



PARK CITY

1884

FESTIVAL
SUNDANCE.ORG

PARK CITY MUNICIPAL
CORPORATION

RULES OF THE ROAD PERMITTING GUIDE

Sundance
Film Festival
2024

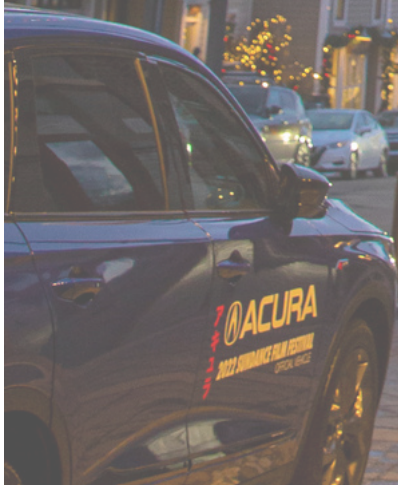


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INTRODUCTION

This document is intended to serve as a guide for the permit processes, and frequently asked questions regarding regulations during the **Sundance Film Festival®**. These regulations and restrictions apply to year-round and temporary businesses.

DISCLAIMER

This information is intended to serve only as a helpful guide to organizers and participants on commonly asked questions and how they relate to Park City's regulations, as well as, information on use of **Sundance Film Festival®** and **Sundance Institute®** trademarks. This guide summarizes (and cannot modify) local ordinances, regulations, and laws from other jurisdictions, including the State of Utah. In the event of a conflict, such ordinance, regulation, or law shall apply.

Sundance Institute® is the sole Master Festival License holder from **January 18-28, 2024**. Any organization or business that is not affiliated with **Sundance Institute®** and **Sundance Film Festival®** are strictly regulated and must obtain applicable Park City business licenses and building permits in person or through an authorized representative. If you are interested in working with **Sundance Institute®** in an official capacity during the annual **Sundance Film Festival®** or year round, please email: corporategiving@sundance.org.

*You may be subject to civil enforcement directly by **Sundance Institute®** or any other remedy provided by law for the following:*

Sundance Film Festival® and **Sundance Institute®** are federally registered trademarks, and are recognized worldwide as signifying the **Sundance Film Festival®** as a unique source of artistic and professional excellence in the world on cinema.

Sundance Institute® recognizes that discussion of its unique Festival for purposes of news reporting, commentary, and criticism necessarily requires passing references to its marks in an editorial context. While **Sundance Institute®** has no objection to such mentions and is pleased to encourage discussion about the Festival and the films in the Festival, any commercial use of its trademarks that misleads or confuses consumers by suggesting or implying that **Sundance Film Festival®** has sponsored, endorsed, or is affiliated with any other company or brand, constitutes trademark infringement and is violation of applicable federal and state trademark laws.

If you would like to inquire about obtaining permission to use **Sundance Film Festival®** or **Sundance Institute®** marks in connection with your business or services, and to become an official partner of **Sundance Institute®** and **Sundance Film Festival®**, thereby supporting its mission, please contact **Sundance Institute®** directly at corporategiving@sundance.org.

Penalties for non-compliance of Park City regulations may include criminal citations, civil penalties, and/or revocation of City license to operate within the Park City limits.

DEPARTMENT CONTACTS

PARK CITY MUNICIPAL CORPORATION

445 Marsac Avenue, PO Box 1480, Park City, UT 84060

Hours: 8:00 a.m.-5:00 p.m. | Closed weekends and holidays | parkcity.org

FIRST POINT OF CONTACT & BUILDING DEPARTMENT

JJ will direct you to the appropriate departments, inspections, fire & building permits

JJ Trussell | (435) 615-5119 | jj.trussell@parkcity.org

PARKING DEPARTMENT

Load In & Out, and Crowd Management

Johnny Wasden (435) 615-5300 | johnny.wasden@parkcity.org

FINANCE DEPARTMENT

Business, Liquor, and Convention Sales Licenses

Sydney Anderson | (435) 615-5225 | business@parkcity.org

PLANNING DEPARTMENT

Sign Permits, Administrative Conditional Use Permits

Spencer Cawley | (385) 481-2030 | spencer.cawley@parkcity.org

SPECIAL EVENTS DEPARTMENT

Special Events & Filming

Jenny Diersen | (435) 640-5063 | jenny.diersen@parkcity.org

SUMMIT COUNTY

85 50 E., Coalville, UT 84017

Hours: 8:00 a.m.-5:00 p.m. | Closed weekends and holidays | co.summit.ut.us

HEALTH DEPARTMENT

Giovanna Herrera | (435) 333-1502 | gherrera@summitcounty.org | summitcountyhealth.org

SPECIAL EVENTS

Tyler Orgill | (435) 336-3249 | torgill@summitcountyfair.org

WASATCH COUNTY

25 N Main Street, Heber City, UT 84032

Hours: 8:00 a.m.-5:00 p.m. | Closed weekends and holidays | wasatch.utah.gov

Clerk's Office | (435) 657-3190

Deer Crest Homeowner's Association (HOA) | deercrest.com

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE SERVICES (UTAH DABS)

Christy Tallon | Licensing Compliance Specialist/Permit Specialist

(801) 977-6876 | cltallon@utah.gov | abc.utah.gov/licenses-permits/permits/

UTAH DEPARTMENT OF AGRICULTURE: INDUSTRIAL HEMP PRODUCT

Registration Specialist | (385) 226-7316 | hemp_udaf@utah.gov

Industrial Hemp Product Registration Specialist | (385) 285-8146 | hemp-productregistration@utah.gov

December

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
		City Council Meeting			Liquor License Application Deadline	
10	11	12	13	14	15	16
			Planning Commission Meeting	City Council Meeting		
17	18	19	20	21	22	23
	Deadline for Temporary Tents, Structures, and Change of Occupancy permits	DABS Single Event Permit Deadline				
24	25	26	27	28	29	30
	Christmas Day – City Offices Closed		Planning Commission Meeting			

January

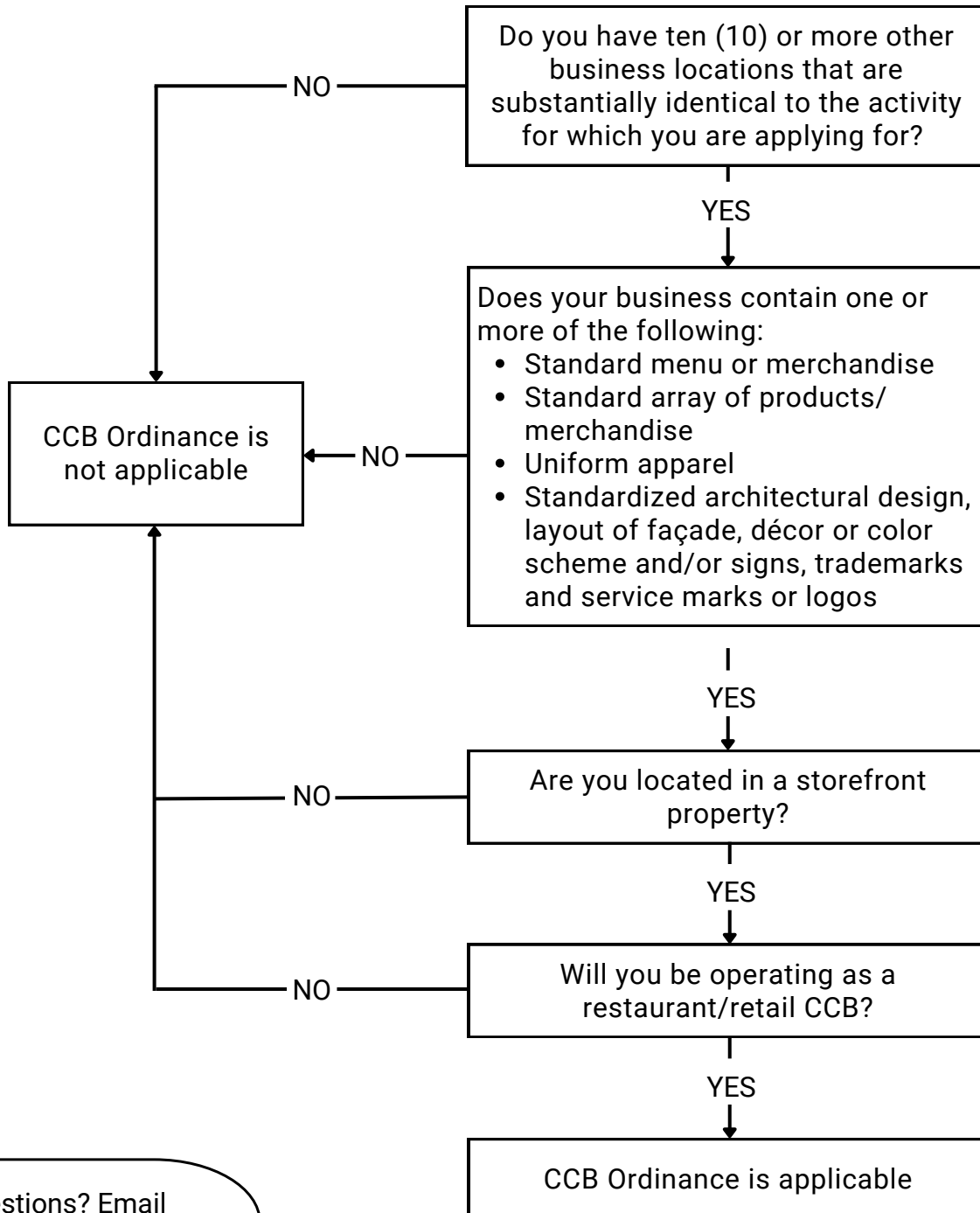
2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	New Year's Day – City Offices Closed			CSL Deadline City Council Meeting Administrative Public Hearing	LATE Liquor License Deadline (up to 12)	
7	8	9	10	11	12	13
	Deadline for Temporary Sign Permits		LATE CSL Deadline Planning Commission Meeting	City Council Meeting Administrative Public Hearing		
14	15	16	17	18	19	20
	MLK Holiday – City Offices Closed	Load-in Begins (Permit Required) City Council Meeting		Sundance Film Festival Begins		
21	22	23	24	25	26	27
		Load-out Begins (Permit Required)	Planning Commission Meeting			
28	29	30	31			

Sundance Film
Festival Ends

CONVENTIONAL CHAIN BUSINESS

In 2022, the Conventional Chain Business (CCB) cap was reached south (uphill) of Heber Avenue, therefore any new or temporary CCBs are not allowed unless they are outside of the storefront zone, or north (downhill) of Heber Avenue. A link to the current CCBs can be found at parkcity.org.



Questions? Email planning@parkcity.org

CONVENTION SALES LICENSE (CSL)

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN DO YOU NEED A CSL?

You will need a CSL if you have any form of marketing, promotion, gifting, or signage at your event. Anyone wishing to obtain a CSL must first contact the Finance Department to ask if a Business License is already in place, or to obtain information about steps to obtain the Business License and the approximate cost.

Activations are not allowed in residential units. Private parties require permitting – please contact us if you have questions.

DEADLINE

See calendars for Convention Sales License deadlines.

FEES

\$830.58 per Federal ID

CONTACT INFORMATION

Sydney Anderson, Business License Specialist
(435) 615-5225 | business@parkcity.org

[Convention Sales License FIPA Inspection Information](#)

[Summit County Health Department Application](#)

TEMPORARY BEVERAGE LICENSE

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN WILL YOU NEED A SINGLE EVENT LIQUOR PERMIT AND LOCAL CONSENT?

Contact the Utah Department of Alcoholic Beverage Services to determine what State Liquor Permitting is required.

If DABS approval of a Temporary State Liquor Permit is not required, City Single Event Liquor Permit may still be required.

NOTE - The DABS permit requires that an entity be a registered Utah entity or foreign corporation in good standing for at least one year with the State of Utah. Please reach out to the DABS contact below for more information.

DABS

Christy Tallon, Licensing Compliance Specialist/Permit Specialist
(801) 977-6876 | cltallon@utah.gov

Event permits should be sent to dabseventpermits@utah.gov

DEADLINE

See calendars for Liquor Permit and Local Consent deadlines.

FEES

- \$186 for up to five-day event
- Events longer than five days require multiple permits

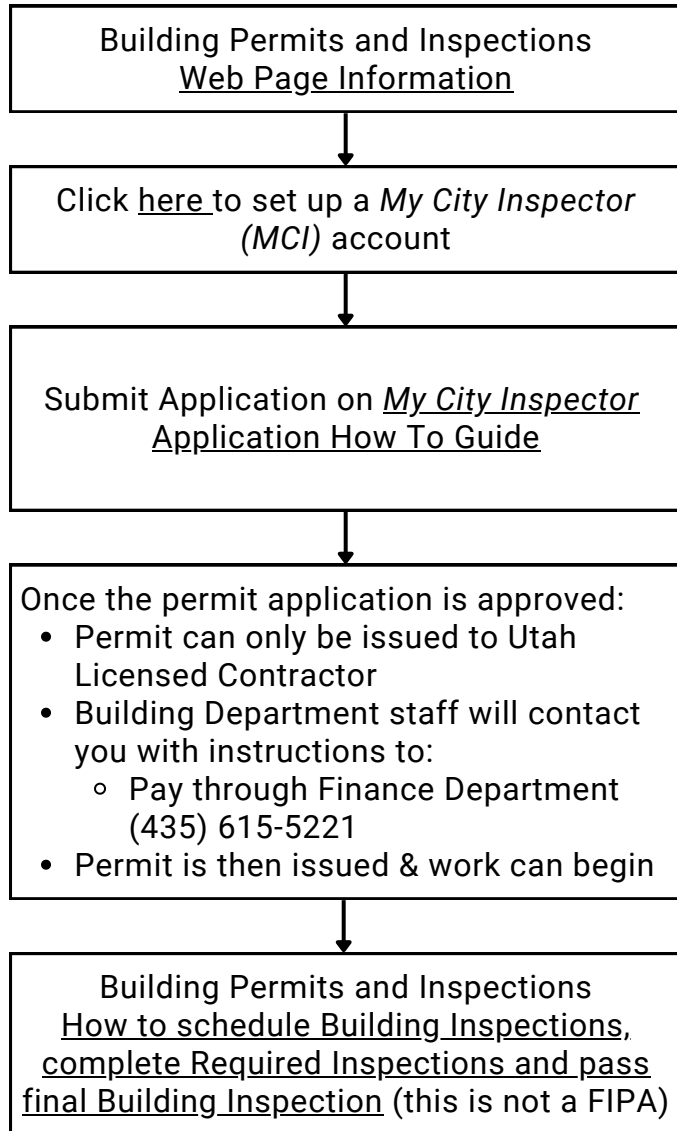
CONTACT INFORMATION

Park City Finance Department
445 Marsac Avenue | P.O. Box 1480
Park City, UT 84060

Sydney Anderson, Business License Specialist
(435) 615-5225 | business@parkcity.org

BUILDING PERMIT

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN DO YOU NEED A BUILDING PERMIT?

All of the following activities require a building permit:

- Demolitions
- Remodels
- Permanent Alterations
- Repairs
- Signs with mechanical attachments to buildings
- Decks
- Changes to Electrical, Mechanical, or Plumbing
- Floor-to-ceiling walls
- Changes affecting exiting, fire sprinklers, and/or exit lights

Any work done to the structure that will remain in place after the event is over, or anything permanently removed or added to the structure requires a building permit.

FEES

Please contact the Building Department for approximate fees based on the total value of work to be done.

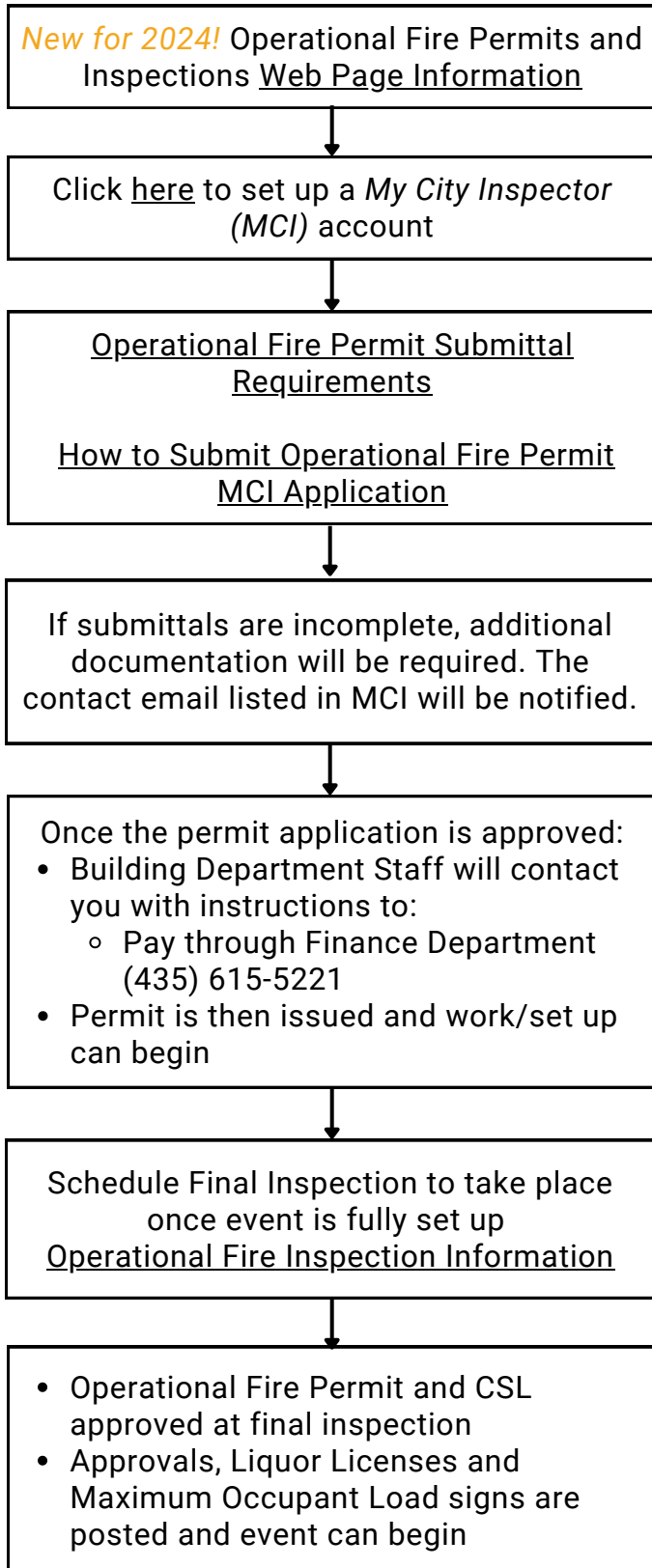
CONTACT INFORMATION

Park City Building Department
445 Marsac Avenue | P.O. Box 1480
Park City, UT 84060

Building Front Desk | (435) 615-5101
buildingcounter@parkcity.org

OPERATIONAL FIRE PERMIT

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN DO YOU NEED A FIRE PERMIT?

- Stages/Platforms
- Trusses
- Ramps
- Heaters/LPG tanks
- Fire pits
- Temporary walls
- Buildouts over existing walls
- Tents and temporary structures (*tents and temporary structures require an Administrative Conditional use Permit, public hearing, and final action*)
- Air supported structures
- Open flames (candles, lanterns, bonfires)
- Generators & any fuel-fired equipment
- Compressed gases like CO2, helium, nitrogen, etc.
- Temporary electrical, or moving/adding electrical

Temporary work done to the structure pertaining to the event typically requires an Operational Fire Permit.

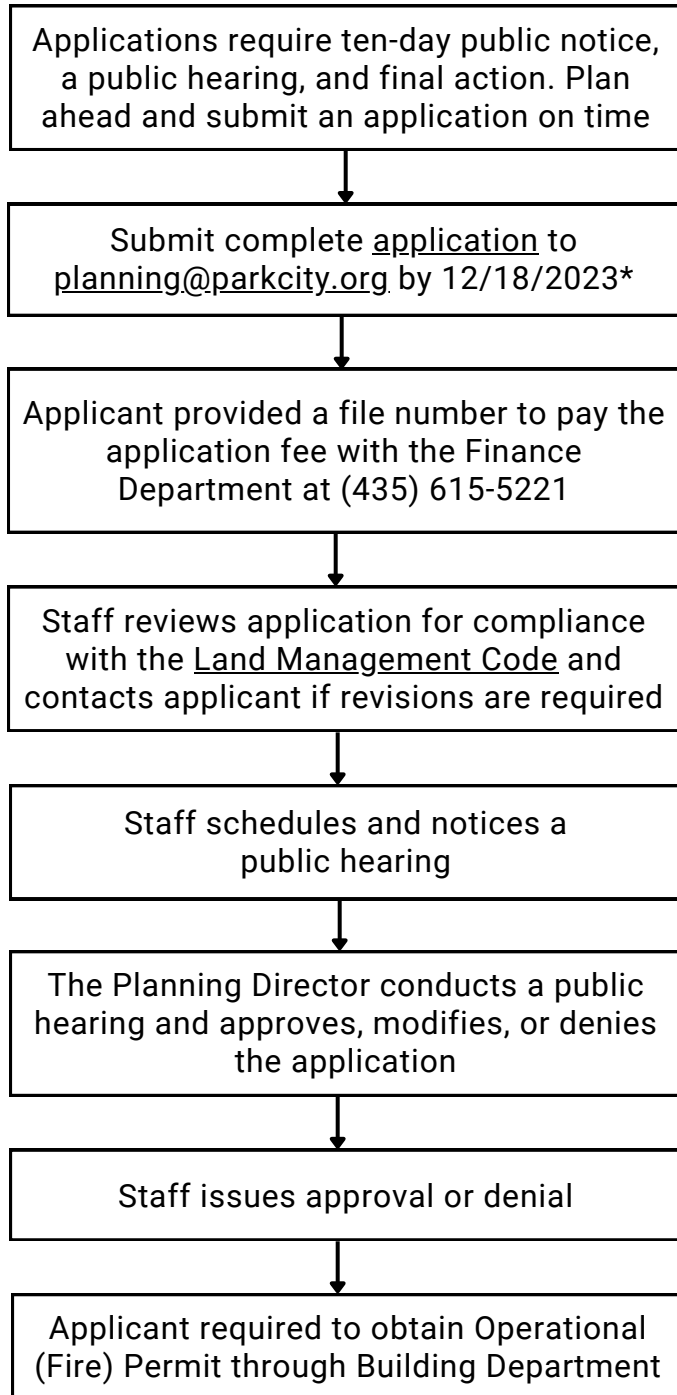
CONTACT INFORMATION

Park City Building Department
445 Marsac Avenue | P.O. Box 1480
Park City, UT 84060

Cherie Wellmon, Fire Marshal
(435) 615-5108 | cherie.wellmon@parkcity.org

ADMINISTRATIVE CONDITIONAL USE PERMIT

APPLICATION PROCESS



IMPORTANT INFORMATION

Installation of temporary structures and tents requires an Administrative Conditional Use Permit through the Planning Department and a Fire Permit through the Building Department.

Temporary Change of Occupancy, determined by the Building Department during pre-inspection (PIPA), requires an Administrative Conditional Use Permit.

[Temporary Change of Occupancy Checklist](#)

[Temporary Structure and Tent Checklist](#)

DEADLINE

All required materials must be submitted to planning@parkcity.org by 12/18/2023*

APPLICATION FEE

\$330 + noticing fees

CONTACT INFORMATION

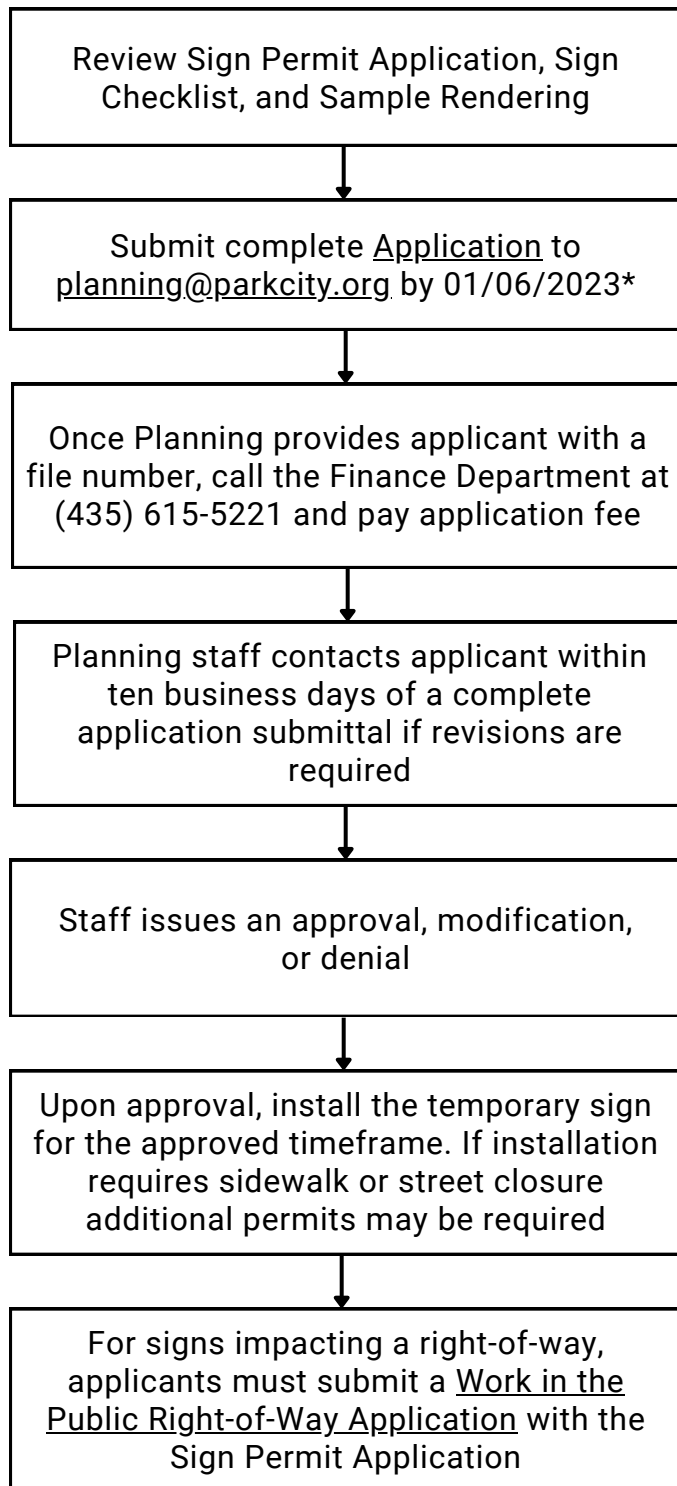
Park City Planning Department
445 Marsac Avenue | P.O. Box 1480
Park City, UT 84060

Spencer Cawley, Planner
(385) 481-2030 | spencer.cawley@parkcity.org

*Send a Dropbox link for files larger than 8MB

TEMPORARY SIGN PERMIT

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN DO YOU NEED A TEMPORARY SIGN PERMIT?

Planning Department approval is required for all signs, including free-standing signs and signs installed on windows, doors, roofs, walls, etc.

Temporary Sign Applicants must obtain a Convention Sales License (CSL) through Finance Department. This number must be included on the Sign Permit Application form.

DEADLINE

All required materials must be submitted to planning@parkcity.org by 01/06/2023*

FEE

\$60

CONTACT INFORMATION

Park City Planning Department
445 Marsac Avenue | P.O. Box 1480
Park City, UT 84060

Spencer Cawley, Planner
(385) 481-2030 | spencer.cawley@parkcity.org

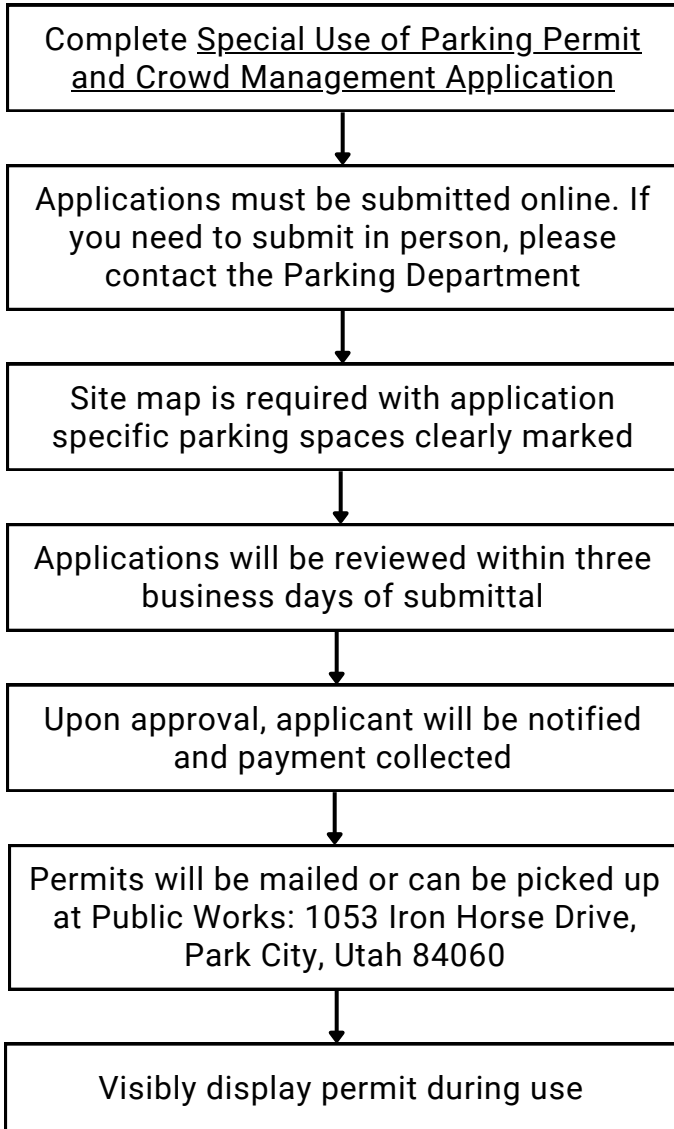
[Sign Permit Checklist and FAQs](#)

*Send a Dropbox link for files larger than 8MB

*It is recommended that Applicants do not produce signs until receiving final approval.

CROWD MANAGEMENT & SPECIAL USE OF PARKING AND LOADING PERMIT

APPLICATION PROCESS



[Frequently Asked Questions](#)

[Load-In/Out Information](#)

IMPORTANT INFORMATION

WHEN DO YOU NEED A LOADING AND UNLOADING AND CROWD MANAGEMENT PERMIT?

You will need a Special Use of Parking and Unloading Permit if you need to utilize parking spaces for the purpose of load-in/out or crowd control in a Main Street core area venue.

Applications will be processed within three business days of submittal.

LOAD-IN/OUT DATES AND PERMIT TYPES

Load-In/Out Permits are required. Load-in cannot begin until Tuesday, January 16, and load-out cannot begin until Tuesday, January 23.

- **Green Permits** are for trucks 15 feet or less in length.
- **Red Permits** are for trucks 16 feet or more in length. For safety and security, load-in/out for this permit is permitted between 4:00-10:00 a.m. only.

During load-in/out, vehicles must actively load or unload. Parking is not allowed on Main Street during the event.

A **Crowd Management Plan** is required for any venue expecting crowds to gather outside of their space. Please complete the Special Use of Public Parking Permit to use parking spaces for crowd management. Crowd Management may not block pedestrian flow, sidewalks or other storefronts.

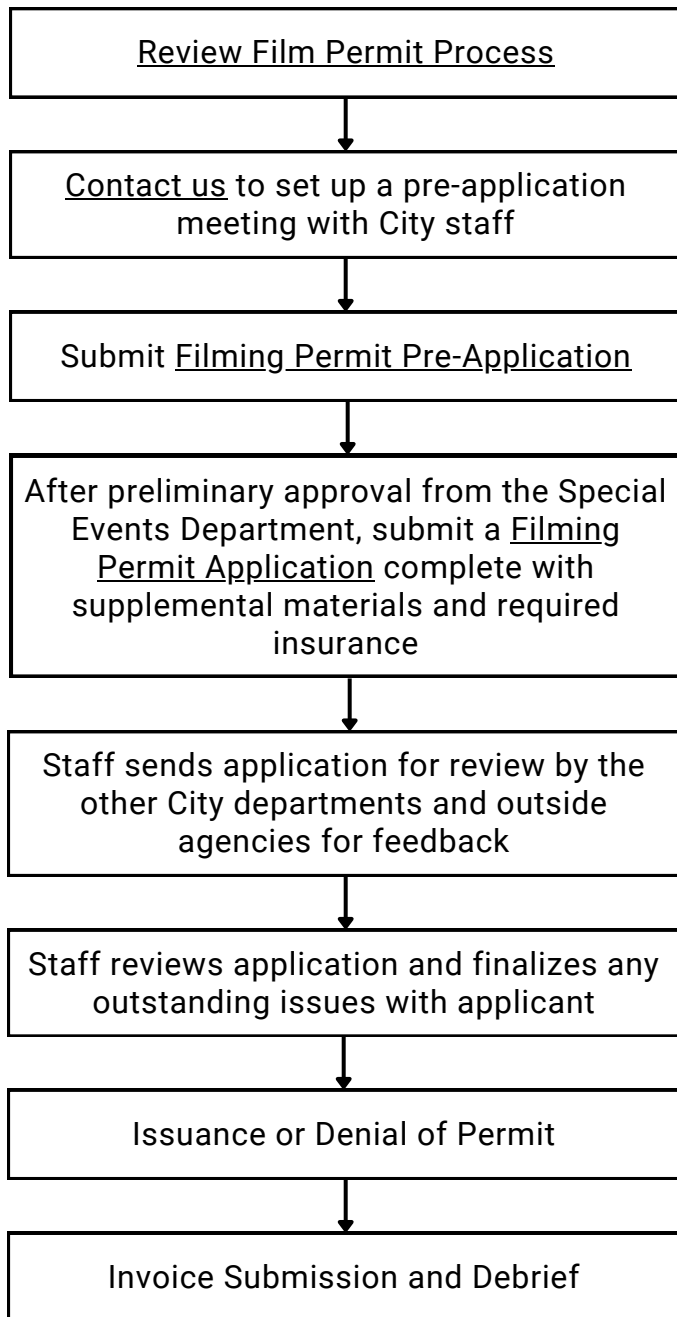
CONTACT INFORMATION

Park City Parking Department
1053 Iron Horse Drive, Park City, UT 84060

(435) 615-5300 | pcparking@parkcity.org

FILM PERMIT

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN DO YOU NEED A FILM PERMIT?

A film permit is required for all outdoor filming within Park City limits that creates public impact such as road closures, sidewalk closures, or right of ways or City services such as police enforcement.

All outdoor filming activity in the City must submit a Film Permit Application no later than 21 days in advance of the first day of filming.

FEES

Fees will be assessed during the review of the application.

CONTACT INFORMATION

Heather Weinstock, Special Events & Filming Coordinator
(435) 659-5945 | heather.weinstock@parkcity.org