



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:		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) 		
	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		

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL ALL ITEMS ARE SUBMITTED



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:

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):

Current land use: Current zoning district:

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: _____

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):* _____



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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.

Print applicant name: _____

Applicant signature: _____ Date: _____

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: _____

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

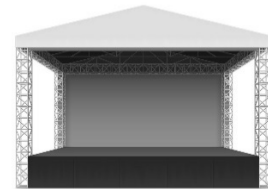


Accessory structure (shed)

- 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.