



**CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES**

73510 Fred Waring Drive, Palm Desert, California 92260
Phone (760) 776-6435 • Fax (760) 776-6392 • permitcenter@cityofpalmdesert.org

TEMPORARY USE PERMIT APPLICATION

Applicant Name:

_____ Phone: _____

Mailing Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

Property Owner Name:

_____ Phone: _____

Mailing Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

Representative:

_____ Phone: _____

Mailing Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

Please Send Correspondence to (Check One): Applicant Property Owner Representative

Property Address(es): _____

Date(s) of Event: _____

Description of Activity (Describe the Event): _____

1. **Is entertainment a part of the event?** **No** **Yes** If yes, please provide additional information on Page 3 for a Special Event Temporary Entertainment Permit.
 2. **Are canopies, tents, and/or membrane structures part of this event?** **No** **Yes** If yes, permits from the Building & Safety Division and Fire Marshal are required for any tents and membranes in an excess of 400 square feet.
 3. **Is temporary power part of this event?** **No** **Yes** If yes, permits from the Building & Safety Division and Fire Marshal are required.
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Property Owner Authorization: The undersigned states that they are the owner(s) of the property described and herein give authorization for the filing of the application.

Print Name: _____ **Signature:** _____ **Date:** _____

Applicant/Representative Signature: By signing this application, I certify that the information provided is accurate. I understand that the City might not approve what I am applying for and/or might require conditions of approval.

Print Name: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY

Project No: TUP _____

Date Received: _____

Received By: _____

Case Planner: _____

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I. PURPOSE:

Temporary Use Permits (TUP) allows for short-term activities that may be appropriate when regulated. The TUP process is covered under Palm Desert Municipal Code (PDMC) Section 25.64. The normal review time for this type of request is one to three (1 to 3) business days.

The City may only grant a Temporary Use Permit for the following:

- Sales of art work
- Christmas tree sales
- Carnivals, circuses, special events of not more than 72 consecutive hours
- Parking and storage of earth moving or construction equipment
- Real estate tract sales office
- Construction: garage or shed for subdivision construction
- Model homes and model home sales offices
- Other uses as the Zoning Administrator may consider being within the intent and purpose of Section 25.64

How do I obtain approval for a Temporary Use Permit?

The applicant must submit an application for a TUP no less than 30 days prior to the event. A completed application and fee is required with the submittal. The Planning Division will review the application to determine if approval criteria can be met. A TUP may require separate permits, and may need to be reviewed by other departments and outside agencies. The applicant is responsible for obtaining separate permits, if necessary. Use the checklist on **Page 5** to assist in determining what separate permits may be required.

II. SUBMITTAL REQUIREMENTS: The most expedited way to submit plans is electronically to <http://cpdftp.org/filedrop/PermitCenter> or visit www.pdpermits.com for a direct link. If submitting paper plans, the following must be provided:

1. Complete the TUP Application, with all required signatures.
2. Application Fee: \$87
3. Statement of Operations, including the following information:
 - Dated and signed Statement of Operations
 - A detailed description of the proposed business/event operations
 - Days and hours of operation
 - Number of employees
 - Proposed private security, if required
 - Estimated number of customers
 - Total number of parking spaces
 - Indicate if food will be served
 - Indicate if alcohol will be served
 - Indicate if live entertainment will be provided (see Special Event Temporary Entertainment Permit section on Page 3).
4. Site plan, including the following information:
 - Name, address, phone number, and email address of applicant and owner
 - North arrow
 - Vicinity map
 - Existing business(es) on-site
 - Location of pedestrian walkways
 - Location of vehicular access points, driveways, emergency exits, and ADA paths (handicap access)

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- Identify source of electrical supply, if applicable
- Lighting system, if lighting is proposed
- Location of existing fire hydrants and fire extinguishers
- Location of all buildings, parking, generators, canopies, tents, compressed gasses (helium, etc.), cooking stations, booths, gas fire pits, and dimensions between each.
- Show all existing fire lanes on-site

III. SPECIAL EVENT TEMPORARY ENTERTAINMENT PERMIT:

This permit is for a business that wants to have a one-time or occasional event wherein they offer entertainment. Grand openings, celebrity-hosted parties, talent shows, and annual sales extravaganzas are examples of events that require this type of permit. Please see PDMC Section 5.100.020 for more information.

Provide the following information if you are requesting a Special Event Temporary Entertainment Permit.

1. Site Plan: Attach a scaled drawing depicting the premises, parking area, area of entertainment, food service areas (if any), and location of restroom facilities
2. Detailed description of proposed entertainment (type of entertainment, number of person(s) engaged in entertainment, etc.): _____

3. Area of Entertainment: Describe the area within or on the premises where the entertainment activity will be performed or observed, with reference to the site plan: _____

4. Status of Entertainers: A statement as to whether entertainers/services are to be provided by employees of the business or nightclub, including the applicant, owner, operator, or whether entertainers are independent contractors. The statement shall include whether or not the entertainers are to be employed or utilized in food or beverage service, merchandise sales, or other non-entertainment related activity:

5. Description of Food and Beverage: _____

6. Days and Hours of Entertainment: _____
7. Minors: Will minors be allowed on the premises during the entertainment activity? No Yes
If yes, what are the hours? _____

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8. Managers: Name(s) of the person(s) responsible for the management of operation and supervision of the special event:

No. 1:

Employee's Name: _____ Title/Position: _____

Street Address (PO Box is not permissible): _____

City: _____ State: _____ Zip: _____ Phone: _____

Employment Duties/Authority: _____

Has this employee ever been convicted of any crime resulting in an arrest, citation, or criminal complaint (do not include traffic infractions)? If yes, please explain. _____

No. 2:

Employee's Name: _____ Title/Position: _____

Street Address (PO Box is not permissible): _____

City: _____ State: _____ Zip: _____ Phone: _____

Employment Duties/Authority: _____

Has this employee ever been convicted of any crime resulting in an arrest, citation, or criminal complaint (do not include traffic infractions)? If yes, please explain. _____

If there are additional names, please submit on a separate paper.

- If applicant is not the owner, a notarized statement by the property is needed approving the use if their property for entertainment.
- Prior Licenses: Within the past five (5) years, has the applicant, owner, or any person responsible for the special event or entertainment had any permit or license issued in conjunction with the sale of alcohol or provisions of entertainment? No Yes

If yes, during that period of the permit or license, was it suspended or revoked? No Yes

If yes, provide the following information:

Name of issuing agency: _____

Reason/explanation of the suspension or revocation:

9. Marketing Information: Provide copies of any advertisements, flyers, brochures, print ads, or radio advertisement that will be used to promote the special event.

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IV. CHECKLIST TO DETERMINE IF OTHER PERMITS ARE REQUIRED:

CHECKLIST QUESTIONS	YES	NO	IF YES, CONTACT	PHONE	WEBSITE	NOTES
Will food be served?			Riverside County Dept. of Environmental Health (DEH)	(760) 863-8287	rivcoeh.org	Separate Health Dept. Permit Required
Will alcohol be served?			California Dept. of Alcoholic Beverage Control (ABC) & DEH	(760) 324-2027	abc.ca.gov	Separate ABC Permit Required
Will there be tents utilized greater than 400 square feet?			City of Palm Desert Building & Safety Dept. and Fire Marshal	(760) 776-6420 and (760) 346-1870	cityofpalmdesert.org	Separate Building Dept. & Fire Marshal Permits Required See Tent Handout See Fire Event Permit Application
Will a generator(s) be utilized?					cityofpalmdesert.org rrucovesfiremarshal@fire.ca.gov	Separate Building Dept. & Fire Marshal Permits Required See Temporary Generator Handout
Will a stage(s) be utilized?					cityofpalmdesert.org rrucovesfiremarshal@fire.ca.gov	Separate Building Dept. & Fire Marshal Permits Required See Tent Handout
Will electrical lighting be utilized for the event?					cityofpalmdesert.org rrucovesfiremarshal@fire.ca.gov	Separate Building Dept. & Fire Marshal Permits Required See Temporary Generator Handout
Will any public roads be closed or encroached upon for the event?			City of Palm Desert Permit Center	(760) 776-6435	cityofpalmdesert.org	Separate Encroachment Permit Required
Will any fireworks, pyrotechnics, or flame source be utilized?			Fire Marshal	(760) 346-1870	rrucovesfiremarshal@fire.ca.gov	Separate Pyrotechnics Permit Required See Special Effects Permit
Will event utilize City property or sponsorship?			City of Palm Desert Special Events Coordinator	(760) 776-6425		