



## INSTRUCTIONS FOR FILING A TEMPORARY USE PERMIT

The Temporary Use Permit (TUP) application is required to be submitted at least **thirty-five (35) days prior** to the beginning of the event.

- 1. Application:** Complete the application and submit all required documents to the Planning Division for review.
- 2. Plot Plan:** Specifically identify the layout and various activities taking place (e.g. catering truck, food/game booths, band, stage, etc.).
- 3. Filing Fee:** \$535 Flat Fee
  - \*Fee waived for City sponsored/partnered events when the application is submitted by March of the fiscal year prior to the event date and on the sponsored events list.*
  - \*Fee waived for the first event of any calendar year organized by a 501c3 nonprofit. After the first event, the fee is reduced to \$43.50*
- 4. Additional Permits and Fees:**

*If required, additional permits must be applied and paid for after receiving Planning Division approval.*

  - West Covina Fire Department
    - ◇ Special Event Permit (**Required For All TUP's**)
    - ◇ Other Permit Fees Required (e.g. large tents, canopies, use of open flames, generators, etc.)
  - Building and Engineering Division
    - ◇ Encroachment Permit (when there is use of the street or sidewalk right-of-way).
    - ◇ Electrical Permit (when there is use of a temporary power pole or use of a trailer-mounted generator).
- 5. Certificate of Liability Insurance:** Must be a 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.
- 6. Business License:** Obtained online from the City's website, verification required upon Planning Division approval prior to the start of the event.



## INSTRUCTIONS FOR FILING A TEMPORARY USE PERMIT

---

- Property Owner's Signature** (or their authorized designee): A signed letter from the property owner giving applicant permission to apply for temporary use of property.
- Clean-Up Agreement:** A fee of \$500 will be billed to the individual or organization if the debris is not cleaned within 10 days from last day of event. The City will use this fee to defray the cost of clean up.

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



# TEMPORARY USE PERMIT (TUP) APPLICATION

A. **Activity Information:**

Location: \_\_\_\_\_

Requested Date(s) and Time:

Date(s): \_\_\_\_\_ Through \_\_\_\_\_

Time: \_\_\_\_\_ Through \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

**Case No.**  
\_\_\_\_\_

**Type of Activity:** Describe all planned activities in detail, providing quantity and type for any of the following; tents, canopies, booths, cooking equipment, rides, sound systems, amusement devices and all other facilities; any banners, balloons, or other attention attracting devices must be shown on a site map with all lettering, colors, and dimensions marked:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. **Applicant Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

C. **Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_



# TEMPORARY USE PERMIT (TUP) APPLICATION

D. **Will all the proceeds from this activity be used for charitable purposes?**

YES

NO

E. **I hereby certify this application has been prepared accurately.**

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

F. **I hereby consent to the above-described proceedings. I am also aware that a maximum of two (2) major promotional events are allowed in a calendar year.**

Property Owner Name (Print): \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CLEAN-UP AGREEMENT

I (we) agree to remove all debris and provide complete clean-up of the above location within ten (10) days after the last day of event. I understand that failure to do so will result in a \$500.00 fee to defray clean-up costs by the City.

**Location of Activity:** \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_