



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: _____

Property Owner Phone: _____

Property Owner Signature Authorizing Use: _____ Date: _____

Applicant Printed Name: _____ Phone: _____

Applicant Permanent Address: _____

City: _____ State: _____ Zip: _____

Applicant Email: _____

Applicant Signature: _____ Date: _____

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. Tents CANNOT block fire lanes or Handicap parking. Fire Marshal inspection required.

TYPES OF TEMPORARY USE

Fee Schedule

	TYPES OF TEMPORARY USE	Fee Schedule
<input type="checkbox"/>	Construction Trailer, Office or Equipment Shed – 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"/>	Real Estate Sales/Hiring Office – 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"/>	Tent Sale or temporary structure – 45 day limit twice per calendar year * - Fee is only required on tents 400 sq ft and above.	\$100*
<input type="checkbox"/>	Open Christmas Tree Lot – 45 day time limit, off street parking plan required. AG, O-I C-1, C-2, L-I Zones Only	\$100
<input type="checkbox"/>	Fruit/Vegetable Stand – 45 day time limit, off street parking plan required. AG, O-I C-1, C-2, L-I Zones Only	\$100
<input type="checkbox"/>	Seasonal Sales – 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"/>	Fireworks Sales – 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"/>	Carnival, Circus, or Fair – 4 day time limit. Time limits may be increased to 21 days with prior approval of City Council	\$100
<input type="checkbox"/>	Religious Meetings in Temporary Structures – 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"/>	Temporary Antenna – 60 day time limit – limited to special event or to meet a seasonal or temporary demand.	\$100
Commercial Filming Activity – 7 day time limit. Contact Office of Special Events at 678-297-6078		

Installation Date: _____

Removal Date: _____