

Processing a Minor Temporary Use Permit (TUP)

How to get started:

A **Minor Temporary Use Permit (TUP)** is required when you are planning a special event such as, but not limited to, sidewalk sales, tent sales, and Grand Openings. There are several things that you will need when processing your request for a Minor TUP.

Check in at the Development Services Assistance Desk and obtain a Minor TUP packet. Your application will be reviewed by the City of Moreno Valley, Business License Division, as well as the Planning Division. The site plan and related information will be plan checked to determine compliance with the Conditions of Approval as stated in the signed application attached to this cover sheet. Below is a summary of requirements:

BUSINESS LICENSE:

- a) A **Seller's Permit** provides a resale number for reporting sales tax.
- b) A **Health Department Certificate** will be required 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) 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 for additional requirements.

PLANNING:

- a) A **Detailed Site Plan** is required to show in detail a description of your event. See **Permit Submittal Requirements** included on the application for a list of details to include on your site plan.
- b) A **"Letter of Intent"** is required by the applicant discussing the event in detail with authorization from the property owner(s).
- c) If your event involves any animals, please provide a detailed list.

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