



Checklist and Regulations:
TEMPORARY CHANGE OF OCCUPANCY ADMINISTRATIVE PERMIT
Planning Department - 2020

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 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 Wednesday, January 8, 2020.**

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:

- Review Fees**
- Narrative description of activity:**
 - 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
- 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.**
- Neighborhood Notification.**
 - It is the applicant’s responsibility to provide stamped, addressed envelopes for adjacent affected property owners.

Planning Department Contact:

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