



City Clerk's Office

TEMPORARY USE PERMIT Application
Outdoor Market

Organizer:		File #:	
<input type="checkbox"/> Complete application received Date:		<input type="checkbox"/> Permit issued <input type="checkbox"/> Permit denied Date:	
Organizer <input checked="" type="checkbox"/>	APPLICATION REQUIREMENTS: <i>THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL <u>ALL</u> ITEMS ARE SUBMITTED</i>		Staff <input checked="" type="checkbox"/>
	Completed application		
	Copy of Organizer's driver's license or govt.-issued identification card		
	Application fee <ul style="list-style-type: none"> • \$85.00 - in a park • \$50.00 - not in a park • \$ 0 (with proof of 501 (c)3 status) 		
	Meridian Fire Department Mobile Food Truck Inspection Fee - \$45.00 -See SW Mobile Food Truck Preparation Packet OR Proof of Current Fire Inspection Certification		
	Schedule of events		
	Route map, if applicable		
	Site plan, including:		
	Date, project name		
	Existing structures, trees, landscaping, poles, walls, fences, berms, parking areas, vehicular drives, pathways, signs, etc.		
	Proposed structures, fencing, parking areas, and drive aisles (include dimensions)		
	Proposed locations of goods, vendors, and displays		
	Proposed locations of garbage receptacles		
	Proposed locations of first aid stations, drinking water sources, and restrooms		
	Proposed locations of temporary signs		
	Proposed location of alcohol service area (if applicable)		
	Type of electrical being used (generator, temp power pole, etc.)		
	Written consent of property owner(s) where market will be held		
	Proof of insurance policy <ul style="list-style-type: none"> • Names City of Meridian as <u>additional insured</u> • \$500,000.00 per person bodily injury • \$500,000.00 per occurrence bodily injury • \$500,000.00 per occurrence property damage 		
	Central District Health Dept. written approval and/or permits (if necessary)		
	Alcohol Catering Permit – If alcohol will be served or sold		
STAFF USE ONLY:			
	City of Meridian Parks & Recreation Department approval (if applicable)		
	City of Meridian Attorney's Office approval		
	City of Meridian Police Department approval		
	City of Meridian Planning Department approval		
	City of Meridian Fire Department approval		
	City of Meridian Building Department approval (if applicable)		
	Central District Health Department approval (if applicable)		
	Courtesy copy to Mayor		



ORGANIZER INFORMATION

Organizer name: _____ Phone: _____

Organizer email address: _____

Organizer mailing address: _____

Organizer physical address: _____

Agent upon whom service of process may be made in Idaho (*Person responsible for receiving legal documentation on behalf of Applicant .:*) _____

Organizer seeks permit on behalf of (*check one*):

Individual applicant/self Organizer tax identification no.: _____

Organization Organization name: _____

Mailing address: _____

Physical address: _____

Organization tax identification no.: _____

Tax-exempt per 26 U.S.C. § 501(c)? Yes No

(*If yes, must show IRS letter*)

PROPERTY INFORMATION

Location(s) of market: _____

Assessor's parcel number(s): _____

Applicant's interest in property: Own Rent Other _____

Owner name: _____ Phone: _____

MARKET INFORMATION

Name of market: _____

Date(s) of market: _____ (*Not to exceed 1 day per week*)

Hours of operation: _____

General description of market: _____

Operations will include (*check all that apply*):

Mobile food preparation

Use of cooking oils

Production of smoke/vapors



City Clerk's Office

**TEMPORARY USE PERMIT Application
Outdoor Market**

Persons and/or vendors who will operate under this permit *(List both mailing and physical addresses if not same; attach additional pages if necessary):*

Structures to be used *(dimensions, location, purpose):* _____

Type of electrical used for temporary structures: *(existing, temp power pole, generator, etc.)* _____

Parking area *(dimensions, location, surface):* _____

Security personnel and equipment: _____

Crowd control measures: _____

Traffic control measures: _____

Emergency communication and evacuation plan: _____

Clean up and tear down plan *(include dates/times + sign removal):* _____



TEMPORARY SIGN INFORMATION

Temporary signs both on- and off- site: *(Not to exceed 10 signs @ 6 square feet each and 4 signs at 32 square feet each)*

Size 1: _____ Number of Size 1 signs: On-site Off-site

Location(s) of off-site signs: _____ Owner permission

Size 2: _____ Number of Size 2 signs: On-site Off-site

Location(s) of off-site signs: _____ Owner permission

INDEMNITY AND CERTIFICATION

I hereby agree to indemnify, save and hold harmless, and defend the City of Meridian from the expenses of and against any and all suits, actions, claims, and/or losses of every kind, nature, and description, including costs, expenses, and attorney fees that may be incurred by reason of any act, omission, neglect, or misconduct of myself and/or the organizers or operators of the use(s), activities, or events described or depicted in this application and/or the supporting documents, and/or any participant therein.

I hereby certify that damage to the properties, locations, and/or routes at or upon which the use(s), activities, or events described or depicted in this application and/or the supporting documents is not foreseeable, and that, if damaged, I alone shall incur any and all costs of restoring such properties, locations, and/or routes to their original condition.

Print applicant name: _____

Applicant signature: _____

Date: _____



Mayor Robert E. Simison

City Council Members:

Treg Bernt
Joe Borton
Luke Cavener

Brad Hoaglund
Jessica Perreault
Liz Strader

A GUIDE FOR COVID 19 AND LARGE GATHERINGS

The City of Meridian wants you to have a successful event. During the COVID-19 epidemic, your event application will need to include information on how you plan to assist with maintaining the safety of your participants and event workers.

The CDC recommends the use of health messages and materials developed by credible public health sources such as CDC or your local public health department to encourage your event staff and participants to practice good personal health habits. Consider displaying signs (physical and/or electronic) throughout the event to provide frequent reminders to participants to engage in everyday preventive actions to help prevent the spread of COVID-19. These include:

- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean frequently touched surfaces and objects daily.

Please complete the statements below and include with your event application:

1. Please provide a brief description on how you will plan for social distancing:

2. Please provide a brief description on how your sanitation plan will work. Please include plans for hand washing stations, and/or tables or dispensers of hand sanitizers that will be available:

3. Will you be providing masks for high risk attendees/workers or if social distancing cannot be maintained?

4. Provide a separate map (if applicable) showing the layout of your event. Include hand washing/sanitizing stations as well as social distancing between booths, etc.

Temporary Uses in Meridian



SPECIAL EVENT • OUTDOOR SALES • TEMPORARY FOOD STAND

If your temporary use includes any of the following features, please make sure your plans include compliance with these Building and Fire Code requirements.



Tent - with walls

- Adequate anchorage
- Fire extinguisher (2A-10BC)
- Cooking with oil prohibited
- Fire inspection if over 400sf
- Fire inspection if 50+ occupants

Tent - open on all sides

- Adequate anchorage
- Fire extinguisher (2A-10BC)
- Cooking with oil prohibited
- Fire inspection if over 700sf
- Fire inspection if 50+ occupants

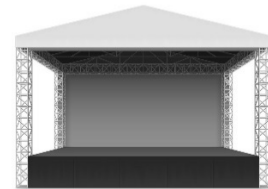


Accessory structure (shed)

- Fire extinguisher (2A-10BC)
- Building permit if over 120sf
- Building permit if cooking with oil

Temporary stage canopy

- Building permit
- Fire plan review and inspection



Portable generator

- Fire extinguisher (2A-10BC)
- 30' from combustible materials and vegetation
- Follow refueling protocol

Extension cord

- Commercial grade cords only
- Limit one extension cord (and one surge protector) per appliance
- Ampacity of cord(s) must match rated capacity of appliance
- Cords must be in good condition



More to know:

- Building permit requires: Code-compliant site plan, professional design and engineering, stamped plans, and any additional documents or information required by Fire or Building Codes for that particular use.
- These guidelines are provided for educational purposes. The Building Official and Fire Code Official are authorized to require additional permitting, conditions, and inspections for activities deemed to implicate life/safety considerations.