



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

<b>Applicant:</b>		<b>File #:</b>	
<input type="checkbox"/> Complete application received Date:		<input type="checkbox"/> Permit issued <input type="checkbox"/> Permit denied Date:	
Applicant <input checked="" type="checkbox"/>	<b>APPLICATION REQUIREMENTS:</b> <b><i>THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE          UNTIL <u>ALL</u> ITEMS ARE SUBMITTED</i></b>		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 Fee - \$45.00 payable online: <b>Fire Prevention and Permits</b> ~OR Proof of Current Fire Inspection sticker			
<b>Site plan, including:</b>			
	<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			
<b>STAFF USE ONLY:</b>			
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			



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**APPLICANT INFORMATION**

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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**

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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**

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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



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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*):

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Structures to be used (*dimensions, location, purpose*):

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Type of electrical used for temporary structures: (*existing, temp power pole, generator, etc.*)

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Parking area to be used (*dimensions, location, surface*):

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Security personnel and equipment:

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Crowd control measures:

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Traffic control measures:

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Emergency communication and evacuation plan:

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Clean up and tear down plan (*include dates/times + sign removal*):

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## **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

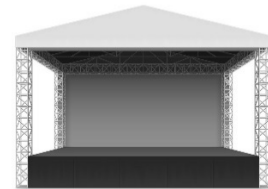


### **Accessory structure (shed)**

- 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.