

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

BUSINESS NAME: _____

ADDRESS: _____

APPLICANT NAME: _____

BUSINESS PHONE NUMBER: _____

APPLICANT EMAIL: _____

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. DESCRIBE IF ANY TYPE OF LIVE ENTERTAINMENT AND OR LIVE/AMPLIFIED MUSIC OR PUBLIC ADDRESS SYSTEMS WILL BE USED.
- ___ 4. SITE PLAN OF EVENT.
- ___ 5. EVIDENCE OF GENERAL LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000 AND AN ENDORSEMENT NAMING THE CITY OF FOUNTAIN VALLEY AS AN ADDITIONAL INSURED.
- ___ 6. CITY OF FOUNTAIN VALLEY BUSINESS LICENSE, INCLUDING A COPY OF A CITY BUSINESS LICENSE FOR ALL VENDORS.
- ___ 7. CLEAN-UP BOND SEASONAL SALES ONLY (\$500.00 REFUNDABLE).
- ___ 8. FIRE PERMIT OBTAINED. CONTACT FIRE DEPARTMENT FOR REQUIREMENTS AT (714) 593-4436.
- ___ 9. NO PORTABLE SIGNS, BALLOONS, FLAGS, OR ROOF-MOUNTED SIGNS PERMITTED.
- ___ 10. APPLICANT WILL COMPLY WITH ALL OTHER PROVISIONS OF FOUNTAIN VALLEY MUNICIPAL CODE.

APPLICANT SIGNATURE

PRINT NAME

DATE

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**