



## Checklist and Regulations Temporary Structure/Tent Permit Planning Department - 2025

An [Administrative Permit](#) (through the Planning Department) and Fire Permit (through the Building Department) are required for temporary structures and tents associated with a special event and/or the Sundance Film Festival®.

**Submittal Deadline:** Temporary Structures and Tent 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](mailto: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**
- ☐ **Application fee (\$330 per application plus \$1 per noticing address)**
- ☐ **Site Plan**
  - ☐ Indicate the proposed location of the tent and/or structure on the property and show distances from property lines and other structures
  - ☐ Show snow removal and storage plan
- ☐ **Floor Plan**
  - ☐ Show the interior of the tent and/or structure
  - ☐ Show chairs, tables, exits, plans for trash removal, heating, and food service/food handling
- ☐ **Written description of the event, including:**
  - ☐ The hours of operation
  - ☐ Anticipated attendance
  - ☐ Use of speakers
  - ☐ Proposed signs
  - ☐ Proposed lighting
  - ☐ Any beer or liquor licenses obtained
- ☐ **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 all properties adjacent to the proposed location

### ***Planning Department Contact:***

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