



Building Department

REGULATIONS FOR TEMPORARY STRUCTURES – BUILDING 2016

Park City does allow the installation of tents and other temporary structures. An Administrative Conditional Use Permit (CUP) and Fire Permit are required for any temporary structures.

Submittal Requirements: Applicants must submit a Fire Permit Application to the Building Department in person or through an authorized representative. Electronic submissions will not be accepted. Applications shall include:

1. Review Fees. Tents greater than 400 sq. feet, require a \$0.20 per square foot fee or \$0.13 per square foot fee for already engineered and approved plans. In addition, the issuance fee is \$20.00.
2. Site Plan. A site plan, to scale, indicating the location of the tent on the property and distances from property lines and other structures. A separate site 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 requested.
Structural Information. For all tents greater than 400 sq. feet, structural calculations and wind load information needs to be submitted with the application. This information can be provided by the tent manufacturer. The Building Department also requires a flammability report, location and number of fire extinguishers, number and location of exits and their widths, and a description of the heat source and how it will be managed.

Submittal Deadline: The tent review process will take a total of ten (10) days. In order to ensure that the application is approved prior to the start of the festival, please submit materials by December 1, 2015. If submitted after this date, City staff will not have the ability to expedite this process.