



City Clerk's Office
 TEMPORARY USE PERMIT Application
 Temporary Sales Unit

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 application																
	Application fee – \$80.75 Fee waived with proof of 501 (c) 3 Status)																
	~Meridian Fire Department Mobile Food Truck Inspection Fee - \$45.00 payable online: Fire Prevention and Permits ~OR Proof of Current Fire Inspection sticker																
	Site plan, including: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%; padding: 2px;"><i>Date, north arrow, project name, scale</i></td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding: 2px;"><i>Existing structures, trees, landscaping, poles, walls, fences, berms, parking areas, vehicular drives, pathways, signs, etc.</i></td> <td></td> </tr> <tr> <td style="padding: 2px;"><i>Proposed structures, fencing, parking areas, and drive aisles (include dimensions)</i></td> <td></td> </tr> <tr> <td style="padding: 2px;"><i>Proposed locations of goods, vendors, and displays</i></td> <td></td> </tr> <tr> <td style="padding: 2px;"><i>Proposed locations of garbage receptacles</i></td> <td></td> </tr> <tr> <td style="padding: 2px;"><i>Proposed locations of first aid stations, drinking water sources, and restrooms</i></td> <td></td> </tr> <tr> <td style="padding: 2px;"><i>Proposed locations of temporary signs</i></td> <td></td> </tr> </table>		<i>Date, north arrow, project name, scale</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, vendors, 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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<i>Proposed locations of temporary signs</i>																	
	Type of electrical being used (generator, temp power pole, etc.)																
	Written permission of property owner(s) where temporary sales will occur																
	Central District Health Dept. written approval and/or permits (if necessary)																
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: _____

Applicant mailing address: _____

Applicant physical address: _____

Applicant 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

Location of temporary sales unit: _____

Assessor's parcel number(s): _____

Current land use: _____ Current zoning district: _____

Applicant's interest in property: ☐ Own ☐ Rent ☐ Other _____

Owner name: _____ Phone: _____

TEMPORARY SALES UNIT INFORMATION

Date(s) of temporary sales (must have starting and ending date): _____

(Not to exceed 120 days per calendar year, per property)

Hours of operation: _____

Name and General description of temporary sales to be conducted (*including goods/services to be sold, traded, given away, offered, displayed, or delivered*): _____

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*):

Structure to be used – May not exceed 700 square feet (*dimensions, location, purpose*):

Type of electrical used for temporary structure: (*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 maximum not to exceed 16 square feet each*)

Size 1: _____

Size 2: _____

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

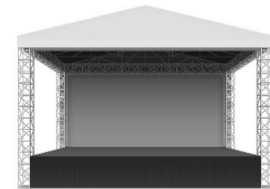


Accessory structure (shed)

- 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.