



TEMPORARY USE PERMIT APPLICATION

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GENERAL INFORMATION

Location of Activity (Address):

Business Name:

Applicant's Name:

Telephone:

Mailing Address:

On-Site Contact Name:

Telephone:

I declare, under penalty of perjury, that the information on this application is true and correct to the best of my knowledge. I further understand that knowingly providing any false information is cause for the immediate denial of a Temporary Use Permit or its suspension/revocation if one has been issued.

Signature of Applicant

Date Signed

DATE(S)/TIME(S) INFORMATION

Set-up Date(s):

Tear-down Date(s):

Date(s) of Activity. From:

To:

Hours of Operation:

DESCRIPTION OF EVENT

Describe Planned Activities:

Alcoholic beverage sales/on-site consumption: Yes No

Will food be prepared on site: Yes No

If yes, attach copy of ABC Permit

If yes, attach copy of County Health Permit

Structures: Yes No **Permit fee will apply for tents with side walls over 200 sq. ft. or tents without side walls over 400 sq. ft.**

If yes, type: * Tent * Canopy Booth Fence Portable Toilets Bleachers Stage Other:

Sound System: Yes No

If yes, type: Bull Horn Siren Amplified Sound System Other:

Electrical: Yes No **If yes, permit and processing fees will apply.**

If yes, type: Generator Temp. Power Pole Light String/Booth Lighting Pole Lighting/Flood Lights Rides/Generators
Other:

OWNER CERTIFICATION

Property Owner Agent (A letter of authorization may be submitted in lieu of signature below)

Name (Please Print):

Title:

Mailing Address:

Phone:

Signature Authorizing this Application:

Date:

ACTION

Approved By:

Denied By:

Comments:

File Number:	Date:	Received By:	Receipt No.:	Acct # for Planning Fees: 100100-4508	Fee:
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SUMMARY OF REGULATIONS FOR TEMPORARY USE PERMITS

Temporary Use Permit Required. The purpose of the Temporary Use Permit is to ensure that a temporary use is compatible with surrounding land uses, to protect the rights and minimize the adverse effects to adjacent residences/landowners. Per RCMC 17.104, the following temporary activities and uses may be allowed, subject to the issuance of a Temporary Use Permit prior to the commencement of the activity or use and subject to the requirements within this section:

1. Construction yards, storage sheds, and construction offices (off-site) in conjunction with an approved construction project, where the yard is located on a site different from the site of the approved construction project;
2. Entertainment and assembly events, including carnivals, circuses, concerts, fairs, festivals, food events, fundraisers, haunted houses, outdoor entertainment/sporting events, and similar events designed to attract large crowds and that are held either on private or public property when not otherwise part of or consistent with a permitted use (e.g., race at a raceway);
3. Farmers markets, as defined in this Title, held on public or private property;
4. Swap meets, as defined in this Chapter, including flea markets, rummage sales, and similar events held on public or private property;
5. Seasonal sales as defined in this Chapter (e.g., Halloween, Christmas), including temporary residence/security trailers;
6. Temporary sales offices as defined in this Title;
7. Fruit and vegetable stands (related to on-site business);
8. Outdoor display of merchandise as accessory to current on-site business;
9. Parking lot and sidewalk sales; and
10. Other temporary activities that the Planning Director determines are similar in nature and intensity to those identified above.

Submittal Requirements:

1. Completed Temporary Use Permit Application;
2. Copy of a valid Business License or Application;
3. Site Plan (location of structures, lighting fixtures, parking, etc.);
4. Temporary Sign Permit Application, if applicable (temporary signs/decorations); and
5. Certificate of liability insurance or other information may be required.

Insurance: Before a Temporary Use Permit is issued, a certificate of insurance must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' or better by AM Best. Requirements are:

- Minimum \$1,000,000 General Liability Limit
- Minimum \$1,000,000 General Automobile Liability
- Minimum \$1,000,000 Worker's Compensation
- On an additional insured endorsement the City, its elected officials, officers, and agents are to be named as additional insured
- Minimum limits of coverage may change depending on event

Insurance Certificate Attached

Insurance Certificate On File

Insurance Certificate Not Available

Insurance Company: _____

Expiration Date: _____

Filing Fee(s): Contact the Planning Department for applicable fees.

- **Other fees may apply** (e.g. Business License, Fire Permit, Electrical/Generator Permit, large tents, canopies, etc.)

Review Process: Once the application is submitted to the Planning Department, a permit number will be issued. For major events/projects, such as, but not limited to, Christmas tree lots, pumpkin patches, parades, and street festivals, the applicant is then to take the application and the Department Review Form to all applicable departments who will review the application and site plan. Once the Department Review Form is complete, the applicant shall return the Temporary Use Permit Application and Department Review Form to the Planning Department counter for filing.

Inspections: Inspection by Building and Safety / Fire Construction Services may be required (i.e. tents over 200 sq. ft. with side walls, tents over 400 sq. ft. without side walls, electrical work, generator, etc). For additional information, contact (909) 477-2710.

By signing below, I agree to indemnify, hold harmless, and defend the City and its officials, employees, and agents, against all claims, liabilities, and losses arising from activities connected with or undertaken pursuant to the Permit. The City is not liable for any business loss, property loss, or other damage that may result from the use of the Permit, or suspension or revocation of the Permit.

Name: _____

Signature: _____

Date: _____

DEPARTMENT REVIEW FORM

Project Name: _____ **Permit #** _____

Applicant: After you obtain an application permit number from Planning, take the completed application and this form to each Department **in the order listed for review**. Take this complete submittal package and **return completed form to the Planning Department for final filing.**

BUILDING AND SAFETY APPROVAL Not Applicable

Approved Denied Signature: _____ Date: _____

Comments: _____

ENGINEERING DEPARTMENT APPROVAL Not Applicable

Approved Denied Signature: _____ Date: _____

Comments: _____

TRAFFIC DIVISION APPROVAL Not Applicable

Approved Denied Signature: _____ Date: _____

Comments: _____

FIRE DISTRICT APPROVAL Not Applicable

Approved Denied Signature: _____ Date: _____

Comments: _____

POLICE APPROVAL Not Applicable

Approved Denied Signature: _____ Date: _____

Comments: _____

BUSINESS LICENSE APPROVAL Not Applicable

Approved Denied Signature: _____ Date: _____

Comments: _____

RISK MANAGEMENT APPROVAL Not Applicable

Approved Denied Signature: _____ Date: _____

Comments: _____

CASHIER

Account # for Planning Fees: 100100-4508

Fee(s): \$ _____ **Receipt #:** _____

Signature: _____ Date: _____

PLANNING APPROVAL

Application completed and accepted: Yes / No Date: _____

Planning Deposit / Fee: Yes / No \$ _____

Planner Signature: _____

Comments: _____

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