

# RULES OF THE ROAD

PARK CITY MUNICIPAL CORP.  
EVENT PERMITTING  
PROCESS GUIDE

**SUNDANCE  
FILM FESTIVAL 2019**

JANUARY 24 - FEBRUARY 3



# INTRODUCTION

The Rules of the Road document is intended to serve as a guide through the application process for organizers and participants on frequently asked questions and how they relate to Park City's Regulations. These regulations and restrictions apply to those who conduct business year-round as well as those conducting business for shorter periods such as only during the **Sundance Film Festival®**, unless otherwise specified.

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UPDATED NOVEMBER 1, 2018



# 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, restrictions on use of **Sundance Film Festival®** and **Sundance Institute®** trademarks. These regulations and restrictions apply to those who conduct business year-round as well as those conducting business for shorter periods such as only during the **Sundance Film Festival®**, unless otherwise specified.

**Sundance Institute®** is the sole Master Festival License holder from January 24 through February 3, 2019. 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](mailto: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](mailto:corporategiving@sundance.org)

*Penalties for non-compliance of Park City Regulations may include criminal citations 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: 8am-5pm | Closed weekends and holidays | [www.parkcity.org](http://www.parkcity.org)

### FIRST POINT OF CONTACT

**Hannah Tyler** | (435) 615-5059 | [hannah.tyler@parkcity.org](mailto:hannah.tyler@parkcity.org)

*Hannah can direct you to the appropriate departments.*

### BUILDING DEPARTMENT

Inspections, Fire Permits, and Building Permits

**Cherie Wellmon** | (435) 615-5108 | [cherie.wellmon@parkcity.org](mailto:cherie.wellmon@parkcity.org)

### FINANCE DEPARTMENT

Business, Liquor, and Convention Sales Licenses

**Beth Bynan** | (435) 615-5225 | [beth.bynan@parkcity.org](mailto:beth.bynan@parkcity.org)

### PLANNING DEPARTMENT

Sign Permits, Administrative Conditional Use Permits

**Liz Jackson** | (435) 615-5065 | [liz.jackson@parkcity.org](mailto:liz.jackson@parkcity.org)

### SPECIAL EVENTS

Filming Permits

**Jenny Diersen** | (435) 615-5188 | [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org)

## SUMMIT COUNTY

85 50 E., Coalville, UT 84017

Hours: 8am-5pm | Closed weekends and holidays | [www.co.summit.ut.us](http://www.co.summit.ut.us)

### HEALTH DEPARTMENT

**Phil Bondurant** | (435) 333-1584 | [www.summitcountyhealth.org](http://www.summitcountyhealth.org)

### SPECIAL EVENTS

**Travis English** | (435) 615-5188 | [events@summitcounty.org](mailto:events@summitcounty.org)

## WASATCH COUNTY

25 N Main Street, Heber City, UT 84032

Hours: 8am-5pm | Closed weekends and holidays | [www.wasatch.utah.gov](http://www.wasatch.utah.gov)

**Clerk's Office** | (435) 657-3190

**Deer Crest Homeowner's Association (HOA)** | [www.deercrest.com](http://www.deercrest.com)

## UTAH DEPARTMENT OF ALCOHOL AND BEVERAGE CONTROL (UTAH DABC)

(801) 977-6800 | [www.alcbev.state.ut.us/events/index.html](http://www.alcbev.state.ut.us/events/index.html)

# NOVEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 City Council Meeting	9	10
11	12	13	14	15 City Council Meeting	16	17
18	19	20	21	22 City Offices Closed	23 City Offices Closed	24
25	26	27	28	29 City Council Meeting	30	

# DECEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 City Council Meeting	12	13	14 Deadline for: ! Single Event Liquor License Application	15
16	17	18	19	20 City Council Meeting	21	22
23	24 City Offices Closed	25 City Offices Closed	26	27	28	29
30	31					

# JANUARY 2019

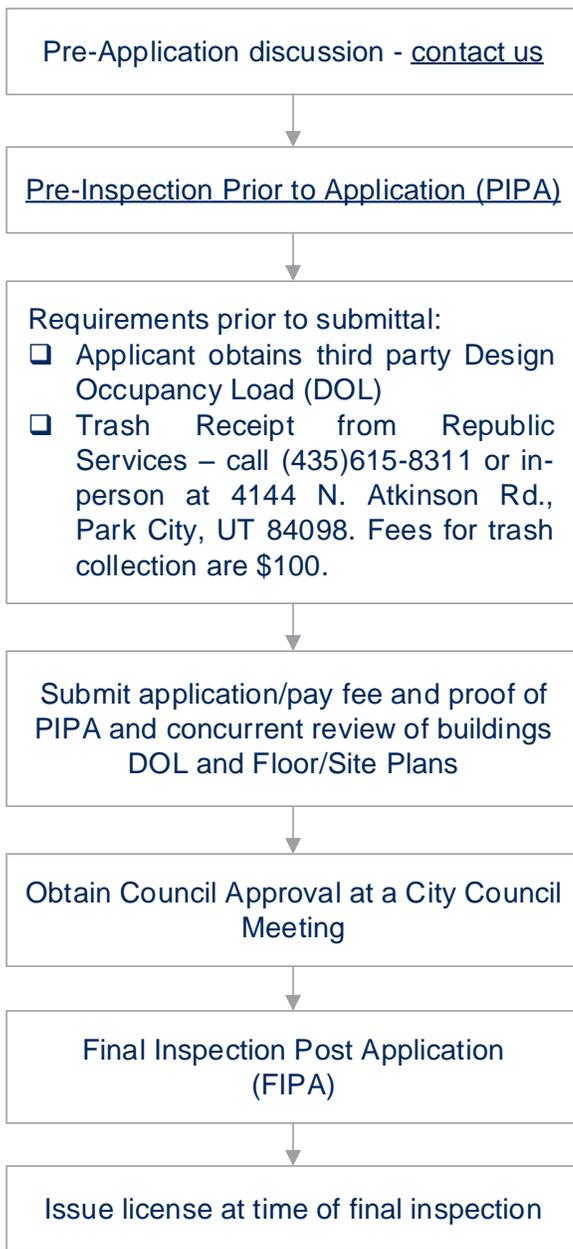
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 City Offices Closed	2	3	4 Deadline for: ! Late Liquor License Applications (only up to 12 accepted) ! Building Permits ! Sub Permits	5
6	7	8	9 Deadline for: ! Sign Permits ! Administrative Conditional Use Permits ! Fire Permits	10 City Council Meeting Deadline for: ! Convention Sales License Application	11	12
13	14	15	16	17 City Council Meeting	18	19 NO LOAD-IN
20 NO LOAD-IN	21 NO LOAD-IN City Offices Closed	22 Load-In 4am-10am	23 Load-In 4am-10am	24 Sundance Film Festival® Begins Load-In 4am-10am	25 Load-In 4am-10am	26 NO LOAD-OUT
27 NO LOAD-OUT	28 NO LOAD-OUT	29 Load-Out 4am-10am	30 Load-Out 4am-10am	31 Load-Out 4am-10am	1 Load-Out 4am-10am	2 Load-Out 4am-10am

# FEBRUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Load-Out 4am-10am	2 Load-Out 4am-10am
3 Sundance Film Festival ® Ends Load-Out 4am-10am	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

# CONVENTION SALES LICENSE

## APPLICATION PROCESS:



## IMPORTANT INFORMATION:

### WHEN DO YOU NEED A CONVENTIONAL SALES LICENSE?

Any event space that is wishing to obtain a Convention Sales License or Single Event Liquor Permit must first make sure there is a full-time, active Business License in place at that specific property address/unit #. You can 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.

### DEADLINE:

See calendars for Convention Sales License deadlines

### FEES:

- ❑ Within the Business Improvement District (BID) \$1073.58 *per Federal ID*
- ❑ Outside the BID: \$830.58 *per Federal ID*

### CONTACT INFORMATION:

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

**Beth Bynan**, Business License Specialist  
(435) 615-5221 | [business@parkcity.org](mailto:business@parkcity.org)

[Convention Sales License Ordinances](#)

[Convention Sales License PIPA Inspection Information](#)

[Summit County Health Department Application](#)

# SINGLE EVENT LIQUOR PERMIT AND LOCAL CONSENT

## APPLICATION PROCESS:



## IMPORTANT INFORMATION:

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

You will need to contact the Department of Alcohol Beverage Control (DABC) to determine if a Temporary State Liquor Permit is required for your event.

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

#### DABC

**Bonnie Bills**, Licensing and Compliance Specialist/  
Event Permit Specialist  
(801) 977-6800 | [bhealey@utah.gov](mailto:bhealey@utah.gov)

### DEADLINE:

See calendars for Single Event Liquor Permit and Local Consent deadlines

### FEES:

- \$186 for up-to 5-day event
- Events longer than 5 days require multiple permits

### CONTACT INFORMATION:

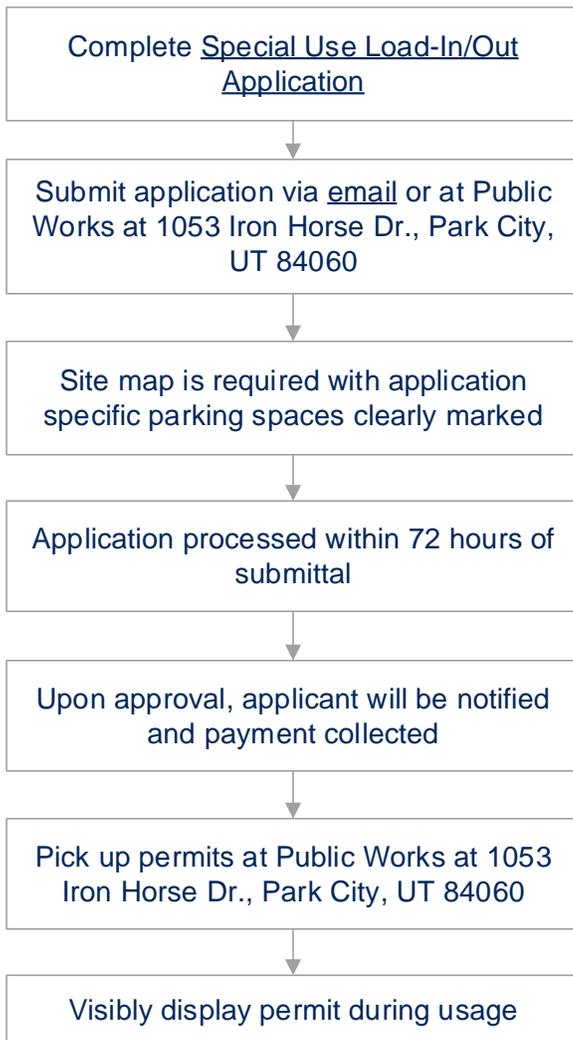
Park City Finance Department  
445 Marsac Avenue | P.O. Box 1480  
Park City, UT 84060

**Beth Bynan**, Business License Specialist  
(435) 615-5221 | [business@parkcity.org](mailto:business@parkcity.org)

[Liquor License Information](#)

# SPECIAL USE OF PUBLIC LOAD / UNLOAD PERMIT

## APPLICATION PROCESS:



[Frequently Asked Questions](#)

[Load-In/Load-Out Information](#)

## IMPORTANT INFORMATION:

### WHEN DO YOU NEED A SPECIAL USE OF PUBLIC LOAD/UNLOAD PERMIT?

You will need a Special Use of Public Load/Unload Permit if you need to utilize parking spaces for the purpose of load-in/out of a Main Street core area venue, if you are required to provide crowd control, park a satellite truck, need to store a POD (temporarily), or require a lift/boom for event activation.

### DEADLINE:

Applications will be processed within 72 hours of submittal.

### LOAD-IN/LOAD-OUT DATES AND PERMIT TYPES:

- GREEN PERMITS:** For 15 minutes at a time for trucks 15 feet in length or less (catering, linen service, floral, etc.).
- BLUE PERMITS:** Musical equipment, bands, and amplifiers, and cords loading only.
- RED PERMITS:** Large-scale loading operations are only permitted between 4am-10am on designated days. You will require a **RED** loading permit for venue load-in/load-out. **\*NOTE: First opportunity for load-out with a RED loading permit will be Tuesday, January 29.**
- 2018 SUNDANCE PARKING PERMIT:** This permit is for guaranteed parking in the China Bridge parking structure from January 24, 2019 through February 3, 2019.

### FEES:

- Contact the Parking Department for fees.

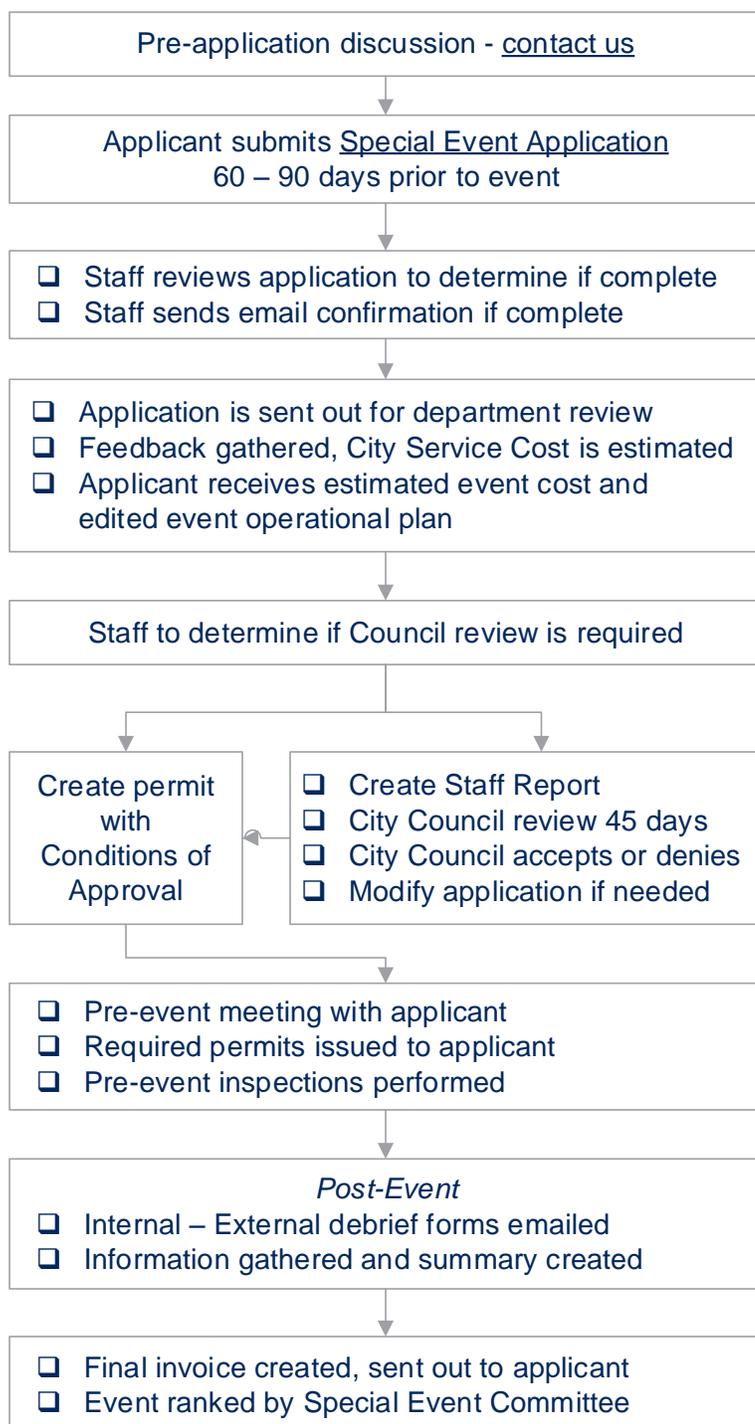
### CONTACT INFORMATION:

Park City Parking Department  
1053 Iron Horse Dr., Park City, UT 84060

**Lisa Gourley** | (435) 615-5316 | [lgourley@parkcity.org](mailto:lgourley@parkcity.org)

# SPECIAL EVENT PROCEDURE

## APPLICATION PROCESS:



## IMPORTANT INFORMATION:

### WHEN DO YOU NEED A SPECIAL EVENT PERMIT ?

Please contact the [Special Events Department](#) to determine if you need a Special Event permit.

A Special Event is a unique activity, whether held for profit, non-profit, or charitable purposes for a limited or fixed duration that impacts the City by involving the use of or having impact on City property or requiring City licensing or services beyond the scope of normal business and/or liquor regulations.

### DEADLINE:

- 90 days prior for a Level Three (3) Event
- 60 days prior for a Level Two (2) Event
- 30 days prior for a Level One (1) or First Amendment Event

### FEES:

- Level 1 Special Event: \$40
- Level 2 Special Event: \$80
- Level 3 Special Event: \$160

### CONTACT INFORMATION:

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

**Jenny Diersen**, Special Event & Economic Development Program Manager  
(435) 615-5188 [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org)

[Special Events Home Page](#)

# FILM PERMIT

## APPLICATION PROCESS:



[Film Permit Process FAQ's](#)

[Drone Information](#)

[Special Events Home Page](#)

## IMPORTANT INFORMATION:

### WHEN DO YOU NEED A FILM PERMIT?

All filming activity not considered low to no impact must be received and reviewed if the activity involves:

- Use of the Public Right of Way, streets, sidewalks, parks, or trails; or
- Traffic Management; or
- Public Parking Spaces (outside of normal parking regulations); or
- Use of multiple cameras; lighting equipment, vehicles, generators, etc.; or
- Disruption is caused to the city's stakeholders (residents and businesses) or motorists or other events in the vicinity of the activities

### FEES:

- Administrative Fee: \$80.00 (per application)
- Trucks, busses, motorhomes, trailers: \$30.00 per vehicle
- Production, crew, tow cars, shuttle vans: \$6.00 per vehicle
- Public Safety Officer \$75.00 (\$165.00 holiday) per hour
- Any other fees associate with the permit based on the application

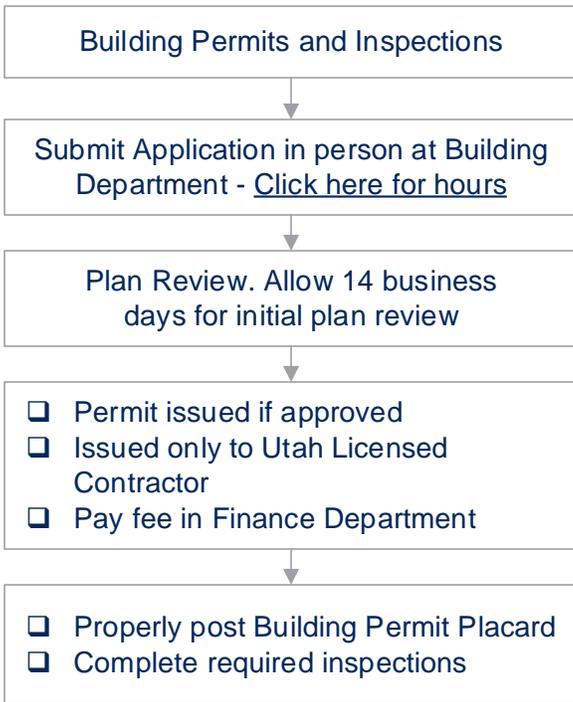
### CONTACT INFORMATION:

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

**Jenny Diersen**, Special Event & Economic Development Program Manager  
(435) 615-5188 | [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org)

# BUILDING PERMIT

## APPLICATION PROCESS:



[Building Permit Processes and Information](#)

[Fire, Sewer, and Health Department Information](#)

[Building Department Event Inspection Scheduling](#)

## IMPORTANT INFORMATION:

### WHEN DO YOU NEED A BUILDING PERMIT?

All of the following activities require a building permit:

- Demolitions
- Remodels
- Conversions
- Alterations
- Repairs
- Signs
- Decks

### DEADLINE:

Plan review time may fluctuate depending on submittals received. Please plan accordingly. Allow 14 business days for review.

### FEES:

- Please contact the Building Department for fees.

### CONTACT INFORMATION:

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

### Building Department Front Office

(435) 615-5100 | [building\\_mail@parkcity.org](mailto:building_mail@parkcity.org)

# FIRE PERMIT

## APPLICATION PROCESS:



[Fire Permit Final Inspections Information](#)

[Building Department Event Inspection Scheduling](#)

## IMPORTANT INFORMATION:

### WHEN DO YOU NEED A FIRE PERMIT?

[Do I need a Fire Permit?  
Fire Permit Requirements](#)

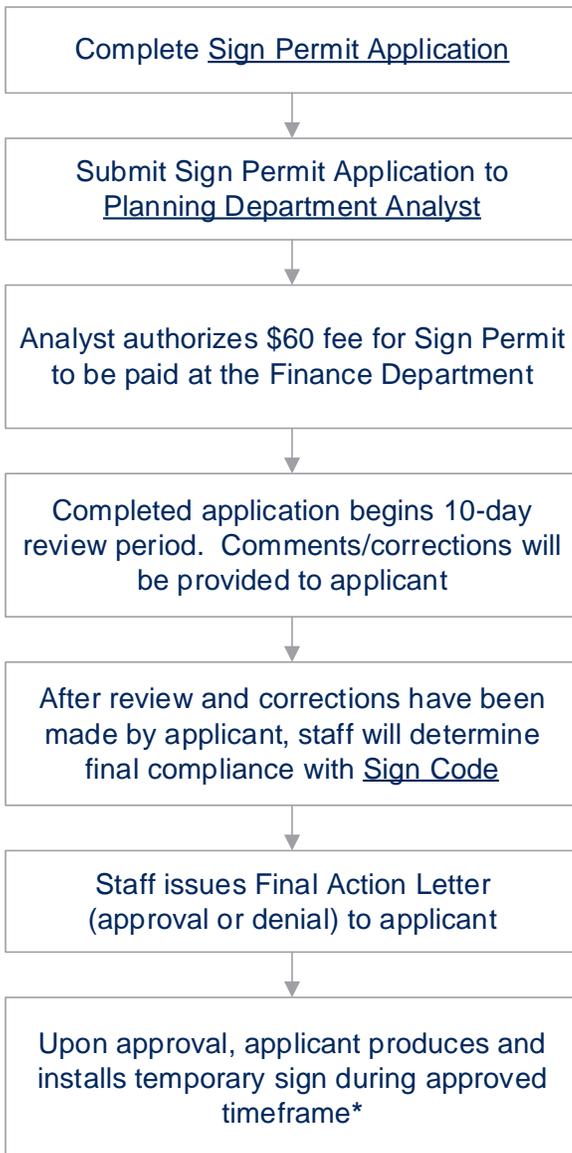
### CONTACT INFORMATION:

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

**Cherie Wellmon**, Business License Inspector  
(435) 615-5108 | [cherie.wellmon@parkcity.org](mailto:cherie.wellmon@parkcity.org)

# SIGN PERMIT

## APPLICATION PROCESS:



## IMPORTANT INFORMATION:

### WHEN DO YOU NEED A SIGN PERMIT?

You will need a Temporary Sign Permit if you want to install any type of sign on a building or site (including: windows, doors, roof, walls, etc. and free-standing signs).

A Convention Sales License is required for all signs.

### DEADLINE:

- January 9, 2019

### FEES:

- Temporary Sign Permit: \$60
- Permanent Sign Permit under a Master Sign Plan: \$130

### CONTACT INFORMATION:

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

**Liz Jackson**, Planning Technician  
(435) 615-5065 | [liz.jackson@parkcity.org](mailto:liz.jackson@parkcity.org)

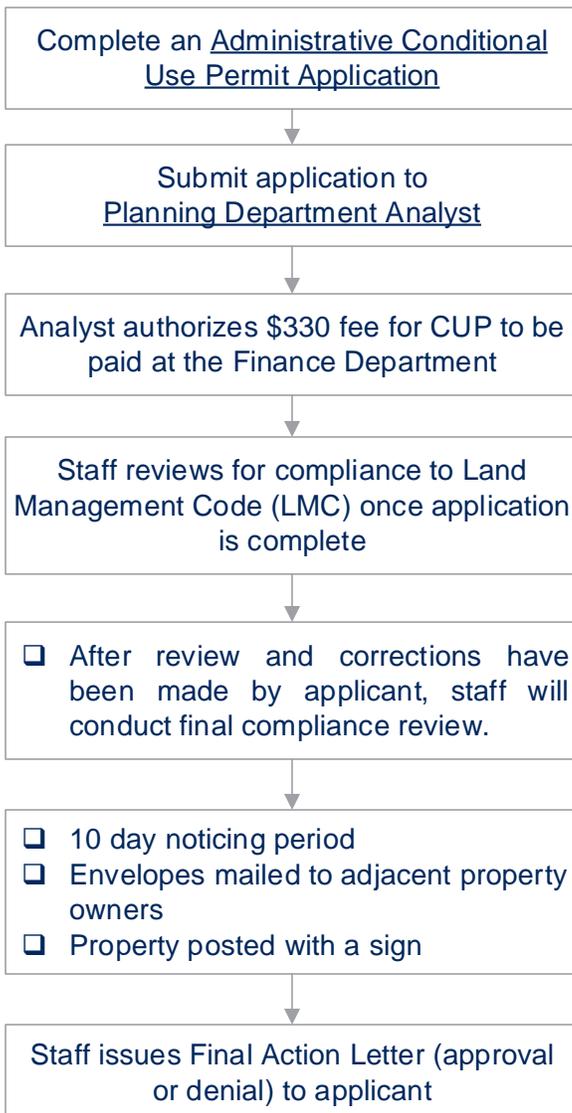
*\* It is not recommended that signs are produced until a Final Action Letter is issued.*

[Sign Permit FAQs](#)

[SAMPLE Sign Permit Rendering](#)

# ADMINISTRATIVE CONDITIONAL USE PERMIT

## APPLICATION PROCESS:



## IMPORTANT INFORMATION:

### WHEN DO YOU NEED A SIGN PERMIT?

To determine if you need an Administrative Conditional Use Permit for a Temporary Change of Occupancy or Temporary Structure, please click on one of the following “Regulations” below:

[Temporary Change of Occupancy FAQs](#)

[Temporary Structure FAQs](#)

### DEADLINE:

❑ January 9, 2019

### FEE:

❑ \$330 per application

### CONTACT INFORMATION:

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

**Liz Jackson**, Planning Technician  
(435) 615-5065 | [liz.jackson@parkcity.org](mailto:liz.jackson@parkcity.org)

# IS MY BUSINESS CONSIDERED A CONVENTIONAL CHAIN BUSINESS (CCB)?

In August 2017, Park City Council adopted an Ordinance capping the quantity of Conventional Chain Businesses (CCB) in the Historic Recreation Commercial (HRC) Zone and the Historic Commercial Business (HCB) Zone.

The CCB cap will be enforced during the Sundance Film Festival ® period for Convention Sales Licenses and Business Licenses. The following chart will help you identify if your proposed business activity is considered a CCB.

