

# City of Alpharetta

## TEMPORARY USE PERMIT APPLICATION



**Instructions: check box to left of requested use. Permit will be issued or denied within 30 days of receipt of all required information, signatures, and fees. DO NOT PROCEED with temporary use without first having a permit in hand. Copy of Temporary Use Permit must be on site and available to city enforcement and fire officials upon demand.**

NAME OF EVENT: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner Signature Authorizing Use: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

All applications require a site plan to be submitted at time of application. All applications are subject to further limitations, as may be determined. If electrical power is required for Temporary Use, electrical permits & inspections are required.

**TYPES OF TEMPORARY USE**

**Fee Schedule**

<input type="checkbox"/>	<b>Construction Trailer, Office or Equipment Shed</b> – 1 year time limit, Director may renew annually. Manufactures specifications showing foundation & tie-down plan, and site location plan required. Inspection required before use.	\$100 per trailer/office
<input type="checkbox"/>	<b>Real Estate Sales/Hiring Office</b> – 1 year time limit, Director may renew annually. Floor plan, foundation & tie-down plan, and site location plan required. Inspection required before use.	\$100 per trailer/office
<input type="checkbox"/>	<b>Open Christmas Tree Lot</b> – 45 day time limit, off street parking plan required. AG, O-I C-1, C-2, L-I Zones Only	\$100
<input type="checkbox"/>	<b>Fruit/Vegetable Stand</b> – 45 day time limit, off street parking plan required. AG, O-I C-1, C-2, L-I Zones Only	\$100
<input type="checkbox"/>	<b>Seasonal Sales</b> – 90 day time limit. Business must be seasonal in nature and conducted within an existing permanent structure. Seasonal Sales Permits may not be renewed for a period of 180 days from the date of permit expiration.	\$100
<input type="checkbox"/>	<b>Fireworks Sales</b> – 90 day time limit. Tent or temporary structure in the L-I zone only. (PLEASE NOTE: Tent sales not permitted until 1/1/2016)	\$100
<input type="checkbox"/>	<b>Carnival, Circus, or Fair</b> – 4 day time limit. Time limits may be increased to 21 days with prior approval of City Council	\$100
<input type="checkbox"/>	<b>Religious Meetings in Temporary Structures</b> – 60 day time limit. AG, O-I C-1, C-2, L-I Zones Only. * - Includes 100.00 Fire Marshal Inspection Fee	\$200
<input type="checkbox"/>	<b>Temporary Antenna</b> – 60 day time limit – limited to special event or to meet a seasonal or temporary demand.	\$100
<input type="checkbox"/>	<b>Commercial Filming Activity</b> – 7 day time limit. Contact Office of Special Events at 678-297-6078	

Install Date: \_\_\_\_\_ Remove Date: \_\_\_\_\_

City of Alpharetta, Inspection & Code Enforcement, 2 Park Plaza, Alpharetta, GA 30009

Phone: 678-297-6080 Fax: 678-297-6081

Temporary use permit application REVISED: December 2018