



Checklist and Regulations

TEMPORARY CHANGE OF OCCUPANCY PERMIT

Planning Department – 2022

Modification of occupancy associated with a special event and/or the Sundance Film Festival® requires an [Administrative Temporary Change of Occupancy Permit](#) Planning Department review and approval.

Submittal Deadline: Temporary Change of Occupancy Permits require a ten-day public notice prior to a public hearing for possible approval. Applicants must submit a complete application to planning@parkcity.org by Thursday, December 23, 2021. Please submit application files larger than 8MB through a Dropbox link.

Submittal Requirements:

- Application**
- Application fee (\$330 per application)**
- Written description of event, including:**
 - 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 plans stamped by a Utah Licensed Professional**
 - Floor plans of each floor layout, to scale, indicating how the proposal complies with the applicable sections of the International Building Code
 - Floor plans must include chairs, tables, stages, exits, temporary heating, food service areas, approved occupancy, and crowd management
 - Plans must be approved by the Building Department prior to submitting a Temporary Change of Occupancy Permit**
- Notice to neighbors**
 - An electronic Excel Spreadsheet with five columns that include the (1) property owner name; (2) property owner mailing address; (3) city; (4) state; and (5) zip code for properties adjacent to the proposed event location

Planning Department Contact:

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