Community & Economic Development Department
Planning Division

3900 Main Street, 3rd Floor • Riverside, CA 92522
(951) 826-5800
RiversideCA.gov/Planning

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

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

MAJOR USE

- ☐ Circus With or Without Tent
- ☐ Outdoor Sales Event not in Conjunction with a Permanent Land Use
- ☐ Temporary Emergency Shelter
- ☐ Vapor Recovery Operations

CHECK ALL THAT APPLY

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

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
☐	Planning Division	*3900 Main Street, 3rd Floor*		
	Conditions	See attached Condition List		
☐	Business Tax	*3900 Main Street, 3rd Floor*		
	Conditions			
☐	Fire Department	*3900 Main Street, 3rd Floor*		
	Conditions			
☐	Police Department	*Contact - rpdvice@riversideca.gov or 951-353-7614*		
	Conditions			
☐	Building Division	*3900 Main Street, 3rd Floor*		
	Conditions			
☐	Public Utilities – Water	*3900 Main Street, 3rd Floor*		
	Conditions			
☐	Public Utilities – Electric	*3900 Main Street, 3rd Floor*		
	Conditions			
☐	County Health Department	*4065 County Circle 951-358-5172*		
	Conditions			
☐	Industrial Waste	*5950 Acorn Street*		
	Conditions			
☐	Arts & Culture	*3900 Main St, 5th Floor*		
	Conditions			
☐	Other:			
	Conditions			

STAFF USE ONLY

Case Number: _____ Planner's Initials: _____ Issuance Date: _____