



City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

COMMUNITY & ECONOMIC
DEVELOPMENT

MAIN 209.831.6400
FAX 209.830.6439
www.cityoftracy.org

Temporary Use Permit Application

APPLICANT INFORMATION

Applicant Name	Business Name	Phone Number
_____	_____	_____
Applicant Address	City, State	Zip Code
_____	_____	_____
E-mail Address	Location of Activity (Address)	Date and Time of Activity
_____	_____	_____

STATEMENT OF OWNERSHIP OR AUTHORIZATION OF AGENT

I, the undersigned, am the legal owner (or one of the legal owners) of the land listed as the Location of Activity in this application. I hereby authorize and empower _____ (agent) to act on my behalf on all matters relating to this application.

Property Owner Name	Property Owner Signature	Date
_____	_____	_____
Property Owner Address	City, State	Zip Code
_____	_____	_____
E-mail Address	Phone Number	
_____	_____	

SUBMITTAL REQUIREMENTS

1. Temporary Use Permit application completed, signed, and dated.
2. Temporary Use Permit application fee.
3. Dimensioned site plan indicating all activities, locations, buildings, driveways, drive aisles, equipment, materials, and temporary structures including canopies, tents, fences, stages, generators, portable toilets, etc.
4. If applicable, provide proof of non-profit status and must be current and in good standing to receive non-profit rate.
5. Applicants are strongly encouraged to submit Temporary Use Permit application materials at least 30 days prior to the anticipated start date of the temporary use to ensure timely review.
6. A Temporary Use Permit shall be a maximum of 60 consecutive days.
7. Submittals shall be in PDF format and e-mailed to planningadmin@cityoftracy.org.

Please provide an event description that includes all activities, dates and times of set up/take down, possible number of people per day, security measures (*if any*), and any other relevant information.

ADDITIONAL REQUIREMENTS

1. Ingress and egress shall be limited to that designated by the Community and Economic Development Department. Appropriate directional signs, barricades, fences, and/or landscaping shall be provided where required.
2. Security officer(s) may be required for certain events as deemed necessary by the Chief of Police.
3. Off-street parking facilities shall be provided for each temporary use.
4. All activities shall take place on private property and shall not encroach into the public right-of-way.
5. Reasonable time limits may be set by the Community and Economic Development Director.
6. Applicant must comply with all the requirements of the Building Safety Division.
7. Applicant must comply with all the requirements of the South San Joaquin County Fire Authority (SSJCFA).
8. If food will be served, a temporary food permit from the San Joaquin County Environmental Health Department may be required. Contact the Environmental Health Department at (209) 468-3438 or ehlanduse@sigov.org for additional information.

In making this application, I, the undersigned, understand and agree to the above requirements and certify that all information provided herein is true and correct.

Applicant Signature

Date
