

## Temporary Use Permit Application

A maximum of two (2) major promotional events may be held each calendar year for commercial businesses (20 days total, maximum). **For further information, please call the Planning Department (626) 939-8422.**

- ❑ A certificate of liability insurance, minimum \$1,000,000 CSL is required for any event requiring a temporary use permit as well as a minimum of \$5,000,000 per occurrence is required for any carnival offering mechanical rides. A liability insurance certificate **and** an **endorsement** naming the **City of West Covina** as additional insured shall be required for the purposes of the event. If the business is located within a Redevelopment Project Area, then the insurance certificate and endorsement shall *also* designate the **City of West Covina Community Development Commission** as additional insured. Please use the full title for the agency. If you do not know whether or not you are in a Redevelopment Project Area, please contact Planning.
- ❑ A plot plan, which indicates the area to be used for the event. Also, specifically identify the various activities that will be taking place on the plot plan and on the application form (e.g. catering truck, food/game booths, band, stage, etc.).
- ❑ A minimum fee of **\$270.00** is required. Additional charges may be required at \$90.00 hourly for large events.
- ❑ Additional permits from the West Covina Fire Department are required when large tents, canopies, use of open flames, or certain activities are planned. Public Works Department Requirements (626) 939-8425:

\_\_\_ The use of the street or sidewalk right-of-way requires the approval of an Encroachment Permit and requires review of the plans.

\_\_\_ The use of a temporary power pole requires the approval of an electrical permit.

\_\_\_ The use of a trailer-mounted generator requires the approval of an electrical permit.

- ❑ Property owner's signature (or their authorized designee) and phone number on temporary use permit application. A signed letter from the property owner is also acceptable (*letter from property owner must give applicant permission to apply for temporary use of property*).
- ❑ A signed "clean-up" agreement. A fee of \$100 will be billed to the individual or organization if the debris is not cleaned off within 10 days from last day of event. The City will use this fee to defray the cost of clean up.
- ❑ The applicant is required to obtain a business license from the City Treasurer's office prior to the start of the event. The fee for the business license is determined by the number of employees (see fee schedule on business license application). Separate filing of all items is required for each location/lot.
- ❑ For businesses in shopping centers, the applicant must show written evidence that the other businesses in the center were contacted individually in advance, invited to participate in the event, and were informed that they must also receive approval for their proposed activities.
- ❑ Submission of applications is required at least **2 weeks** prior to the beginning of the event.



**TEMPORARY USE PERMIT**  
**CLEAN-UP AGREEMENT**

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

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

PHONE: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

LOCATION OF ACTIVITY: \_\_\_\_\_

I agree to remove all debris and provide complete clean-up of the above location within ten days after the last day of event. I understand that failure to do so will result in a \$100.00 fee to defray clean-up costs by the City.

SIGNATURE: \_\_\_\_\_