



Checklist and Regulations

TEMPORARY CHANGE OF OCCUPANCY PERMIT

Planning Department – 2024

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.org by Monday, December 16, 2024. 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)**
- 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
 - 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 location

Planning Department Contact:

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