



INSTRUCTIONS FOR FILING A TEMPORARY USE PERMIT

Date Stamp Received:

A Temporary Use Permit (TUP) is a discretionary approval for short-term activities that do not meet the development or use standards of the subject property in the applicable zoning district but may be acceptable due to their temporary nature. Special requirements or limitations may be approved, depending on the nature of the event.

APPLICATION PROCESS

For questions regarding the TUP process, please contact the Planning Division at 650-903-6306.

Step 1: Submit the following in an electronic .pdf format to the Planning Division online at www.mountainview.gov/planning:

1. Completed TUP Application Form with signatures.
2. Application Fee (adopted fee schedule at: www.mountainview.gov/planningforms).
3. Completed TUP Worksheet.
4. Site/Event Layout Plan and Supplemental Materials.

Step 2: Planning staff will review the application, plans, and supplemental information and route the application to other City departments for review and completeness.

Step 3: Once all City departments have reviewed the TUP application and all materials are in good order, the applicant will be given an executed copy of the TUP. The executed copy must be available at the event (stored on-site) should any City representative request to see it.

Step 4 (If Inspections/Other Permits Required): If required, the applicant must contact the appropriate department to schedule inspections or submit additional permits: Building Division at 650-903-6313; Fire Department at 650-903-6378; or Police Department at 650-903-6344.

NOTE: TUP applications shall be submitted a minimum of three (3) weeks prior to the event date. Any necessary resubmittals must be received five (5) business days prior to the event date. Incomplete submittals will not be accepted. TUP applications which do not clearly demonstrate compliance with Building and Fire Codes will be disapproved.

WHAT ARE THE CRITERIA FOR GRANTING A TUP?

- A. The establishment, maintenance, or operation of the use will not be detrimental to the health, safety, or general welfare of persons residing or working near the proposed use.
- B. The use, as described and conditionally approved, will not be significantly detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the community.
- C. The proposed use is consistent with the zoning district requirements and General Plan. However, the TUP may authorize variation from the specific requirements as may be determined appropriate by the Zoning Administrator considering the short-term duration of the proposed use.

TEMPORARY USE PERMIT APPLICATION

Issuance of a Temporary Use Permit is subject to the conditions and information provided on the permit application and supplemental materials. Any violation of the conditions or misrepresentations set forth or made herein may result in the immediate suspension or revocation of this permit and monetary citation(s).

APPLICANT INFORMATION

The applicant is the City's point of contact throughout the TUP process and subsequent inspections. The applicant shall be fully knowledgeable of all aspects of the event.

Applicant's Name/Title: _____

Applicant's Signature: _____

Date: _____

Applicant's Mailing Address: _____

Phone Number: _____ Email Address: _____

PROPERTY OWNER INFORMATION

Owner's Name: _____

Owner's Signature: _____

Date: _____ Owner's Address: _____

Phone Number: _____ Email Address: _____

EVENT INFORMATION

Type of Proposed Event: _____

Address/Location of Proposed Event: _____

Start Date (set up on-site): _____ Event Date(s): _____

End Date (date cleared from site): _____ Event/Operating Hours: _____

CITY TO COMPLETE:

REQUIRED INSPECTIONS FOR EVENT: Any marked box requires applicant to contact for inspection.

- ☐ **Building Inspection Required**—Call 650-903-6313
- ☐ **Fire Inspection Required**—Call 650-903-6378
- ☐ **Police Inspection Required**—Call 650-903-6344
- ☐ **Planning Inspection Required**—Call 650-903-6306

TUP ISSUED BY:

Signature of Zoning Administrator (or Designee)

Application Number: _____

Planning Fee (211102-42707 PLTUP): _____

Fire Fee (265510-42706 FPBINS): _____

Police Fee (270918-42706): _____

Total Fee Paid: _____

Receipt Number: _____

ISSUE DATE: _____

EXPIRATION DATE: _____

TEMPORARY USE PERMIT WORKSHEET

This worksheet must be completed to submit a Temporary Use Permit (TUP) Application. If a particular question does not apply to the proposed event, write "Not Applicable" or "N/A." Additional information may be requested by the City after initial submittal.

EVENT DETAILS

1. **Description of Proposed Event/Use:**

2. **Is this TUP for:**

A. **Construction-Related Activities?**

☐ Yes ☐ No

For example, off-site construction trailer, off-site construction staging/storage, off-site architectural mock-up, off-site parking, model home(s), sales office, etc. *If a construction trailer is proposed for over 180 days, a Building Permit may be required.*

B. **A Temporary Shelter?** As defined in [SEC. 36.46.10.d](#) of MVCC.

☐ Yes ☐ No

C. **A Private Event for employees or clients of business on-site?**

☐ Yes ☐ No

D. **A Public Event for the general public or purchased ticket holders?**

☐ Yes ☐ No

E. **Use of a City parking lot for a Public or Private Event?**

☐ Yes ☐ No

F. **Temporary Structures or Storage for use by employees on-site?**

☐ Yes ☐ No

3. **Describe any special equipment or operations of the proposed event** (i.e., live entertainment, pyrotechnics, amplified music, use of a parking lot, temporary stage, trailer, etc.). *If necessary, attach a separate written description.*

4. **Where will associated event parking occur?**

☐ Entirely On-Site

☐ Off-Site at: _____
(provide physical address)

☐ Not Applicable

5. **Describe any potential impacts of the event/use on adjacent property owners or greater neighborhood. *If necessary, attach a separate written description.***

6. **Where is the event/use to be held?** ☐ Indoors ☐ Outdoors
- A. **Are temporary tents proposed?** ☐ Yes ☐ No ☐ N/A (Indoors)
- B. **Is the event in an enclosed area (fenced area, rooftop)?** ☐ Yes ☐ No ☐ N/A (Indoors)

7. **Date any temporary utilities will be removed:** _____

8. **Will the event/use last more than 35 consecutive days?** ☐ Yes ☐ No

If yes, separate letters signed by the property owners of each abutting property stating their agreement of the event/use shall be submitted with the TUP application.

9. **Approximately how many:**

A. **Guests/participants will attend the event/use?** _____

B. **Event staff will be on-site?** _____

10. **How will entry to the event/use be controlled (e.g., ticketing, badges)?**

BUILDING AND FIRE INFORMATION

11. **Are temporary tents and/or temporary membrane structures (TMS) exceeding 400 square feet in size or canopies exceeding 700 square feet in size proposed?** ☐ Yes ☐ No

If yes, must comply with the Chapter 31 of the California Fire Code.

12. **For Portable Fire Extinguishers, please note:**

A. **Type of extinguisher:** _____

B. **Rating of extinguisher:** _____

13. **For Portable Heating Devices/Appliances, please note** *(provide manufacturer specifications):*

A. **Type of device:** _____

B. **Rating of device:** _____

14. **Will temporary generator(s) be used?** ☐ Yes ☐ No

If yes, describe how the generator will be grounded (8' copper grounding rod is required, or attach manufacturer's specifications on required grounding method). *Gasoline-powered generators are prohibited.*

15. **Is event cooking or food warming (i.e., Sterno) planned?** ☐ Yes ☐ No

If yes, describe method of cooking/food warming. *Note that cooking and candles are prohibited in tents, canopies, and TMS occupied by the public.*

16. **Will there be Mobile Food Preparation Vehicles at the event?** ☐ Yes ☐ No

If yes, indicate the location of mobile food preparation vehicles on the site plan and clearance distances from other vehicles and tents. *Note that all mobile food preparation vehicles must have a current permit from Santa Clara County Environmental Health or they will not be permitted at the event.*

IMPORTANT NOTE: Lightweight extension cords are prohibited. Heavy-gauge extension cords and SO cords are permitted provided they are grounded and the maximum anticipated amperage does not exceed their listed capacity. Extension cords and/or power taps shall NOT be daisy-chained together. All portable electrical extension devices shall be in good working condition and not in any form of disrepair (broken, frayed insulation, exposed conductors, etc.).

TEMPORARY USE PERMIT PLAN SUBMITTAL CHECKLIST

Provide the information below on an overall site plan and an event layout plan:

OVERALL SITE PLAN must include:

- ☐ **Event Location:** Show the location of where the proposed event/use is to occur on-site.
- ☐ **Parking:** Show all parking spaces to be affected by the event (including number of spaces). *Accessible parking spaces and Fire Department vehicle access (including fire lanes) may not be obstructed by any temporary use, unless approved by the Building Division. If obstruction of accessible parking is proposed, show how the space(s) will be relocated to comply with Chapter 11B of the California Building Code.*
- ☐ **Street Closures:** Show any streets that are proposed to be partially or fully closed to the public for the event, if applicable. *If proposed, separate permits may be required for road closures with the Public Works Department and/or Police Department.*

EVENT LAYOUT PLAN must be dimensioned on 8.5"x11" sheet(s) to include:

- ☐ **Tents, Canopies, etc.:** Show the dimensioned size and location of any proposed tent(s), canopies, temporary membrane structures, trailers, etc. Include the required separation distances between the tent or canopy and any adjacent structures, property lines, parked vehicles, internal combustion engines, or other tents and canopies.

Submit Supplemental Materials (if applicable):

- ☐ Submit fire-retardant certificates for the tent sidewalls, curtains, and tops. Submit copies of fire-retardant treatment certificates for any decorations (including stage drops) and floor coverings (i.e., carpet, such as indoor/outdoor carpeting). The use of treated and untreated "turf"-type carpeting is prohibited.
- ☐ Submit liability insurance information.
- ☐ **Exiting:** Show exit plan for indoor/outdoor enclosed or tented areas. Provide "as a reference" the approved construction plans showing the number and location of exits, exit widths, exit signs, aisle locations and widths, exit door(s), and maximum occupancy in compliance with Chapter 10, Means of Egress, of the California Building Code. If the applicant is unable to obtain the approved construction plans, a new exit plan may be provided. Contact the Building Division for specific requirements.
- ☐ **Seating:** Show seating plan/table arrangement for the event/use. Indicate the number of tables and chairs proposed and show how seating and tables will be arranged. Exit doors or exit openings shall not be obstructed by tables, chairs, or displays. Demonstrate compliance with Chapter 11B of the California Building Code. In spaces used for assembly purposes with more than 200 seats, seats shall be fastened together in groups of not less than three (3).
- ☐ **Restrooms:** Show accessible restrooms. If temporary restrooms are proposed, specify the total number of proposed stalls/units, including the number of accessible stalls/units, which must comply with Chapter 11B of the California Building Code.
- ☐ **Permanent Fire Protection Equipment:** Show the location(s) of on-site fire protection equipment (i.e., hydrants, sprinkler connections, etc.).

- ☐ **Heaters/Fire Extinguishers:** Show the location of all portable fire extinguishers and portable heater devices/appliances on the site.
- ☐ **Safety Precautions:** Show the location(s) of all safety features proposed for the event, such as cones, barricades, etc.
- ☐ **Smoking Signs:** Show the location of “NO SMOKING” signs.
- ☐ **Generators:** Show the location of any diesel generators and required fire extinguishers, including grounding details for all generators.
- ☐ **Stage:** Show the location and orientation of the stage if live and/or amplified music will occur, the type of power source for the amplification (i.e., generator, PG&E, etc.), and the path of travel required for the stage per Chapter 11B of the California Building Code.
- ☐ **Cooking:** Show the location and type of cooking equipment that will be used at the event. Include the location of any propane tanks that will be used for cooking.
- ☐ **Fire Access/Liaison:** Show the location of staging areas for emergency responders and indicate the contact person that will be responsible for coordinating with on-site emergency personnel.