



PARK CITY MUNICIPAL CORPORATION'S

RULES OF THE ROAD

PERMITTING PROCESS GUIDE



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 11, 2019



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 through February 2, 2020. 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: 8am-5pm | Closed weekends and holidays | www.parkcity.org

FIRST POINT OF CONTACT & BUILDING DEPARTMENT

Brittney Buchanan | (435) 659-8722 | brittney.buchanan@parkcity.org

Brittney can direct you to the appropriate departments, inspections, fire & building permits

PARKING DEPARTMENT

Parking Permits, Special Load In & Out, Public Works

Johnny Wasden | (435) 615-5372 | johnny.wasden@parkcity.org

FINANCE DEPARTMENT

Business, Liquor, and Convention Sales Licenses

Beth Bynan | (435) 615-5225 | beth.bynan@parkcity.org

PLANNING DEPARTMENT

Sign Permits, Administrative Conditional Use Permits

Liz Jackson | (435) 615-5065 | liz.jackson@parkcity.org

SPECIAL EVENTS DEPARTMENT

Special Events & Filming

Jenny Diersen | (435) 615-5188 | jenny.diersen@parkcity.org

SUMMIT COUNTY

85 50 E., Coalville, UT 84017

Hours: 8am-5pm | Closed weekends and holidays | www.co.summit.ut.us

HEALTH DEPARTMENT

Phil Bondurant | (435) 333-1584 | www.summitcountyhealth.org

SPECIAL EVENTS

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

WASATCH COUNTY

25 N Main Street, Heber City, UT 84032

Hours: 8am-5pm | Closed weekends and holidays | www.wasatch.utah.gov

Clerk's Office | (435) 657-3190

Deer Crest Homeowner's Association (HOA) | www.deercrest.com

UTAH DEPARTMENT OF ALCOHOL AND BEVERAGE CONTROL (UTAH DABC)

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

UTAH DEPARTMENT OF AGRICULTURE (CANNABIS PROGRAM)

For all inquiries regarding cannabis or CBD products, reach out to the Cannabis Program Manager.

Ashley Lytton | (801) 538-4976 | alytton@utah.gov

Nakoma Ware | (801) 538-4976 | nkware@utah.gov

NOVEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7 City Council Meeting	8	9
10	11	12	13	14	15	16
17	18	19	20	21 City Council Meeting	22	23
24	25	26	27	28 City Offices Closed	29 City Offices Closed	30

DECEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 City Council Meeting	6	7
8	9	10	11	12	13 Deadline for: ! Single Event Liquor License Application	14
15	16	17	18	19 City Council Meeting	20	21
22	23	24 City Offices Closed	25 City Offices Closed	26	27	28
29	30	31				

JANUARY 2020

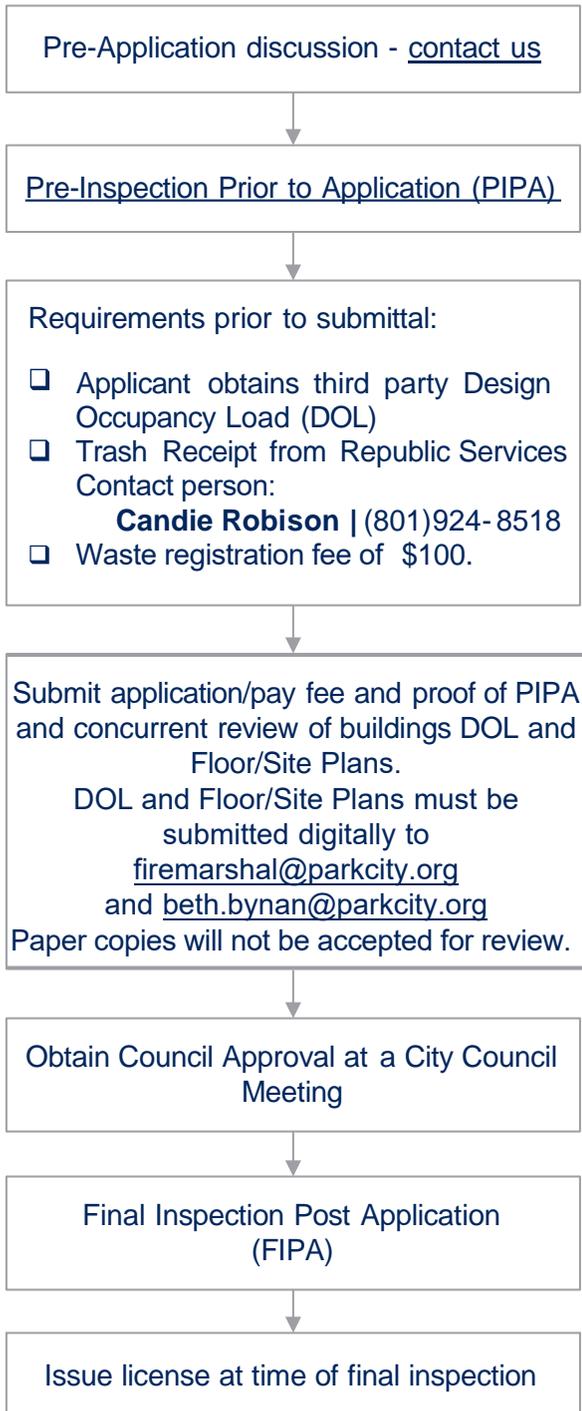
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 City Offices Closed	2	3 Deadline for: ! Late Liquor License Application (only up to 12 accepted) ! Building Permits ! Sub. Permits	4
5	6	7	8 Deadline for: ! Sign Permits ! Administrative Conditional Use Permits ! Fire Permits	9 City Council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

FEBRUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Load-Out 4am-10am
2 Sundance Film Festival® Ends Load-Out 4am-10am	3	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	29

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

[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 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
Anita Knowley, Licensing and Compliance Specialist/ Event Permit Specialist
(801) 977-6834 | aknowley@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

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.

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 opportunity for load-out with a RED loading permit will be Tuesday, January 28, 2020.
- 2020 SUNDANCE PARKING PERMIT:** This permit is for guaranteed parking in the China Bridge parking structure from January 23, 2020 through February 2, 2020.

FEES:

- Contact the Parking Department for fees.

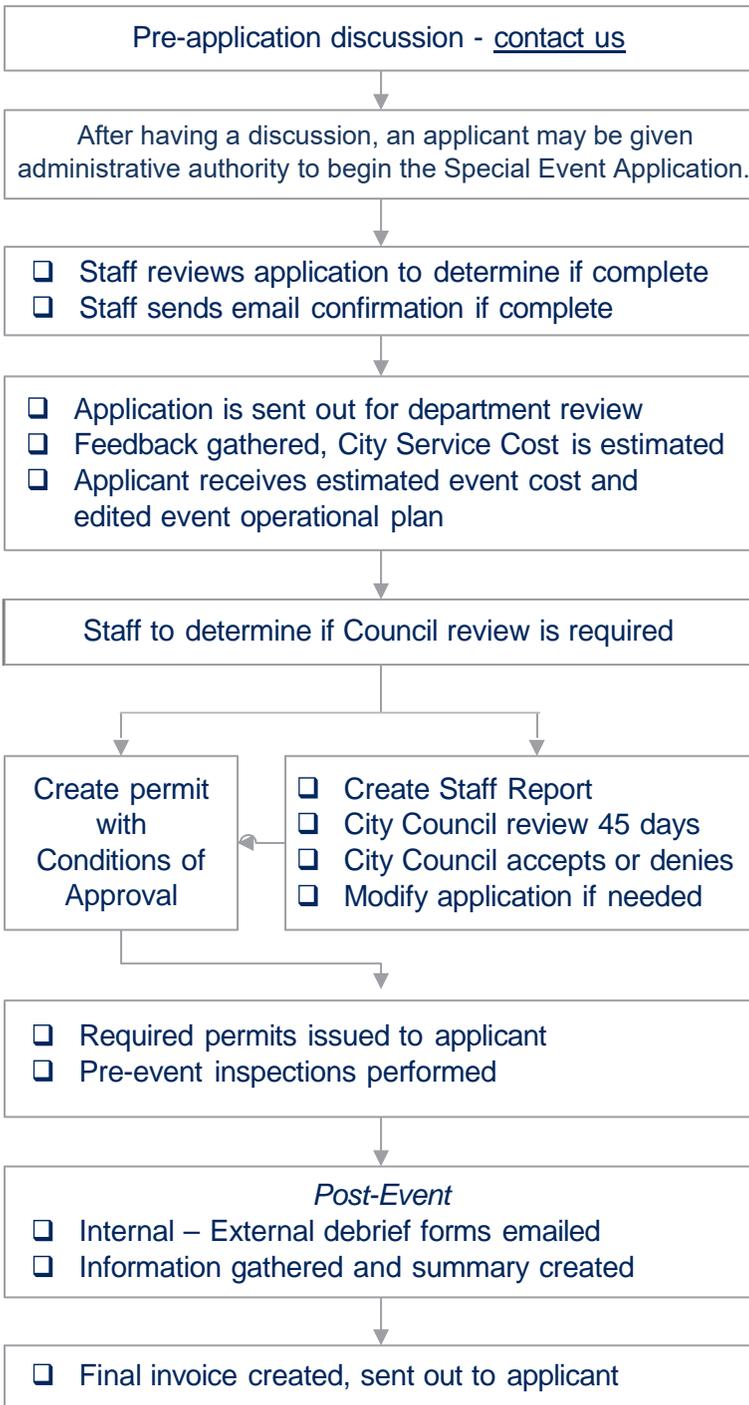
CONTACT INFORMATION:

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

Parking Services | (435) 615-5301
parking_permits@parkcity.org

SPECIAL EVENT PROCEDURE

APPLICATION PROCESS:



IMPORTANT INFORMATION:

WHEN DO YOU NEED A SPECIAL EVENT PERMIT ?

A Special Event is a sporting, cultural, entertainment, or other type of unique activity, whether held for profit, nonprofit, or charitable purposes, occurring 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 beyond the scope of normal business and/or liquor regulations.

It is unlawful for any person to conduct a Special Event with or without charge for admission, on public or private property, without first applying for and being granted a Special Event Permit for the specific event and its Venue(s).

Applications for new level Three, Four, and Five Event will not be considered during the Sundance Film Festival.

DEADLINE :

- First Friday in August for Level 3, 4 or 5 events occurring between November and February
- First Amendment, Level 1, or Level 2 Events must submit at least 30 days in advance

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

Special Events [Home Page](#)

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 substantial public impact such as road closures, sidewalk closures, or right of ways or City services such as police enforcement.

All outdoor filming activity considered impactful to the City must submit a Film Permit Application no later than 21 days in advance of the first day of filming to be reviewed and approved by the Special Events Department.

FEES:

- Application Fee: \$80.00
- Other fees may be assessed during the review of the application.

CONTACT INFORMATION:

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

Colleen McGinn, Filming Coordinator
(435) 615-5187 | colleen.mcginn@parkcity.org

BUILDING PERMIT

APPLICATION PROCESS:



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.

FEES:

- ❑ Please contact the Building Department for fees.

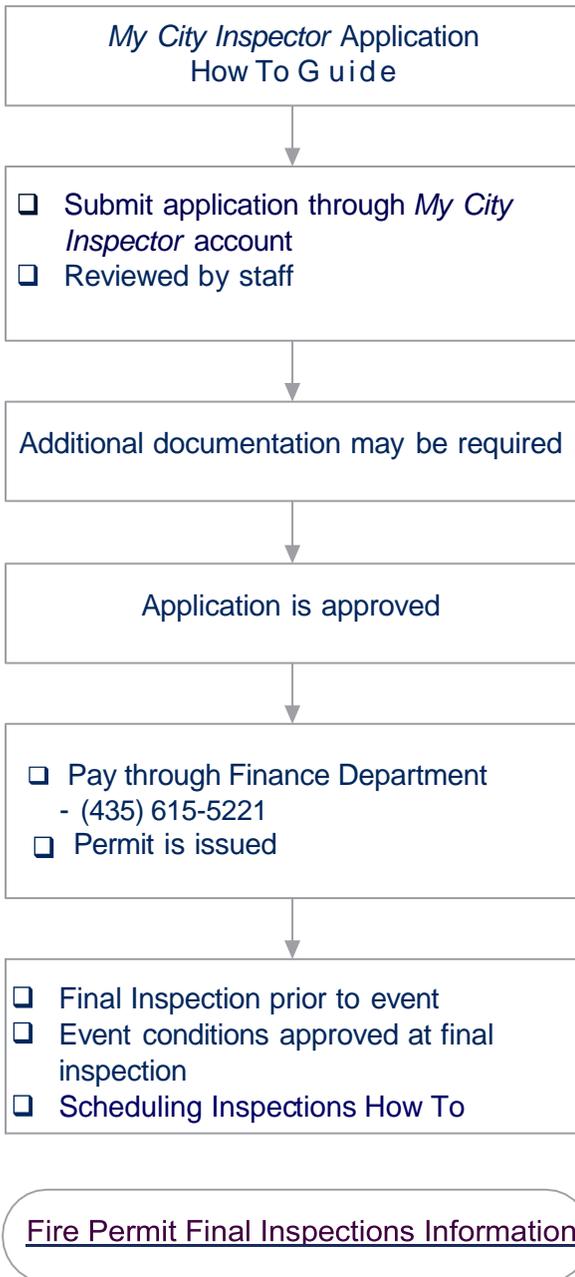
CONTACT INFORMATION:

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

Brittney Buchanan, Building Inspector Supervisor
(435) 659-8722 | brittney.buchanan@parkcity.org

FIRE PERMIT

APPLICATION PROCESS:



IMPORTANT INFORMATION:

WHEN DO YOU NEED A FIRE PERMIT?

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

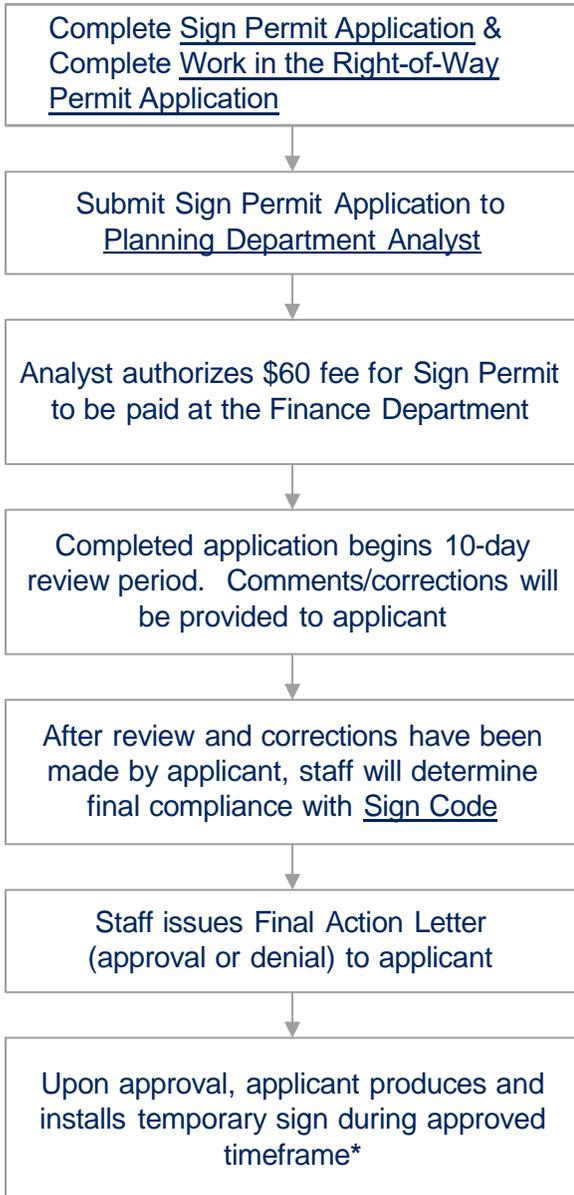
CONTACT INFORMATION:

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

Brittney Buchanan, Building Inspector Supervisor
(435) 659-8722 | brittney.buchanan@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 8, 2020

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, Planner
(435) 615-5065 | liz.jackson@parkcity.org

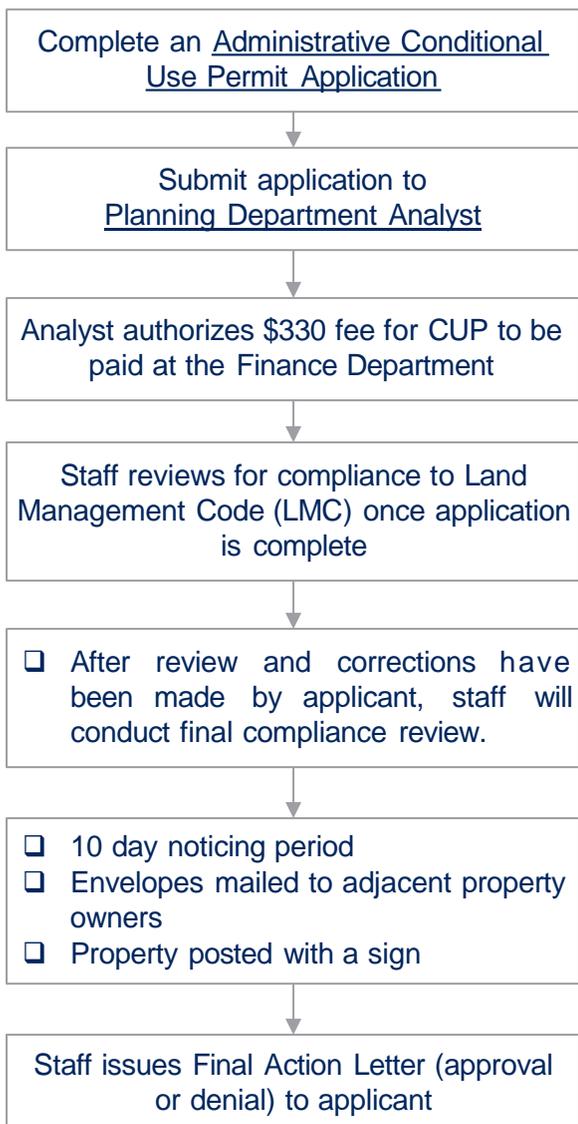
**It is not recommended that signs are produced until a Final Action Letter is issued.*

[Sign Permit Checklist](#)

[SAMPLE Sign Permit Rendering](#)

ADMINISTRATIVE CONDITIONAL USE PERMIT

APPLICATION PROCESS:



IMPORTANT INFORMATION:

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

[Temporary Change of Occupancy Checklist](#)

[Temporary Structure Checklist](#)

DEADLINE :

- ❑ January 8, 2020

FEES:

- ❑ \$330 per application

CONTACT INFORMATION:

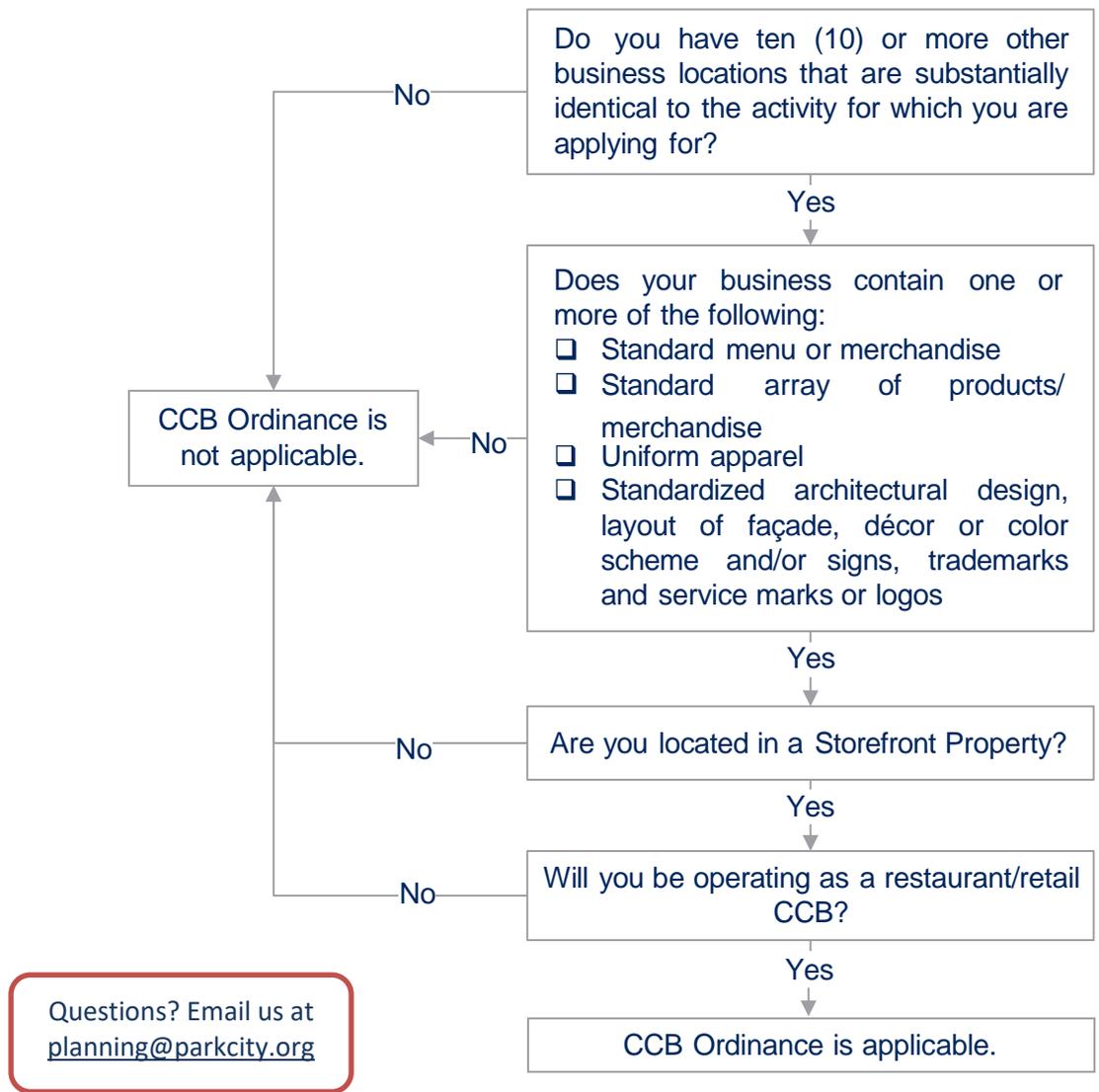
Park City Planning Department
445 Marsac Avenue | P.O. Box 1480
Park City, UT 84060

Liz Jackson, Planner
(435) 615-5065 | 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.



Questions? Email us at planning@parkcity.org