

2025 Temporary use license application

Type of license

- ☐ Petting zoo — \$75
- ☐ Circuses, carnivals and/or amusement rides** — \$290
- ☐ Commercial film production — \$135
- ☐ Temporary outdoor retail sales* — \$135

Note: vendors that sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products are prohibited.

* Must be submitted a minimum of seven business days before the scheduled event. Temporary outdoor retail sales, the applicant must submit written permission from the owner of the property to conduct the sales event.

** Must be submitted a minimum of 14 business days before the scheduled event. If the event is to occur on city owned property, the applicant must submit a comprehensive general liability insurance policy in an amount not less than \$1,000,000, including personal injury, death and property damage liability. This policy must be maintained for the duration of the license and activity.

Applicant information

Organization: _____ Contact: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Contact phone: _____ Alternate phone: _____ Fax: _____

Email: _____

Location of event

Name of location: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Dates of event: _____ through: _____

Time of event: _____ ☐ a.m. ☐ p.m. through: _____ ☐ a.m. ☐ p.m.

Some or all the information that you are asked to provide on the application is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to annually update our records and records of other governmental agencies required by law. If you refuse to supply the information, the license may not be issued.

Applicant signature: _____ Date: _____

Office use only

Total fee paid: _____ Check #: _____ Charge: ☐ Cash: ☐ ☐ WC ☐ New

License #: _____ Date issued: _____ Initials: _____

Zoning approval: _____ Inspections approval: _____