

TEMPORARY USE PERMIT

Submit

- Application
- Fee: \$530
- 5 full sets of plans at 24" by 36" or 11" by 17"
- Written description of event

Staff assigns a case number and routes to Planning, Building, Fire, Engineering, and Police

Staff reviews the application for completeness and mails comments

Up to
30 days

Incomplete

Complete

Applicant Resubmits
Revised Plans

Staff approves or denies the applicant's proposal

Approved

Denied

Can hold event/activity
requested, subject to any
conditions on the issued
permit

May be appealed to Community
Development Director within 10
business days. Appeals to the
Community Development Director
are filed through the Community
Development counter