



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 – \$80.75 (Fee Waived w/ proof of Non-Profit 501(c) 3 Status)			
~Meridian Fire Department Mobile Food Truck Inspection (additional fees may apply) Fire Prevention and Permits ~OR Proof of Current Fire Inspection sticker			
Site plan, including:			
	<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>		
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			



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

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



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

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: _____

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

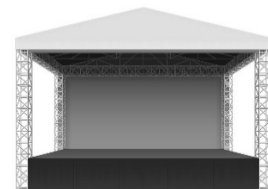


Accessory structure (shed)

- 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.