



Checklist and Regulations Temporary Change of Occupancy Permit Planning Department – 2025/2026

If a location is temporarily changing from a business (B) or mercantile (M) occupancy to an Assembly (A) occupancy for a special event and/or the Sundance Film Festival®, an [Administrative Conditional Use Permit](#), Planning Department review, and approval.

Submittal Deadline: Administrative Conditional Use Permits require a ten-day public notice prior to a public hearing for possible approval. Applicants must submit a complete application to planning@parkcity.gov by Monday, December 15, 2025. Please submit application files larger than 8MB through a Dropbox link.

Submittal Requirements:

- ☐ **Completed and signed application form**
- ☐ **Application fee (\$330 per application plus \$1 per noticing address)**
- ☐ **Written description of event, including:**
 - ☐ Hours of operation
 - ☐ Number of invitations sent or anticipated overall attendance
 - ☐ Security contact
 - ☐ Event contact
 - ☐ Timeline of each day's activities and a delivery plan
 - ☐ Music or sound plan
 - ☐ Any liquor licensing
 - ☐ Signs or lighting
 - ☐ Parking plan and loading/unloading impacts
- ☐ **Design Occupancy Load stamped by a Utah Licensed Architect**
 - ☐ Floor plans of each floor layout, to scale, indicating how the proposal complies with the applicable sections of the International Building Code
 - ☐ Floor plans must include proposed occupancy, chairs, tables, stages, exits, temporary heating, food service areas, approved occupancy, and crowd management
- ☐ **Plans must be approved by the Building Department prior to submitting an Administrative Conditional Use Permit**
- ☐ **Notice to neighbors**
 - ☐ Provide an electronic Excel Spreadsheet with five columns that include the (1) property owner name; (2) property owner mailing address; (3) city; (4) state; and (5) zip code for properties adjacent to the proposed event

Planning Department Contact:

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