



TEMPORARY USE PERMIT (TUP)

Application of a Temporary Use Permit must be submitted at least five working days prior to commencement of the event (Municipal Code [Chapter 19.740.080](#)) A copy of the approved Temporary Use Permit (major and minor) shall be made available to City Staff upon request.

SUBMITTAL REQUIREMENTS

All Applications must provide the following items:

- Completed Application
- Site Plan – Please show a diagram of the layout of the event and show all relevant booths, tents, structures, fire lanes, ADA accessibility details, parking, etc.
- Detailed Project Description – Please include a description of the event, the time, location(s), etc.
- Fee – Refer to [Planning Division Fee Schedule](#)

LOCATION INFORMATION

Property Address: _____

Business Name: _____ Center Name: _____

Type of Business: _____

Starting Date: _____ Ending Date: _____ Starting Time: _____ Ending Time: _____

Number of Days: _____ Number of Attendees: _____ Application Date: _____

CHECK BOX FOR EVENT TYPE – FOR ADDITIONAL INFORMATION, REFER TO [CHAPTER 19.740 \(TUP\)](#)

MINOR USE

- | | |
|---|--|
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Mobile Medical Unit for Humans |
| <input type="checkbox"/> Caretaker Living Quarters | <input type="checkbox"/> Non-Commercial Tent Meetings |
| <input type="checkbox"/> Christmas Tree/Pumpkin Sales Lot | <input type="checkbox"/> Outdoor Preparation of Food, Food & Drink Festivals, etc. |
| <input type="checkbox"/> Dwelling Unit (Motor Home, RV, Camper, etc.) | <input type="checkbox"/> Subdivision Sales Trailer |
| <input type="checkbox"/> Fair, Concert, Exhibit or Similar Use | <input type="checkbox"/> Outdoor Sales in Conjunction with a Permanent Land Use |
| <input type="checkbox"/> Fruit Stand | |

MAJOR USE

- | | |
|---|--|
| <input type="checkbox"/> Circus With or Without Tent | <input type="checkbox"/> Temporary Emergency Shelter |
| <input type="checkbox"/> Outdoor Sales Event not in Conjunction with a Permanent Land Use | <input type="checkbox"/> Vapor Recovery Operations |

CHECK ALL THAT APPLY

- | | | |
|--|--|--|
| <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Private Security | <input type="checkbox"/> Water Connection |
| <input type="checkbox"/> Generators or Other Temporary Power | <input type="checkbox"/> Recorded/Amplified Music | <input type="checkbox"/> Waste Removal |
| <input type="checkbox"/> Live Performance | <input type="checkbox"/> Stage or Dancefloor | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Outdoor Food Preparation | <input type="checkbox"/> Temporary Traffic Control Plan | _____ |
| <input type="checkbox"/> Paid Admission | <input type="checkbox"/> Tent(s) or Temporary Structure(s) | _____ |

City of Riverside – Temporary Use Permit Application

APPLICANT INFORMATION

Contact Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Mobile: _____
Email: _____

PROPERTY OWNER INFORMATION

Contact Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Mobile: _____
Email: _____

I have read the City's regulations concerning temporary use permits and agree to abide by them. I understand that the activity permitted under this TUP must be discontinued on the ending date specified on this form. Where this permit is for a parking lot or sidewalk sale, I certify that the sales are in conjunction with and clearly incidental to an existing permanent use on-site. I further understand that flags, pennants, banners, portable signs, or other types of promotional paraphernalia are prohibited by the Riverside Municipal Code.

Property Owner Signature

Date

Applicant Signature

Date

City of Riverside – Temporary Use Permit Application

STAFF USE ONLY			
Agency Name	Location	Signature	Date
<input type="checkbox"/> Planning Division	3900 Main Street, 3 rd Floor	_____	_____
Conditions	See attached Condition List	_____	_____
<input type="checkbox"/> Business Tax	3900 Main Street, 3 rd Floor	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> Fire Department	3900 Main Street, 3 rd Floor	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> Police Department	10540 Magnolia Avenue (Wednesdays 2pm – 4pm)	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> Building Division	3900 Main Street, 3 rd Floor	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> Public Utilities – Water	3900 Main Street, 3 rd Floor	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> Public Utilities – Electric	3900 Main Street, 3 rd Floor	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> County Health Department	4065 County Circle 951-358-5172	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> Industrial Waste	5950 Acorn Street	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> Arts & Culture	3900 Main St, 5 th Floor	_____	_____
Conditions	_____	_____	_____
<input type="checkbox"/> Other:	_____	_____	_____
Conditions	_____	_____	_____

STAFF USE ONLY		
Case Number:	Planner’s Initials:	Issuance Date:
_____	_____	_____