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INTRODUCTION

This document is intended to serve as a guide for the permit processes, and frequently asked questions regarding regulations during the **Sundance Film Festival®**. These regulations and restrictions apply to year-round and temporary businesses.

DISCLAIMER

This information is intended to serve only as a helpful guide to organizers and participants on commonly asked questions and how they relate to Park City's regulations, as well as, information on use of **Sundance Film Festival®** and **Sundance Institute®** trademarks. This guide summarizes (and cannot modify) local ordinances, regulations, and laws from other jurisdictions, including the State of Utah. In the event of a conflict, such ordinance, regulation, or law shall apply.

Sundance Institute® is the sole Master Festival License holder from January 23-February 2, 2025. Any organization or business that is not affiliated with Sundance Institute® and Sundance Film Festival® are strictly regulated and must obtain applicable Park City business licenses and building permits in person or through an authorized representative. If you are interested in working with Sundance Institute® in an official capacity during the annual Sundance Film Festival® or year round, please email: corporategiving@sundance.org.

You may be subject to civil enforcement directly by **Sundance Institute**® or any other remedy provided by law for the following:

Sundance Film Festival® and **Sundance Institute**® are federally registered trademarks, and are recognized worldwide as signifying the **Sundance Film Festival**® as a unique source of artistic and professional excellence in the world on cinema.

Sundance Institute® recognizes that discussion of its unique Festival for purposes of news reporting, commentary, and criticism necessarily requires passing references to its marks in an editorial context. While **Sundance Institute**® has no objection to such mentions and is pleased to encourage discussion about the Festival and the films in the Festival, any commercial use of its trademarks that misleads or confuses consumers by suggesting or implying that **Sundance Film Festival**® has sponsored, endorsed, or is affiliated with any other company or brand, constitutes trademark infringement and is violation of applicable federal and state trademark laws.

If you would like to inquire about obtaining permission to use **Sundance Film Festival**® or **Sundance Institute**® marks in connection with your business or services, and to become an official partner of **Sundance Institute**® and **Sundance Film Festival**®, thereby supporting its mission, please contact **Sundance Institute**® directly at corporategiving@sundance.org.

Penalties for non-compliance of Park City regulations may include criminal citations, civil penalties, and/or revocation of City license to operate within the Park City limits.

DEPARTMENT CONTACTS

PARK CITY MUNICIPAL CORPORATION

445 Marsac Avenue, PO Box 1480, Park City, UT 84060 Hours: 8:00 a.m.-5:00 p.m. | Closed weekends and holidays | parkcity.org

FIRST POINT OF CONTACT & BUILDING DEPARTMENT

JJ will direct you to the appropriate departments, inspections, fire & building permits JJ Trussell | (435) 615-5119 | jj.trussell@parkcity.org

PARKING DEPARTMENT

Load In & Out, and Crowd Management Johnny Wasden (435) 615-5300 | johnny.wasden@parkcity.org

FINANCE DEPARTMENT

Business, Liquor, and Convention Sales Licenses Sydney Anderson | (435) 615-5225 | <u>business@parkcity.org</u>

PLANNING DEPARTMENT

Sign Permits, Administrative Conditional Use Permits Lillian Zollinger | (435) 615-5068 | lillian.zollinger@parkcity.org

SPECIAL EVENTS DEPARTMENT

Special Events & Filming Heather Weinstock (435) 659-5945 | heather.weinstock@parkcity.org

SUMMIT COUNTY

85 50 E., Coalville, UT 84017 Hours: 8:00 a.m.-5:00 p.m. | Closed weekends and holidays | co.summit.ut.us

HEALTH DEPARTMENT

Giovanna Herrera | (435) 333-1502 | gherrera@summitcounty.org | summitcountyhealth.org

SPECIAL EVENTS

Tyler Orgill | (435) 336-3249 | torgill@summitcountyfair.org

REPUBLIC SERVICES

Trash and Recycling | summitcounty@republicservices.com

WASATCH COUNTY

25 N Main Street, Heber City, UT 84032 | Clerk's Office | (435) 657-3190 Hours: 8:00 a.m.-5:00 p.m. | Closed weekends and holidays | <u>wasatch.utah.gov</u> Deer Crest Homeowner's Association (HOA) | <u>deercrest.com</u>

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE SERVICES (UTAH DABS)

Christy Tallon | Licensing Compliance Specialist/Permit Specialist (801) 977-6876 | chickenses-permits/ | abc.utah.gov/licenses-permits/ | abc.utah.gov/ | <a href="mailto:abc.u

UTAH DEPARTMENT OF AGRICULTURE: INDUSTRIAL HEMP PRODUCT

Registration Specialist | (385) 226-7316 | hemp_udaf@utah.gov Industrial Hemp Product Registration Specialist | (385) 285-8146 | hemp-productregistration@utah.gov

December

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12 City Council Meeting	13 Liquor License Application Deadline	14
15	Deadline for Tents, Structures, and Change of Occupancy	DABS Single Event Deadline	18	19 City Council Meeting	20	21
22	23	24 City Offices Closed	25 City Offices Closed	26	27	28
29	30	31				

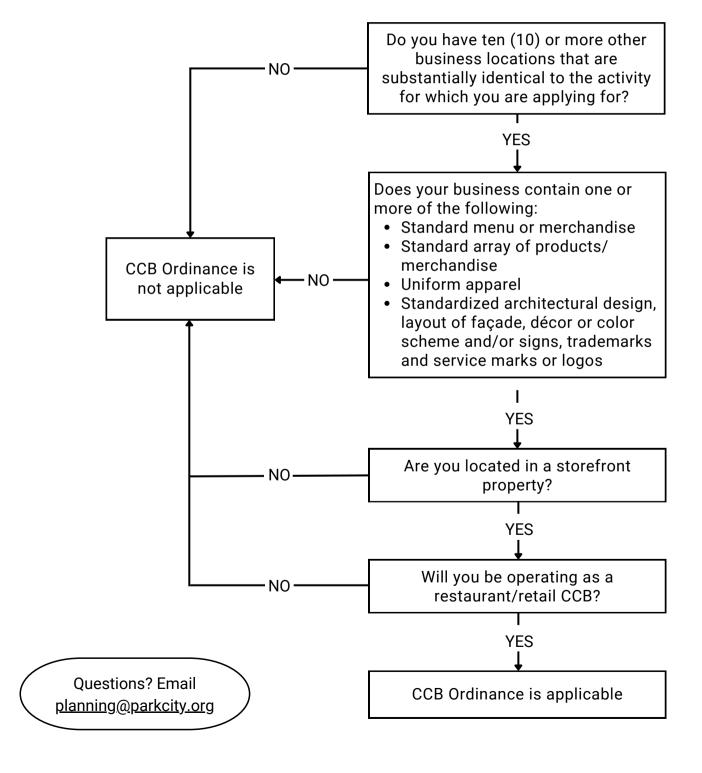
January

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 City Offices Closed	2 CSL Deadline	3 Late Liquor Deadline (Up to 12)	4
5	6	7	8	9 City Council Meeting	10 Loading and Crowd Deadline	11
12	Deadline for Temporary Sign Permits	14	Late CSL Deadline	16 City Council Meeting	17	18
19	20 Offices Closed	21 Load In Begins City Council Meeting	22	Sundance Begins	24	25
26	27	28 Load Out Begins	29	30	31	

CONVENTIONAL CHAIN BUSINESS

In 2022, the Conventional Chain Business (CCB) cap was reached south (uphill) of Heber Avenue, therefore any new or temporary CCBs are not allowed unless they are outside of the storefront zone, or north (downhill) of Heber Avenue. A link to the current CCBs can be found at <u>parkcity.org.</u>



CONVENTION SALES LICENSE (CSL)

APPLICATION PROCESS

Pre-Application discussion: email us

Pre-inspection Prior to Application (PIPA)

Requirements prior to submittal:

- Applicant obtains Design Occupancy Load (DOL) meeting updated 2021 Building Code
- Trash Receipt from Republic Services Summit County: (435) 615-8311 | summitcounty@republicservices.com

Submit <u>CSL Application</u> and to the Finance Department with proof of Pre-Inspection, Design Occupant Load (DOL), Trash Receipt, and pay applicable fees. DOL Must be submitted digitally to <u>firemarshal@parkcity.org</u>

> Obtain Council Approval at a City Council Meeting

Schedule the Final Inspection Post Application (FIPA)

License is issued when the FIPA is passed Passing the FIPA Inspection

IMPORTANT INFORMATION

WHEN DO YOU NEED A CSI?

You will need a CSL if you have any form of marketing, promotion, gifting, or signage at your event. Anyone wishing to obtain a CSL must first contact the Finance Department to ask if a Business License is already in place, or to obtain information about steps to obtain the Business License and the approximate cost.

Activations are not allowed in residential units. Private parties require permitting – please contact us if you have questions.

DEADLINE

See calendars for Convention Sales License deadlines.

FEES

\$830.58 per Federal ID

CONTACT INFORMATION

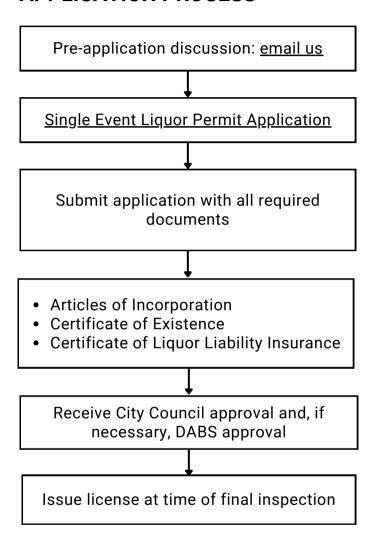
Sydney Anderson, Business License Specialist (435) 615-5225 | <u>business@parkcity.org</u>

Convention Sales License FIPA Inspection Information

Summit County Health
Department Application

TEMPORARY BEVERAGE LICENSE

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN WILL YOU NEED A SINGLE EVENT LIQUOR PERMIT AND LOCAL CONSENT?

Contact the Utah Department of Alcoholic Beverage Services to determine what State Liquor Permitting is required.

If DABS approval of a Temporary State Liquor Permit is not required, City Single Event Liquor Permit may still be required.

NOTE - The DABS permit requires that an entity be a registered Utah entity or foreign corporation in good standing for at least one year with the State of Utah. Please reach out to the DABS contact below for more information.

DABS

Christy Tallon, Licensing Compliance Specialist/Permit Specialist (801) 977-6876 | <u>cltallon@utah.gov</u>

Event permits should be sent to dabseventpermits@utah.gov

DEADLINE

See calendars for Liquor Permit and Local Consent deadlines

FEES

- \$186 for up to five-day event
- Events longer than five days require multiple permits

CONTACT INFORMATION

Park City Finance Department 445 Marsac Avenue | P.O. Box 1480 Park City, UT 84060

Sydney Anderson, Business License Specialist (435) 615-5225 | <u>business@parkcity.org</u>

BUILDING PERMIT

APPLICATION PROCESS

Building Permits and Inspections <u>Web Page Information</u>

Click here to set up a City Inspect account

Submit Application on <u>City Inspect</u>
<u>Application How-To Guide</u>

Once the permit application is approved:

- Permit can only be issued to Utah Licensed Contractor
- Building Department staff will contact you with instructions to:
 - Pay through Finance Department (435) 615-5221
- · Permit is then issued & work can begin

Building Permits and Inspections

How to schedule Building Inspections,
complete Required Inspections and pass
final Building Inspection (this is not a FIPA)

IMPORTANT INFORMATION

WHEN DO YOU NEED A BUILDING PERMIT?

All of the following activities require a building permit:

- Demolitions
- Remodels
- · Permanent Alterations
- Repairs
- Signs with mechanical attachments to buildings
- Decks
- Changes to Electrical, Mechanical, or Plumbing
- Floor-to-ceiling walls
- Changes affecting exiting, fire sprinklers, and/or exit lights

Any work done to the structure that will remain in place after the event is over, or anything permanently removed or added to the structure requires a building permit.

FEES

Please contact the Building Department for approximate fees based on the total value of work to be done.

CONTACT INFORMATION

Park City Building Department 445 Marsac Avenue | P.O. Box 1480 Park City, UT 84060

Building Front Desk | (435) 615-5101 buildingcounter@parkcity.org

OPERATIONAL FIRE PERMIT

APPLICATION PROCESS

Operational Fire Permits and Inspections
Web Page Information

Click here to set up a City Inspect account

Operational Fire Permit Submittal Requirements

How to Submit Operational Fire Permit

<u>City Inspect Application</u>

If submittals are incomplete, additional documentation will be required. The contact email listed in *City Inspect* will be notified.

Once the permit application is approved:

- Building Department Staff will contact you with instructions to:
 - Pay through Finance Department (435) 615-5221
- Permit is then issued and work/set up can begin

Schedule Final Inspection to take place once event is fully set up Operational Fire Inspection Information

- Operational Fire Permit and CSL approved at final inspection
- Approvals, Liquor Licenses and Maximum Occupant Load signs are posted and event can begin

IMPORTANT INFORMATION

WHEN DO YOU NEED A FIRE PERMIT?

- Stages/Platforms
- Trusses
- Ramps
- Heaters/LPG tanks
- Fire pits
- Temporary walls
- · Buildouts over existing walls
- Tents and temporary structures (tents and temporary structures require an Administrative Conditional use Permit, public hearing, and final action)
- Air supported structures
- Open flames (candles, lanterns, bonfires)
- Generators & any fuel-fired equipment
- Compressed gases like CO2, helium, nitrogen, etc.
- Temporary electrical, or moving/adding electrical

Temporary work done to the structure pertaining to the event typically requires an Operational Fire Permit.

CONTACT INFORMATION

Park City Building Department 445 Marsac Avenue | P.O. Box 1480 Park City, UT 84060

Cherie Wellmon, Fire Marshal (435) 615-5108, cherie.wellmon@parkcity.org

ADMINISTRATIVE CONDITIONAL USE PERMIT

APPLICATION PROCESS

Applications require ten-day public notice, a public hearing, and final action. Plan ahead and submit an application on time

Submit complete <u>application</u> to <u>planning@parkcity.org</u> by 12/16/2024*

Applicant provided a permit number to pay the application fee with the Finance Department at (435) 615-5221

Staff reviews application for compliance with the <u>Land Management Code</u> and contacts applicant if revisions are required

Staff schedules and notices a public hearing

The Planning Director conducts a public hearing and approves, modifies, or denies the application

Staff issues approval or denial

If approved, the applicant is required to obtain Operational (Fire) Permit through Building Department

IMPORTANT INFORMATION

Installation of temporary structures and tents requires an Administrative Conditional Use Permit through the Planning Department and a Fire Permit through the Building Department.

Temporary Change of Occupancy, determined by the Building Department during preinspection (PIPA), requires an Administrative Conditional Use Permit.

Temporary Change of Occupancy Checklist

Temporary Structure and Tent Checklist

DEADLINE

All required materials must be submitted to planning@parkcity.org by 12/16/2024*

APPLICATION FEE

\$330 + noticing fees

CONTACT INFORMATION

Park City Planning Department 445 Marsac Avenue | P.O. Box 1480 Park City, UT 84060

Lillian Zollinger, Planner (435) 615-5068 | <u>lillian.zollinger@parkcity.org</u>

*Send a Dropbox link for files larger than 8MB

TEMPORARY SIGN PERMIT

APPLICATION PROCESS

Review Sign Permit Application, Sign Checklist, and Sample Rendering

Submit complete <u>Application</u> to <u>planning@parkcity.org</u> by 01/13/2025*

Once Planning provides applicant with a permit number, call the Finance Department at (435) 615-5221 and pay application fee

Planning staff contacts applicant within ten business days of a complete application submittal if revisions are required

Staff issues an approval, modification, or denial

Upon approval, install the temporary sign for the approved timeframe. If installation requires sidewalk or street closure additional permits may be required

For signs impacting a right-of-way, applicants must submit a <u>Work in the Public Right-of-Way Application</u> with the Sign Permit Application

Planning will inspect all installed signs. Unapproved signs will be removed.

IMPORTANT INFORMATION

WHEN DO YOU NEED A TEMPORARY SIGN PERMIT?

Planning Department approval is required for all signs, including free-standing signs and signs installed on windows, doors, roofs, walls, etc.

Temporary Sign Applicants must obtain a Convention Sales License (CSL) through Finance Department. This number must be included on the Sign Permit Application form.

DEADLINE

All required materials must be submitted to planning@parkcity.org by 01/13/2025*

FEE

\$60

CONTACT INFORMATION

Park City Planning Department 445 Marsac Avenue | P.O. Box 1480 Park City, UT 84060

Lillian Zollinger, Planner (435) 615-5068 | lillian.zollinger@parkcity.org

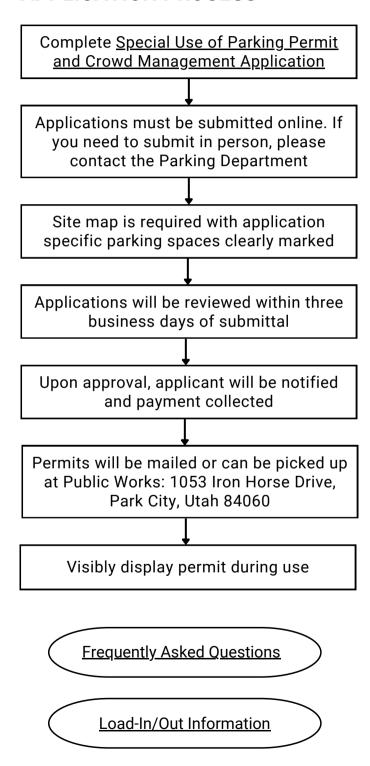
Sign Permit Checklist and FAQs

^{*}Send a Dropbox link for files larger than 8MB

^{*}It is recommended that Applicants do not produce signs until receiving final approval.

CROWD MANAGEMENT & SPECIAL USE OF PARKING AND LOADING PERMIT

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN DO YOU NEED A LOADING AND UNLOADING AND CROWD MANAGEMENT PERMIT?

You will need a Special Use of Parking and Unloading Permit if you need to utilize parking spaces for the purpose of load-in/out or crowd control in a Main Street core area venue.

Applications will be processed within three business days of submittal.

LOAD-IN/OUT DATES AND PERMIT TYPES

Load-In/Out Permits are required. Load-in cannot begin until Tuesday, January 16, and load-out cannot begin until Tuesday, January 28.

- Green Permits are for trucks 15 feet or less in length.
- Red Permits are for trucks 16 feet or more in length. For safety and security, load-in/out for this permit is permitted between 4:00-10:00 a.m. only.

During load-in/out, vehicles must actively load or unload. Parking is not allowed on Main Street during the event.

A **Crowd Management Plan** is required for any venue expecting crowds to gather outside of their space. Please complete the Special Use of Public Parking Permit to use parking spaces for crowd management. Crowd Management may not block pedestrian flow, sidewalks or other storefronts.

CONTACT INFORMATION

Park City Parking Department 1053 Iron Horse Drive, Park City, UT 84060

(435) 615-5300 | pcparking@parkcity.org

ENGINEERING PERMITS

APPLICATION PROCESS

Engineering Permits:
Closure of City Streets Permit
Closure of City Sidewalk Permit

Applicant must provide a
Traffic Safety Plan (a drawing of the work
area that demonstrates proposed detour
with signage and/or flaggers to ensure safe
passage for traffic and pedestrians in the
work zone)

The Engineering Department will contact the applicant with their Road Closure number and information for payment

Applicant pays the application fee through Finance Department

Once the permit is paid, the permit is issued and work can begin in accordance with approved Traffic Safety Plan

The Public Improvements Inspector will inspect the closure to ensure the approved plan is being followed

*Deadline for Submitting Road or Sidewalk Closures: Monday, January 8

IMPORTANT INFORMATION

WHEN DO YOU NEED A ROAD OR SIDEWALK CLOSURE PERMIT?

Any time your work will impede a lane of travel or normal pedestrian flow on a sidewalk.

REQUEST DURATION

If the structure will impede the roadway or sidewalk, the requested duration of the application should be the entire length of time that the impediment will be in place.

If the permit request is due to construction or load in/out impeding the flow of traffic or pedestrians, please clarify and request the specific duration of the construction or load out.

If a crane or other equipment with outriggers will be used during construction, please clarify and add an additional two business days for processing.

FEE

\$100/application

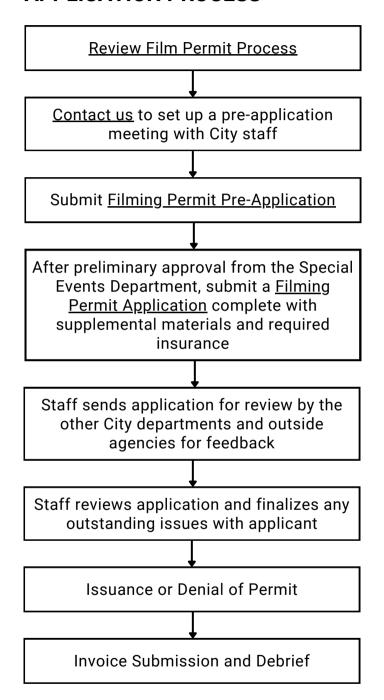
CONTACT INFORMATION

Park City Engineering Department 445 Marsac Avenue | P.O. Box 1480 Park City, UT 84060

Steve Taylor, Public Improvements Inspector (435) 615-5071 | steven.taylor@parkcity.org

FILM PERMIT

APPLICATION PROCESS



IMPORTANT INFORMATION

WHEN DO YOU NEED A FILM PERMIT?

A film permit is required for all outdoor filming within Park City limits that creates public impact such as road closures, sidewalk closures, or right of ways or City services such as police enforcement.

All outdoor filming activity in the City must submit a Film Permit Application no later than 21 days in advance of the first day of filming.

FFFS

Fees will be assessed during the review of the application.

CONTACT INFORMATION

Heather Weinstock, Special Events & Filming Coordinator

(435) 659-5945 | heather.weinstock@parkcity.org