



Checklist and Regulations TEMPORARY STRUCTURE/TENT PERMIT Planning Department - 2024

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 Monday, December 16, 2024. 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 location

Planning Department Contact:

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