



Checklist and Regulations

TEMPORARY SIGN PERMIT

Planning Department – 2024

Temporary signs, including free-standing signs and signs installed on windows, doors, roofs, walls, etc. require [Sign Permit](#) review and approval through the Planning Department.

Submittal Deadline: The Sign Permit can take up to ten business days to process. To ensure the Sign Permit is approved prior to the start of the festival, please submit materials to planning@parkcity.org by Monday, January 13, 2025.

Temporary Sign Standards

- Size:** Temporary signs may occupy the same area previously approved for sign installation on a facade and must be consistent with the [Sign Code](#), and Master Sign Plan for the property (if applicable). Sign area per facade may not exceed thirty-six square feet (36 sq/ft). Individual letter height may not exceed twelve inches (12”).
- Height:** Signs must be located below the finished floor of the second level of a building or twenty feet (20’) above final grade, whichever is lower. Awnings, projecting, and hanging signs must maintain at least eight feet (8’) of clearance from ground level.
- Number of Signs:** The same number of signs previously approved for a building facade or through a Master Sign Plan are allowed. Additional window sign area may be used but may not exceed the total sign area allowed per facade.
- Setback and Orientation:** Temporary signs are permitted in any zone and must comply with size and setback requirements for permanent signs of similar nature. Signs and attachment hardware may not project more than thirty-six inches (36”) from the face of a building or pole.
- Design:** Temporary sign materials must comply with [Sign Code Section 12-4-7](#). Sign mounting shall comply with the Uniform Sign Code standards for installation. Fluorescent colors and reflective surfaces are prohibited. Staff may require color samples.
- Illumination:** Prohibited.

Application Requirements

- Completed and signed [application](#)
- Payment of \$60 fee
- Convention Sales License obtained from the Finance Department; please include with your application
- Drawings or photos identifying existing and proposed signs on the site and building façade

- For sign installations impacting the right-of-way, a complete and signed [Work in the Public Rightof-Way Application](#); there is no fee or insurance required
- Elevations showing the location and scale of each sign in context with the building:
 - Identify all lettering heights
 - Dimensions of all sign faces
 - Description of materials used
 - Weight of sign
 - Height of sign above ground level
 - Manner of construction

To ensure timely review, refer to the [Sign Code](#).
- Method of attachment
 - To include detailed description of hardware necessary for proper installation (list all sizes and quantities of any bolts, chains, hooks, etc.)
- Compliance with Master Sign Plan if applicable

Frequently Asked Application Questions

What is “Project Information” on page 1?

- “Name” is the event name
- “Address” is the event location

What is “Applicant Information” on page 1?

- The person or company applying for the permit

Who signs the “Acknowledgement of Responsibility” on page 4?

- The applicant

What is the “Affirmation of Sufficient Interest” on page 4?

- The owner of the building at which the sign will be located must consent and sign

Do you have an example of a temporary sign plan proposal?

- Please find an example [here](#).

Planning Department Contact:

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