



Dining Deck Program

A Step-By-Step Guide



Installing a dining deck this spring and summer? Dining deck construction may begin once the steps below are complete:

1

Date of Installation

Decks uphill (south) of 5th Street may be installed April 29-October 30. Due to Main Street water line improvement projects, decks downhill (north) of 5th Street may be installed July 1-October 30. Dates will be reflected in your lease. New deck? Call Jenny Diersen, 435-640-5063. Email your preferred construction date by April 5 to jenny.diersen@parkcity.org and stephanie.valdez@parkcity.org.

2

Leases

The City will provide a draft lease for your review. The name associated with your lease *MUST* match the name on your Certificate of Insurance (COI), or the lease will be rejected. COI requirements are listed on the lease. All necessary attachments must be emailed to stephanie.valdez@parkcity.org. The lease will be routed via DocuSign for electronic signature after it is approved by City Council, estimated April 25. Restaurants must notify the City if they intend to rebuild an existing deck.

3

Building Permit

Begin the Building Permit for your dining deck on [my City Inspector](#). Questions? Email or call Crystal Kaufman, crystal.kaufman@parkcity.org | 435-615-5101.

4

Liquor Licensing

The City will provide a letter of notification to DABS regarding participating restaurants. Restaurants are individually responsible for coordinating with their specific compliance officer regarding liquor licensing. If you need a local consent letter reach out to the Finance Department (contact information below).

5

Finance

A Business License Extension is required. The Finance Department will automatically extend your existing license. For questions, please reach out to Sydney Anderson, Business License Specialist, business@parkcity.org | 435-615-5225.

6

Payments

Payments can be made once you have a finalized and executed lease and a permit number from the Building Department. Payments can be made at the Finance Department M-F 8:00 a.m.-4:30 p.m. (2nd Floor of City Hall, 435-615-5221).

7

Construction

Once all documentation is complete and permits issued, applicants will receive notice to proceed with deck construction. Inspections must be completed before decks can open to the public.