



Checklist and Regulations

TEMPORARY STRUCTURE/TENT PERMIT

Planning Department - 2022

An [Administrative Permit](#) (through the Planning Department) and Fire Permit (through the Building Department) are required for temporary structures and tents associated with a special event and/or the Sundance Film Festival®.

Submittal Deadline: Temporary Structures and Tent 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 fee (\$330 per application)**
- Site Plan**
 - Indicate the proposed location of the tent and/or structure on the property and show distances from property lines and other structures
 - Show snow removal and storage plan
- Floor Plan**
 - Show the interior of the tent and/or structure
 - Show chairs, tables, exits, plans for trash removal, heating, and food service/food handling
- Written description of the event, including:**
 - The hours of operation
 - Anticipated attendance
 - Use of speakers
 - Any beer or liquor licenses obtained
- Notice to neighbors**
 - Provide 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 all properties adjacent to the proposed event location

Planning Department Contact:

Makena Hawley | (435) 615-5059 | makena.hawley@parkcity.org
445 Marsac Avenue PO Box 1480, Park City, UT 84060