



CITY OF MONTEREY PARK

TEMPORARY USE PERMIT

What is a temporary use permit?

A temporary use permit allows activities/events, being temporary in nature, that possess characteristics of such unique and special form as to make impractical their operation without specific approval.

How to apply for a TUP?

PLANNING DIVISION

Obtain a temporary use permit (TUP) application from the Planning Division. **(See Attached)** The application fee is **\$530**.

Submit the completed application form and site plan to the Planning Division for review. The application should be filed **two (2) weeks prior** to the activity/event date.

The application will be routed to other city departments for comments, and an approval letter with conditions will be prepared to insure the preservation of the public peace, safety, health and general welfare and to insure that the activity will not be injurious or detrimental to property located in the immediate vicinity of the proposed location of the activity/event.

Additional information, permits, and fees may be required by the following City departments:

FIRE DEPARTMENT

A temporary event held in the City that requires a fire permit (see attached) must submit a site plan, complete a Fire Department Temporary Permit application, and obtain a fire inspection prior to the event. If there are any questions regarding Fire Department requirements, please contact the Fire Prevention Division at (626) 307-1308.

BUILDING DIVISION

Temporary events being held in the City of Monterey Park must obtain a Building and Safety inspection prior to the event being held. **(See Attached)** If there are any questions regarding Building and Safety requirements, please contact the Building and Safety Division at (626) 307-1300.

BUSINESS LICENSING

It is unlawful to do business in the City without a valid business license. If there are any vendors or business to be transacted in regards to your Temporary Use Permit, a valid business license must be obtained. Each business or vendor must obtain a separate business license prior to doing business.

Attached is a copy of business license application form. The business license fee is \$75 per year plus a \$1.00 mandatory State fee. The annual delinquent penalty is 100 percent of the license fee or \$75 per year if the business is conducted without obtaining a license. If there are any questions regarding the business license procedure or rates, please contact the Licensing Division at (626) 307-1338.



CITY OF MONTEREY PARK TEMPORARY USE PERMIT

This application is for temporary outdoor uses on non-City-owned property.

- Application Form & Affidavit – completed in full (must be submitted to the Planning Division **no later than 15** calendar days prior to the date of event).
 - Site Plan – Submit a site plan on an 8½” x 11” size paper and include the following information:
 property lines, locations of building entrances/exits, parking and driveway areas, location and dimensions of temporary structures, and equipment to be used (provide detail descriptions of the types of temporary structures, equipment and activities to take place at the event below).
 - Application filing fee - \$530
- * *Additional information, permits, and fees may be required by other City Departments. (See Attachments)*

Event Address: _____

Business/Organization Name: _____

Organizer: _____ check if Non-Profit Organization

Applicant/Contact Person: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

Fax Number: _____ Email: _____

Dates of event: _____

Start time: _____ End time: _____

Detailed description of the event: _____

Number of people expected to participate or attend: _____

Detailed list of all temporary structures, equipment, and activities, such as, stages, tents, canopy structures, booths, restrooms, rides, electrical power source, generators, mechanical and electrical equipment that will be used: _____

Applicant (Signature) _____ Date

Do Not Write Below This Line

Case Number: TUP- _____ - _____

Fee Paid \$ _____

Code Enforcement Rep _____

Receipt Number _____ check if exempt

Case Number: TUP- - _____

Receipt Number: _____

AFFIDAVIT

I, _____, declare that I am the owner(s) (having fee title) of
(Print Name)
property involved in this petition and that the statements and answers herein contained,
and the information herewith submitted are in all respects true and correct to the best of
my knowledge and belief.

I declare under penalty of perjury that the afore going is true and correct.

Signature: _____ Title: _____

Date: _____ Telephone: _____

Address: _____

Note: This application must be signed by property owner or authorized agent/lessee (if by authorized agent/lessee, a copy of the lease agreement or a letter of authorization from the property owner must be filed with this application). An invalid signature would invalidate the requested Temporary Permit.



MONTEREY PARK FIRE DEPARTMENT

320 W. Newmark Ave., Monterey Park, CA 91754

Phone (626) 307-1308

TENT, CANOPY AND TEMPORARY MEMBRANE STRUCTURES CHECKLIST

Applies to: Tents over 400 square feet, canopies over 700 square feet, or multiple tents placed side by side with an aggregate area of 700 square feet and without a firebreak clearance of 12 feet. Site plan and floor plan must reflect the following requirements and be submitted with application.

Requires a permit and fire inspection. Submit plans for review and approval by Monterey Park Fire Department.

Tent/canopy location and layout are according to approved plans.

Portable 2A:10BC fire extinguishers shall be provided and mounted so that maximum travel distance to any fire extinguisher does not exceed 75 feet.

Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials unless approved by the Fire Department.

Tents where cooking is allowed shall be provided with a Class K extinguisher for cooking equipment.

Where liquid petroleum gas is used, LPG container shall be 10 feet from tent/canopy unless approved by the Fire Department. Heating devices shall be kept a minimum of 10 feet from tent/canopy.

Combustible materials such as hay, straw sawdust, shavings or similar materials are prohibited unless flame retardant.

Smoking shall not be permitted in tents or membrane structures. Approved NO SMOKING signs shall be conspicuously posted.

Tents shall not be located within 20 feet of lot lines, building, other tents or membranes structures, parked vehicles or internal combustible engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent. *Exception: Separation distance between membrane structure and tents not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.*

Open flame devices are not permitted unless approved by the Fire Department.

Combustible vegetation that could create a fire shall be removed from the area by a tent or membrane structure, and from areas within 30 feet of such structures

Hay, trash, and other flammable material shall not be stored within 30 feet of any tent/canopy.

Occupant load sign is posted in a conspicuous location.

Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points 100 feet or less from an exit.

Doorway to remain open or covered by a flame retardant curtain of contrasting color.

Exit illumination- exits shall be lit at all times when occupied, with lighting not less than one foot candle at floor level.



MONTEREY PARK FIRE DEPARTMENT

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Phone (626) 307-1308

CARNIVAL & FAIR PERMIT APPLICATION

- Plans submitted and approved by Monterey Park Fire Department.
- Fire Department all weather access roads shall remain unobstructed at all times in order to allow emergency vehicles access for firefighting purposes.
- Tents, canopies and other temporary membrane structures** must be adequately roped, braced and anchored to withstand the elements of weather against collapsing. (* Tents over 400 sq. ft. and canopies over 700 sq. ft. requires a separate permit.)
- There shall be no cooking underneath canopies or in tents unless approved by the Fire Department
- Flammable or combustible liquids and petroleum gas shall not be stored in a tent or canopy or less than 50 feet from such structures unless approved by the Fire Department.
- Electrical equipment and installations shall comply with the electrical code.
- Heating and cooking equipment shall not be located within 10 feet of exits, aisles, passageways, combustible materials or tent/canopy.
- A Class K fire extinguisher shall be provided within 30 feet of all cooking appliances. Extinguishers may not be shared by different vendors.
- Smoking is not permitted in any tent, canopy or temporary membrane structure or in any adjacent areas where hay, straw, sawdust or any other combustible materials are stored or used unless approved by the Fire Chief. Approved NPO SMOKING signs must be conspicuously posted.
- A minimum of one fire extinguisher with a minimum 2A:10BC rating shall be provided near any internal combustion power source or locations required by the Fire Chief.
- Currently serviced and tagged (by state licensee) 2A:10BC fire extinguisher shall be placed so that the maximum travel distance to a fire extinguisher does not exceed 75 feet.
- All floor covering, bunting, flammable decorations or effects must be treated with a flame retardant in an approved manner.
- Concession stands used for cooking shall have a minimum of 10 feet of clearance from exits and shall not be located within 10m feet of amusement rides or devices.
- Generators and other internal combustion power sources shall be isolated from contact with the public by fencing, enclosure or other approved means.
- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Refueling shall be conducted only when the ride is not in use.



MONTEREY PARK FIRE DEPARTMENT

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TEMPORARY PERMIT APPLICATION

The following permit requires payment in full upon submittal of application. Upon completion of the bottom portion of this form, a permit will be issued using this information.

***** SITE PLANS ARE TO BE SUBMITTED WITH APPLICATION FOR REVIEW *****

TYPE OF PERMIT

(Please Check all that apply)

DESCRIPTION

- | | |
|---|--|
| <input type="checkbox"/> CANDLES IN A PLACE OF ASSEMBLY
\$162 | To use or display open flames or candles in assembly areas, dining areas or drinking premises. |
| <input type="checkbox"/> CARNIVAL & FAIRS
\$162 | To conduct a carnival or fair, such as outdoor events that confine attendees by the permanent or temporary installation of barricades or fencing, and or carnival rides. |
| <input type="checkbox"/> FIREWORKS/AERIALS DISPLAYS
\$162 | To conduct a firework display. Plan (s) must be submitted at least 14 days prior to event. |
| <input type="checkbox"/> HELICOPTERS
\$162 | To conduct air/land operations or performances utilizing a helicopter. |
| <input type="checkbox"/> PYROTECHNICS
\$162 | To manufacture, compound, store or use pyrotechnics special effects material. |
| <input type="checkbox"/> REFULER
\$162 | Dispensing of flammable/combustible liquids to motor vehicles and/or generators from tank vehicles. |
| <input type="checkbox"/> TENT/CANOPY
\$162 | To erect a tent in excess of 400 square feet or a canopy in excess of 700 square feet. |
| <input type="checkbox"/> TRADE SHOW
\$162 | Placing or construction temporary kiosks, display booths, and the likes in a building. |
| <input type="checkbox"/> VEHICLE DISPLAY
\$162 | To display, compete or demonstrate liquid or gas fueled vehicles or equipment in a building. |

TOTAL AMOUNT DUE \$ _____

Name of Event: _____

Location/Address of Event: _____

Set up date(s): _____ Event date(s): _____ Event times: _____ to _____

Site contact person: _____ Phone: _____ Fax: _____

Responsible party: _____ Phone: _____ Fax: _____

Responsible party address: _____

Desired date for inspection: _____ Desired time for inspection: _____

Comments: _____

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
BUILDING AND SAFETY DIVISION buildingdivision@montereypark.ca.gov



Informational Bulletin: **Temporary Events**

(Updated 03/20/17)

General Requirements

Temporary Events being held within the City of Monterey Park are required to be inspected and approved by Monterey Park- Building and Safety inspectors prior to holding the event.

The following qualify as Temporary Events:

- Temporary change of use
- Tents or canopies, covering an area greater than 120 square feet
- Spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons
- Stages or platforms elevated above floor or grade level
- Grandstands or bleachers
- Temporary electrical power (generators, temporary power supply from premise power, lighting, power cords, etc.)

Construction documents:

- A site plan showing the proposed location of the tents/canopies/stages layout in relation to any other buildings or structures on the site; the distance from the tent to all property lines and information delineating the means of egress and the occupant load; the size of tents/canopies/stages
- Tents/canopies/stages floor plan that shows all egress paths and accessible path of exit travel to a public way; ventilation and sanitary facility requirements where applicable
- Tents/canopies/stages structural analysis by a licensed engineer

Permitting

Building permit applications are required to be filed with Monterey Park-Building and Safety Division and the appropriate fees must be paid before inspections can be performed. Permit will only be issued to a licensed contractor in the respective discipline.

- It is necessary to receive approval from Monterey Park- Planning and Fire Prevention Division prior to initiating the permit application with Building and Safety

Inspections and Approval

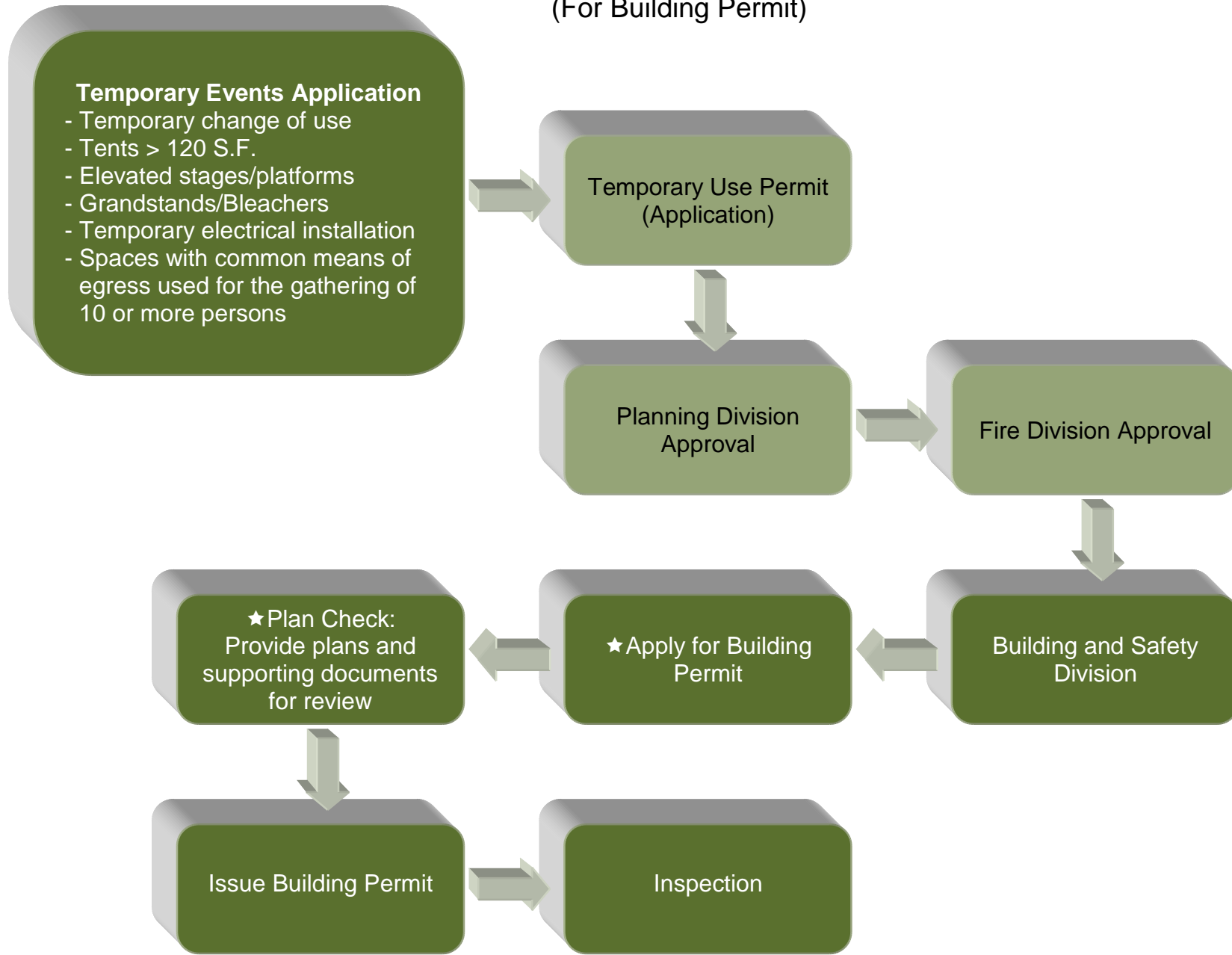
The Building and Safety permit must be filed and paid for at least two (2) business days prior to the date of the event; and after you have obtained all required approvals or clearances from other agencies. You will be able to request the date and time of inspections on the permit.

At the time of inspection, the building inspector will check the structural stability of temporary structures, availability of sanitary facilities, required exiting, disabled access features and other code requirements.

Friday through Sunday inspections are subjected to inspector availability and after-hour inspection fees.

Temporary Events Application Process

(For Building Permit)



★May be concurrent



CITY OF MONTEREY PARK

320 West Newmark Avenue, Monterey Park, CA 91754
Attn: Bus. License Dept. • (626) 307-1338 • Fax (626) 307-0753

BUSINESS LICENSE APPLICATION

Please
Check One



- NEW APPLICATION
- CHANGE OF OWNER
- CHANGE OF ADDRESS
- CHANGE OF BUSINESS NAME
- HOME OCCUPATION

• OFFICIAL USE ONLY •

LICENSE NO. _____
 LICENSE FEE \$ _____
 PENALTY _____
 TOTAL FEE \$ _____
 DATE PAID _____
 CHECK NO. _____ CASH
 BY: _____

Business Name _____

Business Location _____
(Not P. O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(If Different)

City _____ State _____ Zip _____

Bus. Phone () _____ Bus. Fax () _____

E-Mail Address _____

Ownership: Corporation Ltd Liability Corp Partnership Sole Proprietor Trust

Start Date	Description of Business

Business Types: Retailers Wholesalers/Manufacturers Professionals Services Home Occupations Residential/Commercial Rental

State Lic. No. _____ License Type _____ Expiration Date _____

Resale No. _____ Federal I. D. No. _____ State I. D. No. _____

Enter below names of Owners, Partners, or Corporate Officers - Use additional sheets as necessary

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Social Security No. _____ Drivers License No. _____

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Social Security No. _____ Drivers License No. _____

In case of emergency, please contact:

Name _____ Title _____ Phone () _____

Address _____ Cell Phone () _____

Vehicle Insurance Information

Company Name _____

Policy No. _____ Expiration Date _____

PLEASE COMPLETE THE FOLLOWING INFORMATION

No. of Owner/Professionals

No. of Non-Prof. Employees

No. of Vehicles

No. of Units

No. of Coin Operated (Service) Machines

No. of Game Machines

NOTE: Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office. For general information, please call the Board of Equalization at 1-800-400-7115.

PLEASE CALCULATE AMOUNT DUE BY ENTERING INFORMATION IN BOXES BELOW AND SIGN.

Gross Receipts	\$ _____
Base Fee (includes 1 owner)	\$ _____
Professional/ Add'l Owner Fee	\$ _____
Non-Professional Employee Fee	\$ _____
Units Fee	\$ _____
Coin Operated Machine Fee	\$ _____
Vehicle/Delivery Fee	\$ _____
Tobacco Fee	\$ _____
B.I.D. Fee	\$ _____
Penalty Fee	\$ _____
State Disability Access Fee	\$ 1.00
TOTAL DUE	\$ _____

I declare under penalty of making a false certification that the foregoing information is true and correct to the best of my knowledge and belief.

Date: _____ Title: _____

Signature: _____

RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO THE CITY OF MONTEREY PARK

Thank you for doing business in the City of Monterey Park!

White - Original

Canary - Auditor

Goldenrod - Applicant