

SPECIAL EVENT PERMIT FREQUENTLY ASKED QUESTIONS

When is a Special Event Permit Required?

A Special Event Permit is required when an event on public or private property necessitates a temporary business license or liquor license, when temporary structures (i.e. tents, bleachers) are proposed, or when an event exceeds the scope of normal business operations.

What is the fee for a Special Event Permit?

The fee is \$250 if the event is at a single location or \$400 if the event is mobile (i.e. a bike race) or includes multiple locations.

May I apply for a fee waiver?

The Planning Department does not grant fee waivers, including waivers to government entities or non-profit organizations.

How do I apply for a Special Event Permit?

Applications are available in the Summit County Community Development Department or online at www.summitcounty.org. Applications shall be submitted at least fifteen days in advance of the event.

Do I need to obtain a Business License?

For-profit businesses selling at the event must obtain separate Summit County Business Licenses, available through the Summit County Clerk's Office (615-3204).

Do I need a license to sell beer / alcohol?

For beer / alcohol licensing, contact the Summit County Clerk's Office (435-615-3204).

Do I need a Building Permit to erect temporary structures?

Temporary structures, including tents, must be permitted through the Park City Fire District. The Park City Fire District Temporary Structure Permit application must be filled out and submitted to the Park City Fire District (435-649-7606 ext, 100). Please contact the Building Department who will determine whether or not you need a Building Permit (435-615-3156).

Do I need a separate permit to sell concessions?

If outside concessionaires are selling at the event, the Temporary Food Service Permit application must be filled out and submitted to the Summit County Health Department (435-615-3222).

How do I contact the Park City Chamber of Commerce and Visitors Bureau to get the event listed on their event schedule?

The Park City Chamber of Commerce may be reached at (435) 800-453-1360 or www.parkcityinfo.com.

What signs may I erect for the event?

All proposed outdoor signs and / or banners must be included with the application materials and have Planning Department approval. Two on-premise fifty (50) square feet banners may be permitted per event. Directional signs may be erected without Planning Department approval as long as they are posted only for the duration of the event and do not exceed six (6) square feet. No signs are allowed on State Highways (SR-224 & SR-248) without State approval.