



**TEMPORARY OUTDOOR SALES PERMIT**  
**(A BUILDING PERMIT IS REQUIRED FOR TENTS, TEMPORARY STRUCTURES, & ELECTRICAL USE)**

**FEE: \$50.00**

<b>For Office Use</b>	
Issued: By _____	Date: _____
Permit Term: _____	

**BUSINESS:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**APPLICANT:** \_\_\_\_\_  
**HOME ADDRESS:** \_\_\_\_\_  
**PHONE:** (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

**MERCHANDISE TO BE SOLD:** (Christmas tree sales are exempt) \_\_\_\_\_  
 \_\_\_\_\_

**PROPOSED DATE(S) OF SALES:** \_\_\_\_\_

**PROPOSED LOCATION OF SALES:** \_\_\_\_\_

\_\_\_\_\_ *SQ. FT. OF SALES AREA*

\_\_\_\_\_ *% OF PARKING DEDICATED TO SALES AREA (if applicable)*

**ATTACHMENTS:**

**Attach to this permit the following items:**

1. Site Plan showing the proposed location of the vending cart, truck, tent, or other outside area from which sales will occur, access to the sales area, proposed sign, all existing structures and parking, and access to the site.
2. Proposed trash disposal facilities.
3. Documentation of ownership or leasehold in the property on which the temporary outdoor sales will occur.
4. Plan for storage of the vending cart or motorized vehicle during hours of non-operation.

**VERIFICATION OF SALES TAX LICENSE:**

Sales Tax License No.: \_\_\_\_\_ By: \_\_\_\_\_

**DEPARTMENT APPROVAL:**

Building Inspection: \_\_\_\_\_  
 (Tents, Structures and Electrical)

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

AFPD: \_\_\_\_\_  
 (Tents and Structures)

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

**Copies to:**

- |                        |                     |
|------------------------|---------------------|
| _____ Applicant        | _____ AFPD          |
| _____ Planning Div.    | _____ Police Dept.  |
| _____ Building Div.    | _____ Finance Dept. |
| _____ Code Enforcement |                     |