



City Clerk's Office
 TEMPORARY USE PERMIT Application
Promotional Sales/Event

Applicant:		File #:															
<input type="checkbox"/> Complete application received Date:		<input type="checkbox"/> Permit issued <input type="checkbox"/> Permit denied Date:															
Applicant <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 Temporary Use Permit Application																
	Application fee – \$65.00 or \$0 with proof of Non-Profit 501(c) 3 Status																
	Meridian Fire Department Mobile Food Truck Inspection Fee - \$45.00 <i>-See SW Mobile Food Truck Preparation Packet</i> OR Proof of Current Fire Inspection Certification																
	Site plan, including: <table border="1"> <tr> <td><i>Date, north arrow, project name</i></td> <td></td> </tr> <tr> <td><i>Existing structures, trees, landscaping, poles, walls, fences, berms, parking areas, vehicular drives, pathways, signs, etc.</i></td> <td></td> </tr> <tr> <td><i>Proposed structures, fencing, parking areas, and drive aisles (include dimensions)</i></td> <td></td> </tr> <tr> <td><i>Proposed locations of goods and displays</i></td> <td></td> </tr> <tr> <td><i>Proposed locations of garbage receptacles</i></td> <td></td> </tr> <tr> <td><i>Proposed locations of first aid stations, drinking water sources, and restrooms</i></td> <td></td> </tr> <tr> <td><i>Proposed locations of temporary signs</i></td> <td></td> </tr> </table>		<i>Date, north arrow, project name</i>		<i>Existing structures, trees, landscaping, poles, walls, fences, berms, parking areas, vehicular drives, pathways, signs, etc.</i>		<i>Proposed structures, fencing, parking areas, and drive aisles (include dimensions)</i>		<i>Proposed locations of goods and displays</i>		<i>Proposed locations of garbage receptacles</i>		<i>Proposed locations of first aid stations, drinking water sources, and restrooms</i>		<i>Proposed locations of temporary signs</i>		
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	Type of electrical being used (generator, temp power pole, etc.)																
	Central District Health Dept. written approval (if necessary)																
	Idaho Liquor Catering Permit – If alcohol will be served or sold																
STAFF USE ONLY:																	
City of Meridian Police Department approval																	
City of Meridian Attorney's Office approval																	
City of Meridian Planning Department approval																	
City of Meridian Fire Department approval																	
City of Meridian Building Department approval (if applicable)																	
Courtesy copy to Mayor																	



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APPLICANT INFORMATION

Applicant name: _____ Phone: _____

Applicant email address: _____

Permanent proprietor hosting the use: _____

Permanent proprietor mailing address: _____

Permanent proprietor physical address: _____

Permanent proprietor tax identification number: _____

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

PROPERTY INFORMATION

Address/Location of promotional sales/event: _____

Assessor's parcel number(s): _____

Applicant's interest in property: Own Rent Other _____

Owner name: _____ Phone: _____

PROMOTIONAL SALES UNIT INFORMATION

Name of promotional sales/event: _____

Date(s) of promotional sales/event: _____

(Not to exceed 160 days per calendar year)

Hours of operation: _____

General description of sales/event: _____

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

Mobile food preparation

Use of cooking oils

Production of smoke/vapors



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Persons 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 to be used (*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 **on-site only**: (*Two (2) signs not to exceed 32 square feet each*)

Size 1: _____ Number of Size 1 signs: _____

Size 2: _____ Number of Size 2 signs: _____

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

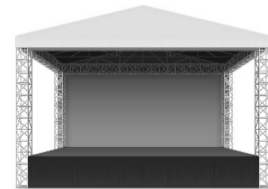


Accessory structure (shed)

- 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.