



## **Checklist and Regulations**

### **TEMPORARY STRUCTURE/TENT PERMIT**

**Planning Department - 2023**

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](mailto:planning@parkcity.org) by Wednesday, December 21, 2022. Please submit application files larger than 8MB through a Dropbox link.

#### **Submittal Requirements:**

- Completed and signed Application**
- Application fee (\$330 per application plus \$1 per noticing address)**
- 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
  - Proposed signs
  - Proposed lighting
  - 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:**

*Spencer Cawley | (435) 615-5065 | [spencer.cawley@parkcity.org](mailto:spencer.cawley@parkcity.org)  
445 Marsac Avenue PO Box 1480, Park City, UT 84060*