



TEMPORARY COMMERCIAL USE PERMITS

A Temporary Commercial Use Permit is required for a special sales event or use outside of an enclosed building that will utilize a site area of one are or more and take place for a limited period of time in a commercially zoned area of the City. A commercial location may have up to six (6) events for no more than five (5) consecutive days per event for each calendar year. The reverse side of this form describes the type of temporary uses allowed and operational requirements (Section 14.09.084.100 of the Land Use and Development Code).

An application for an event must be submitted to the Planning Division **at least two weeks prior** to the event. The Community Development Director will review the application request and either approve, approve with conditions, or deny the application for the proposed temporary use.

SUBMITTAL REQUIREMENTS

The master planning application must be completed (including property owner signature, or owner's authorized agent) at the time the application is filed.

\$1,146.00 Filing Fee

Intake/Records Maintenance Fee

\$63.00 Minor

\$127.00 Major

Site Plan of Sale and Surrounding Area Required. (Code Section 14.09.084.100 (c) (3))

Current site plan of the proposed location, including all parking areas and buildings. The site plan shall identify the sale area in relation to the entire center in which the sale is conducted, parking layout, the location of tents, perimeter fencing, and any other objects or vehicles related to the sale. The site plan shall also identify exit points for vehicles to turn around, and all entry and exit points to the sale area including major streets.

Event Information

A written description of the event shall be submitted with the following information:

1. Dates and times of the event;
2. Time needed for setup/breakdown;
3. Estimated number of people attending the event as well as workers/volunteers;
4. Number/type of food-service equipment (any use of food service facilities also requires permits from the County Environmental Health Services);
5. For auto sales, estimated number of vehicles to be displayed;
6. Type of security to be provided; and
7. Proposed signage (no signs may be displayed in the public right-of-way).

Businesses Located Outside of Vacaville

Any business permanently located outside of Vacaville is required to:

1. Obtain a business license from the City of Vacaville Finance Department; and
2. Obtain a Sales & Use Tax Permit from the California State Board of Equalization (application available at the Planning Division). Supply Sales & Use Tax Permit number with the City business license.

Tent Display Areas

Permits from the Fire Administration Department are required for all tents. Plans and specifications should be submitted with the application as well as to the Fire Administration Department (449-5452).

Electrical Generators

Permits from the Building Division are required for electrical generators. Please contact the Building Division (449-5152) to submit a permit application.