



Dining Deck Program

A Step-By-Step Guide



Installing a dining deck this spring and summer? Dining deck construction may not begin until the steps below are complete:

1

Date of Installation

Email your preferred construction date by March 15 to jenny.diersen@parkcity.org and stephanie.valdez@parkcity.org. April 28 is the earliest construction start date. This date will be reflected in your lease. If you are a new to this program, you will also need to go through the Outdoor Dining Conditional Use Permit process. New deck? Call Jenny Diersen, 435-640-5063.

2

Leases

The City will provide a draft lease for your review. The name associated with your lease *MUST* match the name on your Certificate of Insurance (COI), or the lease will be rejected. COI requirements are listed on the lease. All necessary attachments must be emailed to stephanie.valdez@parkcity.org. The lease will be routed via DocuSign for electronic signature after it is approved by City Council. Restaurants must notify the City if they intend to rebuild an existing deck.

3

Building Permit

Begin the Building Permit for your dining deck on [my City Inspector](#). Questions? Email or call Crystal Kaufman, crystal.kaufman@parkcity.org | 435-615-5101.

4

Liquor Licensing

The City will provide a letter of notification to DABS regarding participating restaurants. Restaurants are individually responsible for coordinating with their specific compliance officer regarding liquor licensing. If you need a local consent letter reach out to the Finance Department (contact information below).

5

Finance

A Business License Extension is required. The Finance Department will automatically extend your existing license at time of payment. For questions, please reach out to Sadie Hennefer, Business License Specialist, business@parkcity.org | 435-615-5225.

6

Payments

Payments can be made once you have a finalized and executed lease and a permit number from the Building Department. Partial payments will not be accepted. Payments can be made at the Finance Department M-F 8:00 a.m.-4:30 p.m. (2nd Floor of City Hall, 435-615-5221).

7

Construction

Once all documentation is complete and payment is received, applicants will receive a final executed lease, permits, and notice to proceed with deck construction. Inspections must be completed before decks can open to the public.