SAN CARLOS PLANNING DIVISION
600 ELM STREET, SAN CARLOS CA 94070
TELEPHONE (650) 802-4263
WEB: http://www.cityofsancarlos.org
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TEMPORARY USE PERMIT APPLICATION

ADDRESS/APN OR DESCRIPTION: _________________________________________________________________

DESCRIBE REQUEST: __________________________________________________________________________

PROPERTY OWNER NAME: _____________________  APPLICANT NAME: __________________________
Address: ______________________________________  Business Name:  _____________________________
_____________________________________________  Address: ____________________________________
Phone (H): ____________________________________   ___________________________________________
Phone (W): ____________________________________  Phone: _____________________________________
E-Mail: _______________________________________  E-Mail: _____________________________________
Signature: ____________________________________  Signature: __________________________________

Application Submittal Requirements

1. Please include all applicable fees with your application. Fees are listed above.

2. Please attach three (3) sets of the following:
   a. Full written Project Description,
   b. Site Plan, showing the property, all property lines, location of sales merchandise, location of parking and
      fire access roads in relation to lot and any other buildings or structures, location of any temporary
      banners or signs, location and size of any tents to be erected,
   c. Size of signs, and size of text, to be used at the site.

3. **Flame Retardant Application:** Please submit a copy of the California State Fire Marshal Certificate if you plan to
   perform this service to the Belmont San Carlos Fire Department. If you plan to erect a tent, you must also submit
   manufacturer’s specifications with regard to flame retardance.

4. Business Registration Application: Please complete and attach will all other information requested.

5. Temporary Banner Permit Application: Submit this application, along with a drawing and description of the
   banner(s) including dimensions, colors, letter size, wording, method of attachment and location of banner.

6. Building Permit Application: This application must be submitted for any Temporary Electrical Power to be supplied
   to the site.

2019-20 (Revised 07-01-19)