



TEMPORARY USE

Permit #: _____

Date: _____

ADDRESS OF SUBJECT PROPERTY: _____ TAX

PARCEL NUMBER: _____ ZONE(S): _____

PROPERTY OWNER NAME: _____ PHONE: _____

APPLICANT NAME: _____ PHONE: _____

APPLICANT MAILING ADDRESS: _____

APPLICANT'S INTEREST IN SUBJECT PROPERTY: _____

The fee due for a Temporary Use \$316.00.

NOTICE: SEPARATE BUILDING PERMITS MAY BE REQUIRED FOR STRUCTURES, ELECTRICAL WORK, OR OTHER IMPROVEMENTS ASSOCIATED WITH THE TEMPORARY EVENT OR USE.

1. DESCRIPTION OF THE PROPOSED TEMPORARY EVENT OR USE: _____

2. DATE/DURATION OF TEMPORARY EVENT OR USE: _____

3. TIME OF OPERATION: _____

4. ANTICIPATED ATTENDANCE OF THE TEMPORARY EVENT OR USE: _____

5. IF A TENT OR CANOPY IS PLANNED, NOTE THE:

SQUARE FOOTAGE: _____ DATE WILL BE ERECTED: _____ DATE TAKEN DOWN: _____

Prepare a site plan for plan review and approval.

The site plan should include:

- A. LOCATION OF EXISTING BUILDINGS AND TEMPORARY USE ON SITE;
- B. A TRAFFIC PLAN;
- C. ANTICIPATED ACCESS ROUTES;
- D. INGRESS AND EGRESS FOR EMERGENCY VEHICLES; AND
- E. REQUIRED AND AVAILABLE PARKING IN THE VICINITY.

THE APPLICATION SHALL BE SUBMITTED AT LEAST THIRTY (30) CALENDAR DAYS BEFORE THE SCHEDULED DATE THAT THE TEMPORARY EVENT. DEPENDING ON THE NATURE OF THE EVENT, SEPERATE PROCESSES MAY BE REQUIRED WITH [BUSINESS LICENSING](#) AND [FIRE PREVENTION](#).

Application Submission Instructions:

- Submit for a Temporary Use Permit through the [Citizen Access Portal](#).
- Submit this worksheet along with a site plan through [ProjectDox](#) for plan review.
- See [Permit Submission Instructions](#) for additional assistance.

Contact Information:

451 S State St #215, Salt Lake City
Phone Tree: (801) 535-6000
Permit Inquiries: slcpermits@slc.gov
Zoning Inquiries: zoning@slc.gov

THE GRANTING OF THIS APPLICATION, ALONG WITH THE ZONING APPROVAL, DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION AND THAT I MAKE THIS STATEMENT UNDER PENALTY OF PURJURY. I ALSO UNDERSTAND THAT TENTS 200 SQUARE FEET OR LARGER AND CANOPIES 400 SQUARE FEET OR LARGER MUST BE SUBMITTED TO SALT LAKE CITY FIRE PREVENTION BUREAU FOR THE REQUIRED PERMIT AND CONFORMANCE TO THE INTERATIONAL FIRE CODE, CURRENT EDITION.

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

ZONING APPROVAL BY: _____ DATE: _____

COMMENTS: _____