

Temporary Use Permit Application

A maximum of two (2) major promotional events may be held each calendar year for commercial businesses (20 days total, maximum). **For further information, please call the Planning Department (626) 939-8422.**

- ❑ A certificate of liability insurance, minimum \$1,000,000 CSL is required for any event requiring a temporary use permit as well as a minimum of \$5,000,000 per occurrence is required for any carnival offering mechanical rides. A liability insurance certificate **and** an **endorsement** naming the **City of West Covina** as additional insured shall be required for the purposes of the event.
- ❑ A plot plan, which indicates the area to be used for the event. Also, specifically identify the various activities that will be taking place on the plot plan and on the application form (e.g. catering truck, food/game booths, band, stage, etc.).
- ❑ A minimum fee of **\$800.00** is required. Additional charges may be required at \$96.36 hourly for large events.
- ❑ Additional permits from the West Covina Fire Department are required when large tents, canopies, use of open flames, or certain activities are planned. Public Works Department Requirements (626) 939-8425:
 - ___ The use of the street or sidewalk right-of-way requires the approval of an Encroachment Permit and requires review of the plans.
 - ___ The use of a temporary power pole requires the approval of an electrical permit.
 - ___ The use of a trailer-mounted generator requires the approval of an electrical permit.
- ❑ Property owner's signature (or their authorized designee) and phone number on temporary use permit application. A signed letter from the property owner is also acceptable (*letter from property owner must give applicant permission to apply for temporary use of property*).
- ❑ A signed "clean-up" agreement. A fee of \$100 will be billed to the individual or organization if the debris is not cleaned off within 10 days from last day of event. The City will use this fee to defray the cost of clean up.
- ❑ The applicant is required to obtain a business license from the City Treasurer's office prior to the start of the event. The fee for the business license is determined by the number of employees (see fee schedule on business license application). Separate filing of all items is required for each location/lot.
- ❑ For businesses in shopping centers, the applicant must show written evidence that the other businesses in the center were contacted individually in advance, invited to participate in the event, and were informed that they must also receive approval for their proposed activities.
- ❑ Submission of applications is required at least **3 weeks** prior to the beginning of the event.

TEMPORARY USE PERMIT

APPLICATION NO. _____

DATE _____

Sponsoring Organization _____

Organization's Address _____

Contact Person and Daytime Phone _____

Contact Address (if different than above) _____

Location of Activity _____

Property Occupant (if not Sponsor) _____

Occupant Contact Name/Number _____

Property Owner _____

Owner Contact Name/Number _____

Property Owner's Address _____

Date to be Conducted: From _____ Thru _____
Hours _____ Thru _____

Expected Number of Participants: _____

Type of Activity: (describe all planned activities in detail, giving number and type of any and all tents, canopies, booths, cooking equipment, rides, sound systems, amusement devices and all other facilities; any banners, balloons, or other attention attracting devices must be shown on a site map with all lettering, colors, and dimensions marked)

Will all the proceeds from this activity be used for charitable purposes?

Yes _____ No _____

I hereby certify that this application has been prepared accurately.

Applicant's Signature _____ Date _____

I hereby consent to the above-described proceedings. I am also aware that a maximum of 2 major promotional events are allowed in a calendar year.

Property Owner's Signature _____ Date _____

TEMPORARY USE PERMIT

CLEAN-UP AGREEMENT

APPLICANT: _____ DATE: _____

ADDRESS: _____

PHONE: _____

TYPE OF ACTIVITY: _____

LOCATION OF ACTIVITY: _____

I agree to remove all debris and provide complete clean-up of the above location within ten days after the last day of event. I understand that failure to do so will result in a \$100.00 fee to defray clean-up costs by the City.

SIGNATURE: _____