



Community Development Department • 300 Centennial Way • Tustin, CA 92780
 Phone • 714.573.3140

Temporary Use Permit Application

Permit Fee: \$95.00

Please complete the application and include a site plan (including dimensions for the site as well as all proposed tables, booths, tents, rides, cash registers, etc. and their location on the sidewalk or parking lot).

The completed application should be submitted to the Community Development Department. Please allow a minimum of 10 business days for the processing of a Temporary Use Permit.

Event Information

Address of Temporary Use _____

Assessor's Parcel Number _____

Business Name _____

Purpose of Temporary Use* _____

Date(s) of Temporary Use _____

Date of Last Temporary Use (if any) _____

Hours of Operation _____

Description of Temporary Use (Describe temporary use/event including number or participants, tables, tents, temporary lighting and fencing, and any other items that will be used in the display including signs or banners. If banners, signs, or other displays are included, a separate Temporary Sign Permit may also be required. Attach additional sheets if needed.) _____

Site Plan: Please attach a site plan of the event

Property Owner Information

Name _____

Address _____

Phone _____

E-mail _____

Applicant Information (if different)

Name _____

Address _____

Phone _____

E-mail _____

Contact Information (if different)

Name _____

Address _____

Phone _____

E-mail _____

Office Use Only

TUP # _____

Event _____

Produce Stand* _____

Pumpkin Lot _____

Tree Lot _____

Other _____

Date _____

Evaluated by _____

Fees Paid _____

Receipt # _____

Bond Required _____

Bond on File _____

Bond Amount _____

OCHCA Approval _____

* If a stand selling edible items (except pumpkins) is proposed, Orange County Health Care Agency (OCHCA) approval is required prior to issuance of a Temporary Use Permit. Please contact OCHCA at 714.834.4722.

Standard Conditions of Approval • The following are standard Temporary Use Permits conditions • A checkmark denotes conditions applicable to this permit • Additional conditions of approval are required when indicated below

- All merchandise, supplies, equipment, apparatus, and/or displays associated with the temporary use shall be removed by midnight on the expiration date of the permit.
- All debris, litter, waste, spills, and/or other residue associated with the temporary use shall be removed by midnight on the expiration date of the permit. The subject premises shall be restored to the condition which existed prior to the set-up of the temporary use.
- All signs or banners shall comply with the City of Tustin Sign Code and shall not be placed within the public right-of-way, unless approved by the City.
- All tents shall be installed per manufacturer’s specifications. Tents in excess of 200 square feet shall be flame retardant or made flame retardant in an approved manner. Tents in excess of 400 square feet require approval by and an inspection from the Orange County Fire Authority. All tents shall be positioned to provide a fire lane of a minimum 20 feet in width between rows of parking.
- Any on-site food service shall be approved by the Orange County Health Care Agency (714) 834-4722.
- No alcoholic beverages shall be served, unless permits are obtained through the City of Tustin and the State Department of Alcohol and Beverages Control.
- The applicant shall not alter the condition of or construct any improvements or structures within the public right-of-way without the approvals of the City’s Public Works Department.
- The applicant shall be responsible for any damage to public facilities within the public right-of-way. Any damage resulting from the permitted activity to curb, gutter, sidewalk, roadway, etc. in the public right-of-way shall be repaired to the satisfaction of the City Engineer.
- The activities shall not operate in such a manner that would impact any traffic lanes, cause back up (queuing) of vehicles into the public right-of-way, or create any unsafe conditions.
- Fire and Police access and passage shall be permitted at all times. All activities including parking and event equipment shall not block parking areas, access, or passage for disabled persons or emergency response vehicles.
- All businesses that will be operating within the City of Tustin as a result of this temporary use permit, including event setup and clearing, shall be required to obtain a valid City of Tustin Business License.
- The event may be required to cease operating at any time, at the discretion of the Tustin Police Department Watch Commander or Community Development Director or designee, in response to complaints received during the event from the surrounding community regarding disturbances of the peace, or for violations of the conditions of approval contained herein or the Tustin City Code.
- Any violation of any of the conditions imposed is subject to the issuance of an Administrative Citation pursuant to Tustin City Code Section 1162(a).
- The applicant shall hold harmless and defend the City of Tustin from all claims and liabilities arising out of a challenge of the City's approval of this permit.

Signatures and Acknowledgements

I hereby certify that all the information contained in this permit, including all required plans and other submission materials is, to the best of my knowledge and belief, true and correctly represented. Should any or all of the information submitted be false or incorrect, I hereby agree to defend, indemnify, and hold the City of Tustin harmless from liability and; loss by reason of its reliance on any such information. I further acknowledge that the approval of this permit is discretionary, and the use applied for is not allowed by right. I understand that any approval may be revoked if any of the conditions of approval are not satisfied. Should the event continue beyond the expiration date, the applicant and property owner are subject to formal abatement proceedings and possible loss of any bonds posted with the City. By signing this form, the applicant and property owner acknowledge and agree to all the conditions imposed by this permit.

Property Owner’s Signature

Applicant’s Signature (if different)

Print Name

Print name

Office Use Only	
<input type="checkbox"/> Approved	Issued by _____ Approved by _____
<input type="checkbox"/> Denied	Notes _____
<input type="checkbox"/> Additional conditions of approval required (see attached)	
Date Permit Expires _____	Date Next Temporary Use Possible _____