



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: | | Staff <input checked="" type="checkbox"/> |
| | Completed Temporary Use Permit Application | | |
| | Application fee – \$65.00 | | |
| | Site plan, including: | | |
| | <i>Date, north arrow, project name, scale (not less than 1"=50")</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> | | |
| | 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 | | |

*THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE
 UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.*



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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: _____

PROPERTY INFORMATION

Address/Location of promotional sales/event: _____

Assessor's parcel number(s): _____

Current land use: _____ Current zoning district: _____

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: _____

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



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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

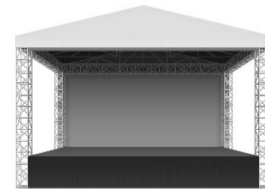


Accessory structure (shed)

- 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.