill in.
Fields with an * are required.
 - If you don't have information for a required field yet, put "Pending" or "TBA" and it will typically allow you to continue.
- Select a Permit Type
- Enter a Project Name
- Enter a Contact Name, Phone # and Email (multiple contacts can be added)
- Enter Property Address, Parcel Number (if you have it), Owner First Name, and Owner Last Name.
- Click "continue" on the bottom right.
- Enter Engineer of Record, Builder and Contractor information as applicable.
 - For any contractors that do not apply to your project put "NA".
 - If you are doing the work yourself put "Owner Builder" for the Builder.
- Click the "attachments" box at the bottom to **add attachments such as:** plans, engineering, septic permit, soil testing results, owner/builder certification, etc.
- Remember to click the "**Save**" and "**Submit**" buttons.

Reviewing your Permit through the Plan Review Process

Once your information is in the system and you have submitted the application, you can hasten the progress of your permit by reviewing/answering plan review questions or submitting additional information via My City Inspector.

****Please Check Your Account Regularly for Notifications or Requests****

Paying for Your Permit

Your permit can be paid for once plan review and zoning have been approved. All the tabs will be green on the Plan Review screen (typically a Building Department tab and a Zoning tab).

Beaver City and Milford City Permits will be paid to their own City Offices.

Beaver County permits can be paid by cash, check, or credit card. We can process a credit card payment in office or over the phone. Please be aware that there is a bank processing fee for using a credit card.

If you mail a check, please make it out to Beaver County and send it to:

Beaver County Building Department
Attn: Melissa Cook
P O Box 1013
Beaver, UT 84713

Scheduling an Inspection

Once your permit has been issued, you can schedule inspections online:

- Go to Beaver County's official website: www.beaver.utah.gov
- Click "Departments" tab at the top.
- Click "Building Department" on the top left.
- Scroll down a little, then click on the "Schedule Inspection" box.

You can also email us at building@beaver.utah.gov or call 435-438-6484 to schedule.

Typically, 24-48 hours' notice is sufficient. However, if you are building on the mountain please provide a little more notice so we can cluster those inspections together.

When the inspection has been completed, you or your contractor will receive an inspection report via email depending on who was entered as a contact. The report will confirm that the inspection passed, or what additional work/corrections are needed.