



Application No.:	_____
Date Received:	_____
Received By:	_____
Planner Assigned:	_____
Concurrent Projects:	_____

TEMPORARY USE PERMIT APPLICATION

*Disclaimer: The purpose of the temporary use permit is to allow for temporary or infrequent events, including, but not limited to parking lot sales, circuses and other nonpermanent uses on properly zoned sites within the city. A temporary use permit shall be required for each business and/or nonprofit group hosting an event or sale. Prior to or concurrently with the issuance of a temporary use permit the applicant must also meet the requirements of Hemet Municipal Code chapter 18 regarding business licenses. **To ensure smooth coordination and adequate planning, event organizers are reminded to submit their applications at least 45 days before the scheduled date.** This allows ample time for review, permits, and any necessary arrangements to be made, ensuring a successful and enjoyable experience for all participants and the applicant.*

A Temporary Use Permit Application can be printed online or picked up at and submitted to:

Attn: Temporary Use Permit
 Community & Economic Development Department
 Planning Division
 445 East Florida Avenue
 Hemet, CA 92543

For more information, please contact (951) 765-2375 or planstaff@hemetca.gov.

FOR OFFICE USE ONLY

Apply Planning Approved
 Stamp Here Upon Approval
 of Permit Application

Community Development Department
 Planning Division
 445 E. Florida Ave, Hemet, CA 92543
 (951) 765-2375
www.Hemetca.gov

EVENT DETAILS

Event Title: _____

Event Location: _____

Event Date(s): _____

General Description of Proposed Project: _____

Event Category: Christmas Tree Sales Carnival or Circus Grand Opening
 Construction Trailer Community Event Other: _____

Will the event be held on Public or Private Property? Public Private

If on private property, a Property Owner Consent Affidavit (see attachment) is required.

Is this an annual event? Yes No

Is this a multi-day event? Yes No

Is there an admission fee? Yes No If yes, please include admission fee(s): \$ _____

What is the anticipated attendance? _____

Previous year's attendance (if applicable) _____

Event Start Time(s): _____ Event End Time(s): _____

Event Set-up Time: _____ Event Clean-up Time: _____

APPLICANT AND ORGANIZATION NAME

The applicant and organization (if applicable) accepting all financial responsibility for the event and provides the required insurance and completion of application.

Applicant Name: _____

Organization Name (if applicable): _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

PROPERTY OWNER INFORMATION (Consent Affidavit required if Applicant is not the Property Owner)

Property Owner Name: _____

Property Owner Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

ON-SITE CONTACT

Contact Information for the primary person who will be on-site on the day(s) of the event.

On-Site Contact Name: _____ Title: _____

Contact Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

LIVE ENTERTAINMENT DETAILS & ON-SITE STRUCTURES (IF APPLICABLE)

(Please mark all that apply):

- Amplified Music Dance Floor(s) Loudspeakers Live Performance
 Disk Jockey (DJ) Moving Vehicles Other: _____

Please describe the entertainment provided:

Stage Quantity: _____ Bleacher Quantity: _____ Canopy Quantity: _____ Other: _____

Please describe all on-site structures at the event:

***Please note: Inflatable structures such as a bounce house or similar type structures are prohibited.**

BUSINESS & LICENSING DEPARTMENT - VENDORS

A City of Hemet Temporary Use Permit (TUP) Business License is required for all vendors that are selling merchandise and/or food and beverage and for the applicant hosting the event.

Please complete page 12 and check TEMP on Business License application if the event will host vendors (make additional copies of page 12 if vendor list requires additional pages).

Submit a TUP Business License Application (see attached) with the Business License Department. The application will cover the applicant and all vendors for the applicant’s event.

The application has a one-time fee for the license and a per vendor fee and the application must be completed at least 2 weeks prior to the start of the event. For current and assessed fees, contact the Business License department.

Contact Information: Business & Licensing
 445 East Florida Avenue
 Hemet, CA 92543
 (951) 765-3873
 cohbl@hemetca.gov

RIVERSIDE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT – FOOD & CONCESSIONS

***Event Organizer must provide a copy of the issued Riverside County Environmental Health permit at least 1 week prior to the start date of event for processing time to City of Hemet. The Riverside County Environmental Health Department requires completion of a permit application 2 weeks prior to the event’s start date.**

The following documents must be requested and completed with the Riverside County Environmental Health Department:

- Community Event Organizer w/List of Vendors Application
- Community Event Facility Operator’s Agreement Form

For more information regarding Riverside County Environmental Health Department permits, please reach out to the contact information provided below.

Contact information: Riverside County Environmental Health Department
 800 S Sanderson Avenue #200
 Hemet, CA 92545
 (951) 766-2824

Will your event have food vendors? If yes, you need a health permit. Yes No

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ALCOHOL SALES (IF APPLICABLE)

Alcohol sales require a permit from the Alcohol Beverage Control (ABC).

Contact Information: Alcohol Beverage Control
3737 Main Street #900
Riverside, CA 92501
(951) 782-4400

***A Type 37 – Daily General License with the ABC is needed. Please note the fees for an ABC license will vary depending upon the type of alcohol sold. Refer to ABC regarding the cost of fees.**

Will alcohol be served at the event? Yes No *If yes, check type of alcohol to be served

- Beer
- Wine
- Liquor

If alcohol will be served provide the following information:

- Alcohol enclosure and a statement of how sales to minors will be avoided.
- Security Plan
- Alcohol Insurance

ABC will require the following to process the ABC license:

- Complete Daily License Authorization (Form ABC-221)
- Authorization from the property owner is required (property owner may sign Form ABC-221 or a signed letter showing the date, time, place and type of alcoholic beverages to be served may be submitted)
- A detailed diagram of the event location may be required on outdoor events (Form ABC-253)
- Form ABC-221 must be submitted to the local ABC District Office which has jurisdiction over the event location. For a listing of ABC District Offices, please visit our District Offices contact page.
- Form ABC-221 may be submitted either in person or by mail.
- Form ABC-221 must be received within ten (10) days of the event, but should not be submitted more than thirty (30) days in advance

Police Department approval may be required when any of the following apply

- A large number of people are attending
- The event is being held on a public street or in a public area (i.e. – parking lot)
- This is the first time an event is being held at the location
- In certain other circumstances at the Department's discretion.

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SECURITY INFORMATION (IF APPLICABLE)

***Security is required for community events on public property and where alcohol is served.**

Will a licensed professional security company be hired? Yes No

Security Company: _____

Point of Contact (if applicable): _____

Company Street Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

***Please note: The security company must have a current City of Hemet Business License**

SANITATION AND RECYCLING

The City of Hemet has an exclusive Franchise Agreement with CR&R Inc. to collect and dispose of all waste including commercial, residential and construction debris within the City of Hemet. Contact CR&R at 1-800-755-8112 for trash and recycling services for the event. All containers must be removed from the event area at the end of the event.

Number of Trash Cans: ____

Number of Recycling Containers: ____

Number of Dumpsters: ____

***The Event Organizer must provide a receipt from CR&R at least 2 weeks prior the event start date.**

***On the Site Plan, please indicate all locations for trash and recycling receptacles and dumpsters.**

RESTROOM FACILITIES

Restroom Facilities are required. Please contact a rental company for attendance to restrooms. A copy of the rental company's City of Hemet Business Tax Certificate and Liability Insurance must be attached to the permit application.

Will event organizers provide portable restrooms? Yes No

Will the event use City-Owned public restrooms? Yes No

Will the event use privately-owned publicly accessible restrooms? Yes No

***Restroom Requirements per CA Building Code 2022, Sections 11B-213 and 11B-603**

- Per every 50 anticipated guests, a minimum of 1 toilet (or 1 portable restroom) for an anticipated 4-hour event is required.
- Every event requires a minimum of 1 ADA accessible restroom per the 4-hour usage period and 1 per every 20-portable restrooms on-site.
- Events longer than 4 hours, portable restroom minimums are doubled.

Anticipated Number of Event Attendees: _____

Total non-ADA Portable Toilets: _____ Total On-site ADA Portable Toilets: _____

Total non-ADA Privately-Owned Toilets: _____ Total Privately-Owned ADA Toilets: _____

BUILDING AND LIFE SAFETY

The following is a list of requirements, please initial upon reading:

____ A tent or temporary membrane structure having an area in excess of 400 square feet, or any canopy in excess of 700 square feet, shall be required to have an inspection and a separate permit for final approval. (2013 CFC 3103.2).

____ Tents, booths or canopies shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent, or canopy (2013 CFC 3103.8.2).

____ No portion of the event shall block fire lanes or handicap spaces.

____ Internal combustion power source, including motor vehicles, generators and similar equipment, shall (2013 CFC 3104.19):

- Have a minimum of one fire extinguisher with a rating of not less than 2-A: 10-B: C. The extinguisher shall be maintained at the power source or vehicle. Be a minimum of 20 feet from tents and canopies.

____ Post 'NO SMOKING' signs in the tents and canopies. (2013 CFC 3104.6)

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___ Gas, solid, and liquid-fuel-burning cooking equipment shall not be located within 10 feet of exits or combustible material. LP gas containers shall be adequately protected from damage and falling over. (2013 CFC 3104.15.3)

___ Outdoor cooking that produces sparks or grease-laden vapors shall not be conducted within 20 feet of a tent, canopy, or membrane structure (2013 CFC 3104.15.6).

___ Tents and canopies shall comply with CFC Chapter 24 and The California Building Code; they shall be labeled or certification of flame-retardant shall be provided, as required by the State Fire Marshal. (2013 CFC 3104)

___ Fire extinguishers in the vendor area shall be spaced no more than 75 feet from any location (2013 CFC 3108). Any single tent or canopy shall have extinguishers as follows:

- 200-500 square feet of floor area: One 2-A: 10-B: C
- 501-1000 square feet of floor area: Two 2-A: 10-B: C
- Each additional 2k square feet of floor area or fraction thereof: One 2-A: 10-B: C

___ Extension cords shall be of a commercial type and be in good working condition. Extension cords shall not be subjected to physical damage. No damaged cords or multi-head cords will be allowed. Extension cords shall be in accordance with Article 85 of the California Fire Code.

___ Hay or any other type of combustible material shall not be used as ground cover. Hay, straw, trash and other similar flammable material shall not be stored within 30 feet of any tent. (2013 CFC 3104.21)

___ All amusement rides shall have current state inspection certificates. (OSHA TITLE 8, ARTICLE 35, SECTION 3917)

___ Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more (2013 CFC 2403.12.6).

___ If it is determined by the inspecting Officer that standby personnel will need to monitor these conditions and to work with event staff to maintain fire protection and the elimination of fire and life safety hazards, the applicant will pay for the cost. (2013 CFC 403.1)

___ Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. (2013 CFC 3103.12.6)

___ Camp fire / cooking fires shall only be allowed if it is in an approved California State Fire Marshal device. All others may be cited.

ENCROACHMENT PERMIT

*An Encroachment Permit (see attachment) is required if any road closures or diversion of the normal flow of traffic is required for the event or restriction to public right-of-way. Provide a traffic plan if the event needs an Encroachment Permit.

Will this event have barricade equipment restricting normal flow of traffic? Yes No

If renting from or hiring a company for barricade please provide the following information:

Company Name: _____

Contact Name: _____

Company Address: _____

City, State, Zip: _____

Contact Number: _____ Email: _____

If Barricade equipment is selected, please explain the equipment that will be used:

INSURANCE

***All vendors participating in the event service providers and contracted services must provide insurance for the event, including setup and tear down dates.**

Certificates of Insurance Must Reflect:

Commercial General Liability with limits of:

- \$2 Million, additional insured endorsement naming the City of Hemet as additional insured.

Liquor Liability:

- Required if alcohol will be sold at the event
- \$2 Million, additional insured endorsement naming the City of Hemet as additional insured.

Auto Liability:

- Required if Event includes moving vehicles, including Golf Carts
- \$2 Million, additional insured endorsement naming the City of Hemet as additional insured.

EMERGENCY CARE PLAN

If necessary, in the case of an emergency, the On-Site Contact will call 9-1-1.

***Please check the above box acknowledging the above statement**

***On-site ambulance company and/or EMT staff may be determined to be required for large scale community events.**

Event Organizer will provide an ambulance company to be on-site.

Event Organizer will provide EMT staff to be on-site.

Company Name: _____

Contact Name (if applicable): _____

Company Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

SITE PLAN

All site plans/maps must be submitted using 8 ½" x 11" or 8 ½" x 14" white paper.

All applicants are required to submit a detailed Site Plan/Map of the Event that must include the following on the Site Plan/Map:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable bathrooms, first aid stations, booths, beer gardens, cooking areas, trash containers, dumpsters, parking areas, and any other temporary structures.
- Indicate placement of all generators and fire extinguishers
- Indicate placement of event vehicles and/or trailers
- Scaled plans are required for carnivals, circuses, and other large-scale events
- Indication of the north direction
- Day(s) and hours of operation for event
- Name of primary point of contact and their phone number on the site plan

NOTIFICATIONS

1. Appointments are recommended for submittals. Call the Case Planner or (951) 765-2375 for scheduling.
2. Temporary Use Application Fee is \$428. Verified 501(C)(3), the Fee is waived.
3. Additional fee's may be required per review.

AUTHORIZATIONS

Print Applicant Name: _____

Applicant Signature: _____ Date: _____

ATTACHMENTS

1. Vendors List (if applicable)
2. [Property Owner Consent Affidavit Form](#) (if applicable)
3. [Encroachment Permit Application](#) (if applicable)
4. [Building Permit Application](#) (if applicable)
5. [Temporary Use Permit \(TUP\) Business License Application](#)

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