

| Processing Fee: |  |
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| Date Paid:      |  |
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# Application for Temporary Outdoor Use (Supplement to Business License Application)

| I.          | Applicant Inform<br>Event Name/Spons   |  |  |  |   |                      |
|-------------|--|--|--|--|---|----------------------|
|             |  |  |  |  | Phone #: ()   |                      |
|             | Applicant's Mailin   | g Address:   |  |  |   |                      |
| II.         | Event Characteri   | stics  |  |  |   |                      |
|             | Description of Event:  |  |  |  |   |                      |
|             | Site Address:  |  |  |  | APN:  |                      |
|             | Event Date / Time:   | !  |  |  |   |                      |
|             | Site Plan (drawn t   | o scale) that inclu  | des the following items:   |  |   |                      |
|             | ☐ Adjacent Stree   | ts [   | ☐ Adjacent Uses  |  | Adjacent Parking Lots   |                      |
|             |  |  | ☐ Fence Location/Types   |  | Customer Parking Area   |                      |
|             | ☐ Fire Lanes   |  | ☐ Exits/Entrances  |  | Tent Location(s)  |                      |
|             | ☐ Power Source   |  | <ul><li>☐ Sign Locations</li><li>☐ Handicapped Access</li></ul>  | Ц  | Lights  |                      |
|             | ☐ The proposed   | site plan shall be s   | • •  |  | event is in a parking lot that has "shared parking  | ng,"                 |
|             |  |  |  |  | meone other than the applicant, then the propo<br>p" locations of the equipment, rides, tents, trail  |                      |
|             | G 1 44 1 D   |  |  |  |   |                      |
| III.        |  |  | Building Department Re<br>t 209-385-6861. Include the  |  | ent and Other Structures – please contact application.  | et the               |
|             | <b>Inspection Service</b>  | es Department at   |  |  |   | et the               |
|             | Inspection Service<br>Advertising / Sign   | es Department at<br>Proposal   | t <b>209-385-6861</b> . Include the  | ese with the   | application.  |                      |
|             | Inspection Service Advertising / Sign Below, describe th   | es Department at<br>Proposal<br>e method, numbe  | t 209-385-6861. Include the  | ese with the oposed for the  | application.  the event. The City encourages you to utilize   |                      |
|             | Advertising / Sign<br>Below, describe the<br>media (example: ra  | es Department at<br>Proposal<br>he method, number<br>adio, etc.) to adver  | er, and location of signs protrise the event. See sign all   | ese with the oposed for the  | application.  the event. The City encourages you to utilize   |                      |
|             | Inspection Service Advertising / Sign Below, describe th   | es Department at<br>Proposal<br>e method, numbe  | er, and location of signs protrise the event. See sign all   | ese with the oposed for the  | application.  the event. The City encourages you to utilize   |                      |
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| III.<br>IV. | Inspection Service Advertising / Sign Below, describe th media (example: ra Type of Sign:  Permitted Signs: B  | es Department at Proposal te method, number adio, etc.) to advert Number adio anners attached to   | er, and location of signs protise the event. See sign all Location:  Development of Signs:  Development of Signs protises the Signs protises | oposed for the owances and ope affixed to  | application.  he event. The City encourages you to utilize d prohibitions below:  | other                |
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| IV.         | Inspection Service  Advertising / Sign  Below, describe the media (example: rate of Sign:  Type of Sign:  Permitted Signs: Berohibited Signs: within or alongside intersections."  Clean-Up Require  | es Department at Proposal te method, number of Number of Mumber of Transport attached to Large inflatable be rights-of-way,  | er, and location of signs protise the event. See sign all of Signs:  Deevent structures (may not be palloons, movable signs, in  | pposed for the owances and pee affixed to cluding but signs within   | application.  the event. The City encourages you to utilize d prohibitions below:  landscaping).  not limited to hand-held signs, picket signs, in the "clear vision corners of street and drive  | other                |
|             | Inspection Service Advertising / Sign Below, describe the media (example: rate of Sign:  Permitted Signs: Below Bernitted Signs: within or alongside intersections."  Clean-Up Require It is the responsibility Permits  | es Department at Proposal  e method, number of | er, and location of signs protrise the event. See sign all of Signs:  Deevent structures (may not be palloons, movable signs, in off-site signs, flyers, and   | oposed for the owances and ope affixed to cluding but signs within a clean and the open and the open are the open affixed to cluding but signs within a clean and the open affixed to cluding but signs within a clean and the open affixed to clean a | application.  he event. The City encourages you to utilize d prohibitions below:  landscaping).  not limited to hand-held signs, picket signs, in the "clear vision corners of street and driven the transfer of the transfer | othe                 |
| IV.<br>V.   | Inspection Service  Advertising / Sign  Below, describe the media (example: rate of Sign:  Permitted Signs: Below and signs: within or alongside intersections."  Clean-Up Require It is the responsibility of Refusal If the event is founcedes for such events.  | es Department at a Proposal he method, number dio, etc.) to adver  Number of anners attached to Large inflatable be rights-of-way, ements hits shall be kept of d to be proposed ent, then the City  | er, and location of signs protrise the event. See sign all of Signs:  Deevent structures (may not be palloons, movable signs, in off-site signs, flyers, and on the site, for example: DM or operated in a manner that   | posed for the owances and owances and open affixed to cluding but signs within a clean and the tis inconsist nate the periods.   | application.  he event. The City encourages you to utilize d prohibitions below:  landscaping).  not limited to hand-held signs, picket signs, in the "clear vision corners of street and driven the transfer of the transfer | othe<br>sign<br>vewa |
| IV.<br>V.   | Inspection Service  Advertising / Sign  Below, describe the media (example: rate of Sign:  Permitted Signs: Below and signs: within or alongside intersections."  Clean-Up Require It is the responsibility of Refusal If the event is founcedes for such events.  | es Department at Proposal the method, number of Number o | er, and location of signs proprise the event. See sign all of Signs:  Location:  Devent structures (may not be palloons, movable signs, in off-site signs, flyers, and on the site, for example: DM or operated in a manner that reserves the right to terminate the signs of the signs of the site, for example: DM or operated in a manner that reserves the right to terminate the signs of the site of the sit | posed for the owances and owances and open affixed to cluding but signs within a clean and the tis inconsist nate the periods.   | application.  the event. The City encourages you to utilize d prohibitions below:  landscaping).  not limited to hand-held signs, picket signs, in the "clear vision corners of street and driven nuisance-free condition.  and auto salesman permits.  tent with the City-approved plans or ordinance tent with the City-approved plans or ordinance.  | other signs yeway    |

## 20.62.050 Temporary uses outside enclosed building.

- A. Notwithstanding any other provision contained in this title, the following temporary outdoor display and sales may be conducted outside an enclosed building with a temporary use permit issued hereunder for a period of not more than thirty (30) consecutive days at the same location or on the same premises, subject to the conditions in subsections (C), (D)(1), (D)(4), (E), (F) and (G) of this section:
  - 1. Christmas tree retail sales;
  - 2. Pumpkin retail sales;
  - 3. Fireworks sales:
  - 4. Farmer's market;
  - 5. Seasonal, holiday, or periodic fundraising activities by federally recognized nonprofit organizations with evidence of tax-exemption under Section 501(c) of the Internal Revenue Code that do not involve vehicle sales.
- B. Temporary use permits for all other temporary outdoor display and sales conducted outside an enclosed building under this title shall be limited to the actual owner or tenant of the premises, and must be for the existing use being conducted in enclosed building on the premises by the owner or tenant thereof. Except as expressly provided in this section, no other temporary outdoor display and sales activity shall be permitted.
- C. Temporary use permits for temporary outdoor display and sales under this section, if the applicant otherwise meets all qualifications and requirements, shall be issued not more than four (4) times in any calendar year for any property.
- D. Each temporary use permitted shall:
  - 1. Be described in a permit therefor issued by the director of development services prior to commencement. The permit shall also include all other licenses, permits, or approvals otherwise required by this code;
  - 2. Not continue for more than seven (7) consecutive days at the same location or on the same premises;
  - 3. Not be allowed or conducted at the same location or on the same premises if the same or similar temporary use has been allowed or conducted thereon within the previous thirty (30) days;
  - 4. Be discontinued at the expiration of the time period for which it is allowed and any signs, stands, poles, electrical wiring, or any other fixtures and appurtenances or equipment connected therewith shall be removed from the location or premises.
- E. The director of development services may, in issuing permits for temporary uses, attach such conditions which he or she determines to be reasonably necessary in connection with the temporary use, including, but not limited to, hours of operation, maintenance of accessibility for the disabled, protection of fire lanes and access, preservation of adequate on-site circulation, cleanup of the location or premises, use of lights or lighting or other means of illumination, or operation of any loudspeaker or sound amplification in order to prevent the creation of any nuisance or annoyance to the occupants of or commercial visitors to adjacent buildings or premises. In addition to any other conditions imposed, the director may require the posting of a cash bond in an amount sufficient to guarantee the removal of any fixtures, equipment, or stands and the cleanup of the location or premises immediately upon the expiration of any such temporary use.
- F. Any person aggrieved by the action of the director of development services in issuing, refusing to issue, or conditioning such a permit may appeal such action to the planning commission within three (3) calendar days of the date of any such action. Such appeal shall be in writing stating the grounds therefor and shall be accompanied by a fee as set by resolution of the city council. The planning commission shall give notice of such appeal, and the date upon which it shall be heard, in writing to the applicant for such permit. Upon the hearing of such matter, the planning commission, upon a majority vote of its members, may:
  - 1. Grant the permit as requested or as changed or modified when deemed to be in the public interest; or
  - 2. Deny the permit as requested when such denial is deemed to be in the public interest.
- G. There shall be no appeal from the action of the planning commission.



## Fire Prevention and Community Services Division

## **FIRE PREVENTION GUIDELINE**

Title: Special Outdoor Events

Number: FPG-09 Effective Date: 01/01/2008 Revised Date: 03/01/2009

Code References: California Fire Code (CFC), California Code of Regulations (CCR)

Title 19, Merced Municipal Code (MMC)

**Note**: This guideline is a summary of Fire Department clarifications and interpretations of City and State Codes and nationally recognized standards in accordance with the currently adopted edition of the Fire Code. Information contained herein applies to typical circumstances and may not address all situations.

Scope

This Fire Prevention Guideline has been developed to provide clarification and support for organizations and members of the public who will be hosting or participating in an outdoor event.

Codes and Guidelines

This guideline shall apply to all street fairs, farmers markets, concerts or similar outdoor events. Outdoor events shall be in accordance with the California Fire Code, California Code of Regulations, Title19 and the Merced Municipal Code.

### Permits Required

A variety of permits may be required dependant upon the type of activities planned. Typical outdoor activities which may require a permit may include the use of tents or canopies, compressed gases, flame effects, etc.

#### Specific Requirements

Fire Lanes

A minimum 22-foot wide unobstructed clearance shall be maintained on all streets to allow for emergency vehicle access.

2. Fire Hydrants/Fire Protection Equipment

Fire hydrants, fire department inlet connections or fire protection system control valves.

Cooking Booths

Only three cooking booths are permitted per block and they shall be located at least 50 feet apart

- a. PROPANE TANKS. Only approved containers with valves, fittings and other equipment, which comply with the Fire Code may be used for cooking or other appliances. Cylinders are not to be changed during the event.
  - Tanks shall not exceed 5 gallons in size without special approval from the Fire Department.



## Fire Prevention and Community Services Division

## FIRE PREVENTION GUIDELINE

- Cooking booths shall be limited to a maximum of four individual cooking appliances. The fuel supply for each appliance shall be 5 gallons or less.
- No spare tanks are allowed in the area and tanks are not allowed to be exchanged during the event.
- No motorized vehicles shall be parked within 20 feet of any cooking booth, barbecue or other cooking area.
- c. Each vendor who is cooking must provide a minimum of one 2A10BC rated fire extinguisher with a current State Fire Marshal service tag attached. The fire extinguisher must be located in an easily accessible location.
- d. No combustible storage is allowed near any cooking equipment, barbecue or other sources of ignition.

### 4. Electrical Requirements

- a. Extension cords shall be plugged directly into an approved receptacle, power tap, or multi-plug adaptor and, except for approved multi-plug extension cords, shall serve only one appliance.
- b. The ampacity of the extension cords shall not be less than the rated capacity if the portable appliance served by the cord.
- Extension cords shall be maintained in good condition without splices, deterioration or damage.
- d. Extension cords shall be grounded when serving portable grounded equipment.

#### Compressed Gas Cylinders

All compressed gas cylinders (propane, C02, helium, etc.) must be properly secured to prevent them from falling.

#### 6. Booth Construction

- a. Fabric booths over 200 square feet must be constructed of an approved flame-retardant material or be properly treated with a flame-retardant chemical and are required to display a State Fire Marshal flame-retardant tag.
- Exit doors from booths must be unobstructed at all times.



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## FIRE PREVENTION GUIDELINE

c. All solid doors must swing out and be operable from the inside without any special knowledge or effort. Doors to fabric booths must be open at all times or open with little or no knowledge or special effort.