



### **Additional Permits, Licenses, Inspections, and Reservations for Special Events**

- Most special events require the approval of multiple city departments and other public agencies
- Event applicant is solely responsible to secure all necessary permits from city departments and other public agencies and to be knowledgeable about and comply with all city, county, state, and federal laws associated with the proposed event

### **IF ANY OF THESE CONDITIONS EXIST YOU MAY NEED TO OBTAIN SUPPLEMENTAL PERMITS, LICENSES, INSPECTIONS, OR RESERVATIONS**

<b>Event Feature</b>	<b>Permit/License/Inspection</b>	<b>What May Be Required</b>	<b>Contact</b>
• <b><i>Event uses a city park or facility</i></b>	Draper City Facility Reservation Agreement	<ul style="list-style-type: none"> <li>• Complete a facility reservation agreement</li> <li>• Pay fee and deposit</li> </ul>	Parks & Recreation 801-576-6570 <a href="mailto:recreation@draper.ut.us">recreation@draper.ut.us</a>
• <b><i>Event charges fees or includes any vendor</i></b>	Draper City Single Event Business License	<ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> <li>• Pay \$20 per license fee</li> <li>• Contact <a href="#">Utah State Tax Commission</a> and register the event</li> </ul>	Business License Official 801-576-6530 <a href="mailto:travis.dejong@draper.ut.us">travis.dejong@draper.ut.us</a>
• <b><i>Event uses any city trail</i></b>	Draper City Trail Event Application and Permit	<ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> <li>• Pay \$200 fee, \$200 deposit, and per participant fees</li> </ul>	Special Event Coordinator 801-576-6584 <a href="mailto:david.wilks@draper.ut.us">david.wilks@draper.ut.us</a>
• <b><i>Event placing promotional signs in Draper City</i></b>	Draper City Temporary Sign Permit	<ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> </ul>	Special Event Coordinator 801-576-6584 <a href="mailto:david.wilks@draper.ut.us">david.wilks@draper.ut.us</a>
<ul style="list-style-type: none"> <li>• <b><i>Large events, fairs, and festivals</i></b></li> <li>• <b><i>Event includes fireworks, a tent in excess of 400 sq. ft., or any use of an open flame</i></b></li> </ul>	Draper City Fire Inspection	<ul style="list-style-type: none"> <li>• Complete an application</li> <li>• Fees vary</li> </ul>	Special Event Coordinator 801-576-6584 <a href="mailto:david.wilks@draper.ut.us">david.wilks@draper.ut.us</a>
• <b><i>Event crosses Forest Service property</i></b>	USDA Forest Service Special-Use Application & Permit for Recreation Events	<ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> <li>• Pay land use rental fees</li> </ul>	Special Event Coordinator 801-576-6584 <a href="mailto:david.wilks@draper.ut.us">david.wilks@draper.ut.us</a>
• <b><i>Alcoholic beverages will be sold</i></b>	Draper City Alcohol Single Event Permit  Utah DABC Single Event Permit	<ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> <li>• Pay a fee</li> </ul> <ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> <li>• Pay a fee</li> </ul>	Business License Official 801-576-6530 <a href="mailto:travis.dejong@draper.ut.us">travis.dejong@draper.ut.us</a>  Utah DABC 801-977-6800 <a href="http://abc.utah.gov">abc.utah.gov</a>
• <b><i>Event will attract 500 people or more, for two hours or longer</i></b>	Salt Lake County Health Department Mass Gathering Permit	<ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> <li>• Pay a \$250 - \$500 fee</li> </ul>	Salt Lake County Health 385-468-4538 <a href="http://www.slvhealth.org">www.slvhealth.org</a>
• <b><i>Food will be served</i></b>	Salt Lake County Health Department Temporary Food Permit	<ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> <li>• Pay a fee</li> </ul>	Salt Lake County Health 385-468-4538 <a href="http://www.slvhealth.org">www.slvhealth.org</a>
• <b><i>Event using State St, 12300 S, 11400 S, 700 E, Bangerter Hwy, or any other State road</i></b>	Utah DOT Special Event Permit	<ul style="list-style-type: none"> <li>• Complete an <a href="#">application</a></li> <li>• Pay a \$250 fee</li> </ul>	UDOT 801-620-1647 <a href="http://udot.utah.gov">udot.utah.gov</a>
• <b><i>Event completely closes a road or street</i></b>	Draper City Street Closure Permit	<ul style="list-style-type: none"> <li>• Complete an application</li> <li>• Provide a traffic control plan</li> <li>• Pay up to \$500 per day fee</li> </ul>	Special Event Coordinator 801-576-6584 <a href="mailto:david.wilks@draper.ut.us">david.wilks@draper.ut.us</a>