



Regulations for  
TEMPORARY CHANGE OF OCCUPANCY ADMINISTRATIVE PERMIT  
Planning Department - 2016

In regards to temporary activities occurring in conjunction with special events and/or the Sundance Film Festival®, modification of existing occupancies occurring with the Building Department will require a 'Temporary Change of Occupancy' Administrative Permit from the Planning Department.

**Submittal Requirements:** Applicants must submit a completed Administrative Permit Application to the Planning Department *in person* or through an authorized representative. Electronic submissions will not be accepted. Applications shall include:

1. **Review Fees.** Administrative Permits require a \$330 application fee.
2. **Narrative description of activity:** Include hours of operation, number of invitations sent or anticipated overall attendance, security contact, event contact, timeline of each day's activities, music or sound plan, any liquor licensing, signs or lighting, parking plan and loading/unloading impacts.
3. **Floor Plan(s) stamped by Utah Licensed Professional.** Floor plans of each floor layout (if changing daily), to scale, indicating how in detail the proposal complies with application section of the International Building Code. The plans should include chairs, tables, stages, exits, temporary heating, food service areas and crowd management with approved occupancy. **Plan(s) to be approved by Building Department prior to this submittal.**
4. **Neighborhood Notification.** It is the applicant's responsibility to provide stamped, addressed envelopes for adjacent affected property owners.

**Submittal Deadline:** This application requires public notice of 10 days prior to the proposed use. In order to meet Code required noticing, **all application materials must be received by Thursday, January 7, 2016.**

**Planning Department Contacts:**

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