



# TEMPORARY USE PERMIT APPLICATION

## OFFICIAL USE ONLY

Case #: \_\_\_\_\_ Master File #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Received By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Related Cases: \_\_\_\_\_

## **PROPOSED USE:**

- Art/Craft Show       Mobile Vendor       Christmas Tree Sales       Parking Lot Sales       Model Home  
 Construction Trailer (Off Site)       Entertainment Event       Residence Rented for Social Event       Other: \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ End Date: \_\_\_\_\_

## **APPLICANT INFORMATION:**

Applicant /Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant/Business Owner Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## **SITE INFORMATION:**

Site Location/Address: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Zoning District: \_\_\_\_\_

## **PROPERTY OWNER INFORMATION:**

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Provide an electronic copy (provided on a flash drive or USB memory stick) with the application and the following information at least 14 days prior to start date:

- Description of Event or Business (hours of operation, activity of use, etc.)
- Detailed Site Plan (to scale). Show all aspects of temporary use proposed on the site. Show locations of existing access, buildings, any existing vendors, etc.
- Written Permission/Agreement from Property Owner
- Mobile Vendor Agreement from Property Owner (see attached)
- Copy of Olympia Fire Department- Mobile food vendor unit Inspection Approval. Call 360.753.8348 to request an inspection.
- Copy of Health Department Approval (food services only)
- Proof of City of Olympia Business License
- Hold Harmless Agreement (sidewalk vendors only) to be required prior to issuance
- Proof of utility service (i.e., Solid Waste) from the property owner (either proof of existing account or statement on letterhead of existing business allowing use of their facility)

I, \_\_\_\_\_, agree to allow \_\_\_\_\_ to establish a mobile vendor business on my property at \_\_\_\_\_ (location). I understand that mobile vendor permits are valid for one (1) year from the date of city-issued permit. I understand that within three (3) days after termination of the permit, the mobile vendor business shall be abated and all structures, signs, and evidence of such use removed. As the property owner, I am responsible for such abatement action and costs should the permitted fail to properly clean and repair the property.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



12/1/2016

\_\_\_\_\_  
Keith Stahley, Director,  
Community Planning and Development

\_\_\_\_\_  
Date