

# CITY OF FOUNTAIN VALLEY – TEMPORARY USE PERMIT PARKING LOT/SEASONAL SALE/SPECIAL EVENT PERMIT FILING FORM

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

BUSINESS PHONE NUMBER: \_\_\_\_\_

TYPE OF PERMIT: PARKING LOT SALE \_\_\_\_\_ SEASONAL SALE \_\_\_\_\_ OTHER \_\_\_\_\_

DATE OF SETUP: \_\_\_\_\_ DATE OF TEARDOWN: \_\_\_\_\_

DATE OF EVENT: FROM \_\_\_\_\_ TO: \_\_\_\_\_

HAVE YOU OBTAINED A BANNER PERMIT? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ NOT NEEDED

- | INITIAL | CONDITIONS OF APPROVAL  |
|---------|---|
| ___ 1.  | LETTER OF AUTHORIZATION FROM PROPERTY OWNER ON LETTERHEAD.  |
| ___ 2.  | DETAILED LETTER OF DESCRIPTION OF EVENT, INCLUDE A LIST OF VENDORS.   |
| ___ 3.  | SITE PLAN OF EVENT.   |
| ___ 4.  | EVIDENCE OF GENERAL LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000 NAMING THE CITY OF FOUNTAIN VALLEY AS AN ADDITIONAL INSURED. |
| ___ 5.  | CITY OF FOUNTAIN VALLEY BUSINESS LICENSE, INCLUDING A COPY OF A CITY BUSINESS LICENSE FOR ALL VENDORS.                            |
| ___ 6.  | CLEAN-UP BOND SEASONAL SALES ONLY (\$500.00 REFUNDABLE).  |
| ___ 7.  | FIRE PERMIT OBTAINED. CONTACT FIRE DEPARTMENT FOR REQUIREMENTS, AT (714) 593-4436.  |
| ___ 8.  | NO PORTABLE SIGNS, BALLOONS, FLAGS, OR ROOF MOUNTED SIGNS PERMITTED.  |
| ___ 9.  | NO LIVE OR AMPLIFIED MUSIC, PUBLIC ADDRESS SYSTEMS, ETC.  |
| ___ 10. | APPLICANT WILL COMPLY WITH ALL OTHER PROVISIONS OF FOUNTAIN VALLEY MUNICIPAL CODE.  |

\_\_\_\_\_

APPLICANT SIGNATURE
PRINT NAME
DATE

Outdoor/Seasonal Sale: \$115.00  
Account # 11.3.31313.1.3150

Special Event: \$345.00  
Account # 11.3.31313.1.3150

PLANNING DEPARTMENT USE ONLY

\_\_\_\_\_

AUTHORIZED BY
PERMIT NUMBER
DATE



**City of Fountain Valley**  
**Planning Department**  
**10200 Slater Avenue**  
**Fountain Valley, CA 92708**  
**(714) 593-4425**  
**Fax (714) 593-4525**

**PLEASE COMPLETE APPLICATION AND RETURN TO THE PLANNING DEPARTMENT FOR AUTHORIZATION**