



CITY OF PRESCOTT

TEMPORARY USE PERMIT SUBMITTAL CHECKLIST

IN ORDER TO SUBMIT THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH A CITY PLANNER. TO SCHEDULE A MEETING PLEASE CALL 928-777-1207.

TUP#: _____

No application will be accepted unless it is complete including, but not limited to, the following:

- Completed application and letter of authorization if applicant is different than owner.
- Completed Prescott Fire Department Special Event/Display Permit application
- Completed Transaction Privilege & Use Tax form, Licensing Eligibility form, Prescott FD Business Information Record form and Peddler's/Solicitor's/Transient Merchant's License application. (Fees will be collected by the Tax and Licensing.)
- Written narrative describing the proposed use, compatibility with the surround area, impacts on emergency services, access to the property, parking, hours of operation and any health and safety issues (such as noise or hazardous materials).
- A filing fee in the amount of: **\$150.00 plus fire and building fees if applicable.**
- One (1) set of plans if plan is submitted (and readable) at 8.5"x11" or 11"x17".
Plans must be to scale, include exterior elevations of the building, show location on property where TUP will be used, show parking, ingress and egress, provide specifications for proposed work.

OR

- Five (5) **FOLDED** copies of the site plan drawings, **ONLY** if plans are larger than **11"x17"**. And one (1) 8 ½" X 11" xerographic or photo reduction of the Site Plan.

NOTE: A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER AND A RECEIPT FOR THE FILING FEE WILL BE SENT TO THE APPLICANT WITHIN FIFTEEN (15) DAYS OF SUBMITTAL OF THE APPLICATION.

(Office Use Only)

PLANNER TAKING IN APPLICATION

DATE TAKEN IN



TEMPORARY USE PERMIT APPLICATION

TUP# _____

Property Address: _____

Assessor's Parcel Number (s) (APN): _____ Zoning: _____

		<i>For Staff Use Only</i>
Property Owner Name & Address: _____ _____		Date Received: _____
Phone: _____		Taken In By: _____
Fax: _____		Assigned To: _____
Email: _____		Date Application Complete: _____
PROPERTY OWNER SIGNATURE: _____		Fees & Charges: _____
Applicant/Agent Name & Address (If different than property owner, Agent letter must accompany submittal): _____ _____ _____		Receipt #/Date: _____
Phone: _____		
Fax: _____		
Email: _____		

Description of Request: _____

Date(s) _____ Time(s) _____

Location of parking for vendors: _____

_____	_____	_____
Name	Signature	Date



Prescott Fire Department Special Event/Display Permit Application

Permits shall be obtained from the Prescott Fire Department for any event or display using open flames, cooking or heating appliances, tents or canopies, air-supported and inflated devices or structures (jump castles, slides, etc), combustible decorative materials, consumer fireworks and display fireworks, compressed gas or the blocking of emergency access roads. Complete the application form and return it to the Office of Fire Prevention, 1700 Iron Springs Road, Prescott, AZ 86305, between 8:00AM and 5:00PM Monday through Friday, or fax to 928-776-1890 a minimum of 30 days before the scheduled event. *A site plan drawn to scale, showing the display or event location is required to be submitted with the application.*

An inspection by the Building Department shall be completed prior to scheduling a Fire Prevention inspection for tent permits. Inspections may be scheduled prior to the opening of an event by contacting Fire Prevention at 928-777-1760. Special events/displays and Temporary Use Permits are subject to a fire department fee. Please see the fire department fee schedule for details.

Event Name: _____
Event Address: _____
Event Date: _____ Set Up Time: _____
Event Day Contact Name: _____ Phone: _____
Brief description of event: _____

Applicant Name (company): _____
Applicant Address: _____
Applicant Signature: _____ Date: _____

Check the following only if they apply to your display or event.

- _ Use of heating or cooking equipment
- _ Tent or canopy, indicate size _____
- _ Air-supported or air-inflated structures
- _ Display of liquid- or gas-fueled vehicles, boats or other motor craft
- _ Compressed gas, LPG or other hazardous material
- _ Open or exposed flame
- _ Combustible decorative materials
- _ Temporary electrical power
- _ Pyrotechnic special effects
- _ Special amusement building
- _ Trade show or exhibit
- _ Temporary consumer firework sales
- _ Blocking of street or emergency access road
- _ Other _____

Important Prescott Gateway Note: For the purposes of providing required egress in the mall, there shall be a minimum of 10' clear exit width between any storefront or kiosk and the nearest display. Displays and events may not obstruct the means of egress travel.

FD Use Only
Date Submitted: _____ Received By: _____
Inspection Date: _____ Inspector: _____

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.
- I. The licensing application may be in either print or electronic format.