



Title 4-2-8 of the Park City Municipal Corporation Municipal Code / Land Management Code states that prior to the issuance of a license to engage in a new business not previously licensed at that location, or an existing business with a change of location, the applicant shall be required to have the prospective place of business inspected by the appropriate departments of the City or other governmental agency to ensure compliance with building, fire, municipal and health codes..

Please call **435-615-5103** when you are ready for inspection.

CONVENTION SALES LICENSE

Below is a list of the most common life safety concerns that are found during Convention Sales License inspections within Park City. This list is not inclusive of the Building or Fire Code but only addresses the most common concerns. Convention locations are also required to comply with all applicable codes. Please contact Park City Building Department with any questions.

1. Exit illumination and emergency lighting not working/missing, and/or back up batteries are not working.
2. All outlets within 6 feet of sinks/water must be GFCI protected (including bathrooms).
3. Handrails on both sides are required on all stairs.
4. Fire extinguishers and fire sprinkler systems:
 - a. 1 each, 10# ABC (4A:80B:C) or 2 each, (5# 3A:40B:C) fire extinguisher must be mounted and visible no more than 60" from the floor for every 75 feet of travel within the business space.
 - b. All fire extinguishers and fire sprinkler risers must be serviced and tagged every year. Fire riser rooms must be clearly labeled.
5. Fire sprinkler heads:
 - a. No storage or decorations 2' from ceiling, or 18" below the head.
 - b. Sprinkler head assembly cannot be painted & escutcheons (trim rings) must be in place.
6. Food service – Health Department sign off required when serving or catering foods.
 - a. Class 1 hood must be cleaned every 6 months by a licensed professional.
 - b. Grease traps must be cleaned every 6 months.
 - c. Ansul system/kitchen fire suppression must be inspected and serviced every 6 months.
 - d. Type "K" fire extinguisher must be mounted within 30 feet of fryer (1 required for every 40# of grease).
7. Electrical panel must have working clearances.
 - a. Must be a minimum access area of 30" in width, 3' in front and above.
 - b. All empty spaces in panel must be filled in.
8. Obstruction to exits, halls, stairs and/or corridors.
9. Hazardous storage of material (propane, gasoline, other flammables or combustibles):
 - a. Fire Permits for hazardous materials are required.
10. Trip hazards obstructing walkways (i.e. electrical cords, storage items).
11. Extension cords used as outlets, or power strip connected to an extension cord.
12. No holes in ceiling/floor or common walls. This compromises the fire safety of the building.
13. Convention Sales License applicants must submit a design occupant load calculation stamped by a UT licensed design professional to the Building Department prior to the submittal deadline.

Please do a walk-thru of your property before calling for an inspection.

Even if the space has been used before as convention space, it may not have all the updates required to pass inspection.