

Convention Sales License PIPA Inspection & Commonly Asked Questions

A **PIPA** (Pre-inspection Prior to Application) is required for all Convention Sales License (CSL) Applications. CSL Applications without a PIPA will not be accepted.

Due to the increased workload leading up to the festival, inspection requests can be a few days out from the time you call to request the inspection. Please plan ahead, so you do not miss your CSL application deadline!

Q1. What is a PIPA?

A **PIPA** is a Pre-Inspection Prior to Application. The PIPA will identify any corrections needed in the existing space to pass the final CSL inspection. They are not pass/fail but simply a tool to help you prepare for the final inspection right before your event begins. Only one PIPA is required per venue location.

PIPA's are valid for 120 days, so they can be done well in advance of the festival.

Q2. How do I schedule a PIPA?

Please call Cherie Wellmon at (435) 615-5108 to schedule a PIPA have the following information:

1. Address and unit number
2. Existing business name
3. Desired date of inspection
4. Desired time of inspection
5. Your name & phone number
6. Name & phone number of the person meeting the inspector

A **Design Occupant Load (DOL)** is required for all Convention Sales License (CSL) Applications. CSL Applications without a DOL will not be accepted.

Q3. What is a Design Occupant Load (DOL)?

A Design Occupant Load is a detailed Plan which determines the total number of persons that can safely occupy a space through calculations of space measurements, the use of the space (i.e. kitchen or public area), and the number of toilets/urinals within the space. Design Occupant Loads must be completed and stamped by a licensed Utah Design Professional (architect or engineer). All DOL's must be approved by the Park City Building Department; occupancy determined by the design professional may be adjusted at the discretion of the Fire Code Official.

Q4. What is a FIPA?

A **FIPA** is a Final Inspection Post Application. **FIPA's must be scheduled and performed for all Convention Sales Licenses (CSL), Business Licenses and Fire Permits. FIPA's are pass/fail!** The FIPA should be scheduled on the day and time you expect to have your event space completely set up and ready to go, but at least four hours prior to the start of the event. Your event will not be approved and allowed to start until you pass the FIPA.

* If you have multiple permits and licenses at one location, you will only need to schedule one final inspection (FIPA). FIPA's for all Permits and Licenses will be conducted concurrently. If there are multiple promoters at one location, each promoter will need to schedule one FIPA.

**If your event(s) will have changes to floor plan and/or occupancy at any point during the Festival, additional FIPA's may be required.

***The cost of the first (FIPA) is included in the Permit/License fee. Be ready and pass the FIPA the first time! FIPA Re-inspections will require an additional payment of \$150. The fee must be paid in full prior to the Re-inspection.

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Q5. How do I schedule a FIPA?

Please call Cherie Wellmon at (435) 615-5108 and include in the following information:

1. Address and unit number
2. Existing business name
3. Your affiliation with the Special Event Permit holder (Sundance Institute)
4. Desired date of inspection
5. Desired time of inspection FIPA
6. Your name, phone number & email
7. Name & phone number of the person meeting the inspector
8. Is the FIPA for a CSL, Business License or Fire Permit – please include the Fire Permit number.

Q6. What is the difference between an “A” occupancy and a “B” occupancy?

The Building Department typically breaks down Sundance occupancies into “A” or “B” uses. “B” occupancies are typically offices and/or small shops.

“A” occupancies are defined by the 2018 Fire Code as “a building or structure, or a portion thereof, used for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption; or awaiting transportation.” This definition extends to outdoor areas on the premises. Please be aware that the ratio of restroom facilities to occupants can affect the total occupancy allowed in your event space.

Q7. What is the ratio of people to restroom facilities? My space only has 1 toilet, how many people will be allowed in my event space?

The ratio of occupants to restroom facilities can depend upon the use of the event space as defined by the 2015 International Plumbing Code. The use of your space and number of toilets/urinals can be determined by a UT licensed design professional (architect or engineer) and must be verified by the Building Department.

Q8. My event space does not have a commercial kitchen, but we would like to serve food. What is allowed under these circumstances?

Without a Class 1 Hood and a specially designed Fire Suppression System for Food Service, there are strict limitations on approved heating and cooking methods.

What is NOT Allowed:

Sternos, portable burners, chaffing dishes heated with Sternos, candles or any other kind of flame operated device.

Counter top fryers and portable burners (regardless of power source) are not allowed.

What IS Allowed:

Electric chaffing/warming dishes

*Please contact the Summit County Health Department if you plan on serving food of *any* kind.

**Offsite catering is allowed with Summit County Health Department approval.

Q9. What is the Public Right of Way (ROW)?

The Public Right of Way or **ROW** as defined by the Park City Land Management Code is defined as “A strip of land that is occupied or intended to be occupied by a street, crosswalk, trail, stairway, ski lift, railroad, road, utilities, or for another special use.” Sidewalks are also considered to be Public Right of Way. These designated areas cannot be used by private individuals or businesses to store or display items of any kind.