

Processing a MAJOR Temporary Use Permit (TUP)

How to get started:

A **Major Temporary Use Permit (TUP)** is required when you are planning a special event such as, but not limited to carnivals, Christmas tree lots, and pumpkin patches. There are several things that you will need when processing your request for a major TUP.

Check in at the Development Services Assistance Desk and obtain a major TUP packet. You will be met by several divisions at the City of Moreno Valley Development Services One-Stop counter who are responsible for reviewing your TUP and related information and approving based upon their requirements. Below is a summary of each division's requirements:

BUSINESS LICENSE:

- a) A **Seller's Permit** is needed when you are selling items. It provides a resale number for reporting sales tax.
- b) Obtain a **Health Department Certificate** if there will be food sales at your event.
- c) **Fictitious Business Name:** If you are not using your last name in your business name, you need to apply for a fictitious business name & provide proof of publishing your business with a newspaper of your choice. (See "Welcome to Moreno Valley Information Sheet")
- d) **Business License:** You must complete and process a business license with the City of Moreno Valley.
- e) Complete a **Temporary Use Permit** Application
- f) If you are not the property owner, please provide a **written consent form** signed by the property owner(s).
- g) If you are sub-contracting **individual vendors**, each vendor must have a current business license with the City of Moreno Valley. You must provide a list of each vendor, their address and Moreno Valley Business License number.

NOTE: If Business License is unable to proceed with approval of your event due to additional information needed, we recommend that you take the time when you are here to see counter staff regarding their requirements as noted below.

PLANNING:

- a) A **Detailed Site Plan** is required showing all dimensions including parking, driveway encroachments, restrooms and a detailed description of your event.
- b) A **"Letter of Intent"** is required by the applicant discussing the event in detail with authorization from the property owner(s).

BUILDING & SAFETY: Building and Safety will review the detailed site plan to insure the Temporary Use meets compliance with the California Code of Regulations Title 24. Building permits may be required.

SEE BACK FOR CONTINUED INFORMATION

CODE & NEIGHBORHOOD SERVICES: Will review the detailed site plan for possible disabled parking and signage.

FIRE PREVENTION

- a) Will review the detailed site plan for possible generator/other equipment, tents, food preparation locations, and Fire Department accessibility.
- b) A **Fire Permit** may be required.

LAND DEVELOPMENT:

- a) Will review the detailed site plan for entry/exiting requirements.
- b) An **Encroachment Permit** may be required.

TRANSPORTATION: Will review the detailed site plan for traffic flow.

Once all of the above divisions have approved your TUP, you will then be asked to take your TUP and information to the Police Department located on the City Hall site to enable them to review your proposed event for public safety issues.

Upon their approval, you will return to the Planning Division for final processing and payment.

Note: This summary is provided to assist you in preparing for processing a Temporary Use Permit and is not "all-inclusive." Each division will review your application and provide detailed information on their requirements.

Attachments: Major Temporary Use Permit Application
Site Plan
Application for Building Permit
Written Consent Form
Application for Encroachment Permit
Emergency Contact Information
Application for Fire Permit
Welcome to Moreno Valley (general information)
Business License Application