



TEMPORARY USE PERMIT CHECKLIST

PLEASE READ: Applications shall be submitted along with required materials and any application fee a minimum of 15 days prior to the event. Please note that applications are processed and fees are assessed only during business hours: Monday – Thursday from 7:00am – 6:00pm. Applications received outside of business hours will be processed and fees will be assessed on the next business day. Application fees will not be assessed if the filing requirements (Section 1) are not submitted.

- If the filing requirements are not submitted and the application fees are not paid by the minimum 15 days prior to the event, then the application **will be denied**.
- It is recommended that the application be submitted at least 30 days prior to the event to ensure a timely review by staff.

The purpose of the Temporary Use Permit is to ensure that a temporary use is compatible with surrounding land uses and to protect the rights and minimize the adverse effects to adjacent residences/landowners. Per Development Code Chapter 17.104, temporary uses including but not limited to the following may be allowed, subject to the issuance of a Temporary Use Permit prior to the commencement of the activity or use and subject to the requirements within this section.

- 1. Temporary operation of a commercial event for entertainment, including:**
 - Carnivals, circuses, rodeos, fairs, and festivals
 - Haunted houses (including residential haunted houses)
 - Concerts and live outdoor entertainment
 - Certified farmers' market, as defined in Chapter 17.140
 - Swap meets, flea markets, art, cultural, and educational exhibits and displays
 - Parades, assemblies, fundraisers, and parties
 - Outdoor sporting events, marathons, mobile, and non-stationary activities
 - Other similar events designed to attract large crowds, and held on public or private property
- 2. Seasonal sales (e.g., Halloween, Christmas) on nonresidential properties, including:**
 - Seasonal sale of agricultural products raised on premises
 - Christmas tree, pumpkin, and other holiday-themed product sales lots
 - Other similar seasonal sales activities designed to attract large crowds, and held on public or private property
- 3. Any event, promotion, or sale sponsored by a business that is held outside of the confines of the building on public or private property, including:**
 - Parking lot, sidewalk, or other outdoor promotional sale of merchandise
 - Temporary or mobile food vehicle (e.g. food trucks, grocery trucks)
 - Temporary entertainment events
- 4. Temporary uses concurrent with a construction project or change of use on site, required for the duration of a construction project, including:**
 - Temporary office modules (for tenant operations)
 - Temporary construction yards, storage, and staging areas (off-site)
 - Temporary sales office (on site and off site)
 - Temporary living quarters on active construction sites
- 5. Master temporary use permits for events occurring on more than one occasion.**
- 6. Other temporary activities that the planning director determines are similar in nature and intensity to those identified above.**



SECTION 1: Filing Requirements

- 1. A Temporary Use Permit Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Copy of a valid City Business License or Business License Application uploaded to online application.
- 3. Copy of 501(c)(3) documentation for non-profit organization, if applicable, uploaded to online application.
- 4. List of vendors including their valid City Business License numbers uploaded to online application. **All vendors must have a valid City Business License.**
- 5. Site Plan showing the location of structures such as tents, fencing, lighting fixtures and other equipment, parking, emergency access, and bathrooms, uploaded to the online application.
- 6. Detailed written description of the event (types of activities, hours of operation, types of vendors, estimated number of visitors) uploaded to the online application.
- 7. Signed Property Owner Declaration Form (attached) uploaded to the online application. **NOTE: The form must be signed by the legal property owner, property manager, or other legal representative of the property. Invalid signatures will not be accepted and will delay the intake process.**
- 8. Certificate of Liability Insurance required for all temporary uses occurring on public property (see Section 3).
- 9. Copy of state-issued Alcoholic Beverage Control (ABC) license required for alcohol sales at event.
- 10. Copy of San Bernardino County Department of Health Permit required for food prepared on site.
- 11. Detailed written procedure for a fire/medical emergency and criminal activity is required for **residential haunted houses only**. Procedure shall include contact information for the City’s emergency and non-emergency services and shall list the steps that the property owner will take to ensure public safety, uploaded to the online application.
- 12. Filing Fees (see Section 2) will be assessed after all required documents are uploaded to the online application.

SECTION 2: Filing Fees

- Temporary Use Permit.....See current fee list.

SECTION 3: Certificate of Liability Insurance

Only required for uses occurring on public property.

Insurance certificate must be issued by insurance underwriters “admitted” by the California Insurance Commission and rated ‘A’ or better by AM Best. Requirements below:

- Minimum \$1,000,000 General Liability Limit
- Minimum \$1,000,000 General Automobile Liability
- Minimum \$1,000,000 Worker’s Compensation
- On an additional insured endorsement, the City, its elected officials, officers, and agents are to be named as additional insured
- Depending on event, minimum limits of coverage may change.

SECTION 4: Inspections

Inspection by Building and Safety/Fire Construction Services may be required (i.e. tents over 200 sq. ft. with side walls, tents over 400 sq. ft. without side walls, electrical work, generator, etc.) For additional information, please contact (909) 477-2710.



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit | <input type="checkbox"/> Site Development Review |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Mills Act | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Minor/Conditional Use Permit | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Major Design Review | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plan Check/Zoning Clearance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Planned Community | <input type="checkbox"/> Uniform Sign Program |
| <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Pre-Zoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Hillside Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

Date:	Signature:	
Print Name and Title:		Phone Number: Email:
Address:		