



**Checklist and Regulations:
TEMPORARY STRUCTURES/TENTS PERMIT
Planning Department - 2020**

In regards to temporary activities occurring in conjunction with special events and/or the Sundance Film Festival®, Park City does allow the installation of tents and other Temporary Structures. An Administrative Permit (through the Planning Department) and Fire Permit (through the Building Department) are **required** for any Temporary Structures.

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.** Administrative Permits require a \$330 application fee.
- Site Plan.**
 - A site plan, indicating the location of the tent/Structure on the property and distances from property lines and other Structures is required.
 - A separate floor plan showing the interior of the tent/Structure is required.
 - The interior plan should show chairs, tables, exits, plans for trash removal, heating, food service/food handling and snow removal.
- Description of Activity.**
 - Written description of the activity
 - The description needs to outline:
 - The hours of operation
 - Anticipated attendance
 - Use of speakers
 - Any beer or liquor licenses obtained
- Neighborhood Notification.**
 - Stamped, addressed envelopes for adjacent affected property owners.

Planning Department Contacts:

Liz Jackson (435) 615-5065 liz.jackson@parkcity.org

Park City Planning Department: 445 Marsac Avenue, PO Box 1480, Park City, UT 84060