



TEMPORARY USE PERMIT CHECKLIST

The purpose of the Temporary Use Permit is to ensure that a temporary use is compatible with surrounding land uses and 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.
10. Other temporary activities that the Planning Director determines are similar in nature and intensity to those identified above.

Note that individual events requiring a temporary use permit and occurring multiple times in a calendar year may be authorized to combine all permits under a master temporary use permit. Please contact the Planning Department for more information.

SECTION 1: Filing Requirements

ALL TEMPORARY USE PERMITS MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT DATE IN ORDER TO BE PROCESSED.

1. A Temporary Use Permit Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
2. Copy of a valid Business License or Business License Application (This is also required for all vendors).
3. Site Plan (location of structures such as tents, fencing, lighting fixtures, parking, etc.)



- 4. Signed Property Owner Declaration Form (attached).
- 5. Certificate of Liability Insurance is required for all temporary uses occurring on public property (see Section 3).
- 6. Filing Fees (see Section 2).

SECTION 2: Filing Fees

- Temporary Use Permit.....See current fee list.
- Other fees may apply (e.g. Business License, Fire Permit, Electrical/Generator Permit, large tents, canopies, etc.) depending on the event.

SECTION 3: Certificate of Liability Insurance

Only required for uses occurring on public property.

Insurance certificate must be issued by insurance underwriters “admitted” by the California Insurance Commission and rated ‘A’ or better by AM Best. Requirements below:

- 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
- Depending on event, minimum limits of coverage may change.

SECTION 4: 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, please contact (909) 477-2710.



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	Staff Use Only FILE NO.:
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	RELATED FILES:
Address:	Phone Number: Email:

Type of Review Requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit | <input type="checkbox"/> Site Development Review |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Mills Act | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plan Check/Zoning Clearance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Planned Community | <input type="checkbox"/> Uniform Sign Program |
| <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Pre-Zoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Hillside Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:	Phone Number: Email:	
Address:		