



## CONVENTION SALES LICENSE PIPA & FIPA INSPECTIONS

*A completed PIPA (Pre-inspection Prior to Application) inspection form, design occupant load, & a \$100 payment for Republic Services (trash removal) must be submitted to the Finance Department along with your Convention Sales License application.*

*We are here to help!  
If you have questions, or would like to schedule an inspection, please contact:*

**Building Department  
435-615-5101  
buildingcounter@parkcity.org**

### PIPAs

- Are good for 120 days, so they can be done well in advance of the festival. This gives the building owner time to correct existing violations prior to the event.
- Be sure to have a building owner/manager present at the PIPA to ensure all areas of the building can be accessed. This will make the final inspection easier.
- Are not pass/fail. PIPAs are a tool to help you pass the Convention Sales License Final Inspection (FIPA) immediately prior to the start of the event.
- Only one PIPA is required per address and unit number.

### To Schedule Your PIPA, FIPA & Operational (Fire) Permit Final Inspections

- Call the number on the above right, or email and include:
  - The address & unit number.
  - Desired date of inspection.
  - Desired time of the inspection.
  - Name of the event that will be occupying the space.
  - Your name & phone number.
  - The name & phone number of the person meeting the inspector.
  - The type of inspections you are requesting – PIPA, FIPA, or Operational Fire Inspection.
    - FIPAs & Operational Fire Permit Final inspections can be scheduled to run concurrently.

### What is a Design Occupant Load (DOL)?

- A DOL is a detailed plan that determines the number of people a space can safely hold through calculations based on space measurements, how the space is used, and the number of bathroom fixtures (toilets & urinals) available for guests & staff.
- DOLs must take into account if occupants will be seated or standing, if there will be bars, stages, or couches in the space, etc.
- DOLs must be designed according to the most recently adopted UT commercial building code and stamped by a licensed UT design professional (architect or engineer).

### FIPAs

- Final Inspections Post Application (FIPA) are the final inspection for the Convention Sales License.
- FIPAs should be scheduled when the event is fully set up and ready to go.
- FIPAs *are* pass/fail. You must pass the FIPA to hold the event.

### Restrictions on Caterers

- Spaces without approved commercial kitchens equipped with Type I hoods & hood fire suppression systems may not be used for cooking purposes. Electric griddles, panini machines, Sternos, induction burners, portable gas-fired burners, table-top/portable fryers, and portable ovens, including toaster ovens are NOT ALLOWED. Electric chafing dishes & crock pots are allowed.