



Temporary Structure Permit Checklist

We encourage you to contact Niall Connolly, our Principal Planner, at nconnolly@springdale.utah.gov or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for a Temporary Structure Permit as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at ksagers@springdale.utah.gov or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

Application Process

Application for a temporary structure permit is made online through the Town's permit application portal. You can access the temporary structure permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

Point of Contact Information

This is the applicant's information, including first and last name, organizational affiliation, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

Site Information

- Building Permit Number
- Building Permit Issue Date
- Location of Proposed Temporary Structure
- Site Address
- Parcel #
- Zone (if unsure, review the [GIS map](#) or call the office)

Structure Description

Briefly describe the proposed structure

Additional Information

- Written letter of authorization from the owner of the property where the temporary structure will be placed

Site plan, to scale, showing the location, dimensions, materials and uses of all temporary structures

Anticipated date(s) of the installation of temporary structures

Anticipated date the temporary structures will be removed