



**Regulations for  
TEMPORARY STRUCTURES / TENTS  
Planning Department - 2016**

In regards to temporary activities occurring in conjunction with special events and/or the Sundance Film Festival®, Park City does allow the installation of tents and other temporary structures. An Administrative Permit (through the Planning Department) and Fire Permit (through the Building Department) are **required** for any temporary tent structures.

**Submittal Requirements:** Applicants must submit a completed Administrative Permit application to the Planning Department *in person* or through an authorized representative. Electronic submissions will not be accepted. Applications shall include:

1. **Review Fees.** Administrative Permits require a \$330 application fee.
2. **Site Plan.** A site plan, indicating the location of the tent on the property and distances from property lines and other structures is required. A separate floor plan showing the interior of the tent is required. The interior plan should show chairs, tables, exits, plans for trash removal, heating, food service/food handling and snow removal.
3. **Description of Activity.** A written description of the activity should be included with the application. The description needs to outline the hours of operation, anticipated attendance, use of speakers, and any beer or liquor licenses obtained.
4. **Neighborhood Notification.** It is the applicant's responsibility to provide stamped, addressed envelopes for adjacent affected property owners.

**Submittal Deadline:** This application requires **public notice of 10 days** prior to the proposed set up and use. In order to review and process the request **please submit all application materials by Thursday, January 7, 2016** If submitted after this date, City staff may not be able to approve/finalize your permit due to noticing requirements and your structure set up will be delayed.

***Planning Department Contacts:***

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