



# TEMPORARY USE PERMIT



City of Redding  
777 Cypress Avenue  
Redding CA 96001  
Telephone:  
(530) 225-4020  
FAX: (530) 225-4495

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## PURPOSE

Temporary Use Permits are intended to allow uses of a temporary nature that are to be ancillary to permitted uses and/or to operate for a limited period of time. In certain instances, temporary uses may be approved on vacant sites where a primary use has not been established. Due to their temporal nature, Temporary Use Permits are typically reviewed by the Development Services Director and do not require a public hearing.

Temporary uses that may be allowed subject to issuance of a Temporary Use Permit include: carnivals, circuses, concerts, fairs, farmers' markets, festivals, flea markets, food events, outdoor entertainment/sporting events, rummage sales, secondhand sales, and swap meets for up to 10 days on nonresidential properties and other similar events or activities. Uses that do not fall within these categories are not eligible for a Temporary Use Permit and must comply with the development regulations and permit review provisions that otherwise apply to the property.

There are certain types of temporary uses that are exempt from the requirement to obtain a Temporary Use Permit provided that the guidelines outlined in Chapter 18.17 of the Zoning Code are followed. These include temporary car washes, construction yards and offices in conjunction with an approved construction project, emergency shelters and activities during a declared emergency, garage and yard sales in a residential zone that do not exceed more than 3 consecutive days each, temporary real estate offices within model homes, and seasonal sales of Christmas trees and pumpkins.

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## PROCESS

### Step 1 - Preapplication Discussion with Staff

It is recommended that the applicant review the request with Planning and Building Division and Fire Department staff prior to submission of the formal application. The applicant should provide preliminary sketch plans and a project description for over-the-counter review. This will allow an opportunity to discuss the feasibility of the request. In addition, staff and the applicant can review the required data and procedures to be followed through the process. Usually, the first step is the most important step and helps a project move faster through the process.

### Step 2 – Filing of Application

Applications for Temporary Use Permits must be made at least 15 days before the use is intended to begin. To file an application for a Temporary Use Permit, you must submit a completed application form, an accurately drawn reproducible site plan, filing fee, and other necessary information to the Planning Division of the Development Services Department. The application form must be signed by the property owner or an authorized representative. City staff will review the material to make sure that all the required information is provided. If your application is incomplete, you will be notified concerning the information needed to complete your application.

### Step 3 – Determination by the Development Services Director

Upon receipt of a complete application, the Development Services Director will make a determination to either approve, conditionally approve, or disapprove the application. The Director may refer an application to the Board of Administrative Review for action where a determination is made that the proposed use may be of particular interest or concern to surrounding property owners or to the public at large.

The Director may impose the following types of conditions of approval:

- A. The use will be limited to the dates and times (or period of time), nature, and extent prescribed by the Director.
- B. All work, including building, electrical, and plumbing, will conform to all requirements of applicable codes.

- C. Provisions for fire protection and fire vehicle access will be made as prescribed by the Fire Marshal.
- D. Signage will be limited to that approved by the Director.
- E. The site will be continuously maintained free of weeds, litter, and debris.
- F. Within 3 days after removal of the temporary use, the site will be completely cleaned; all trash, debris, signs, sign supports, and temporary electrical service will be removed.
- G. Any additional limitations or conditions as required by the Director as conditions of approval to ensure that the temporary use will not have an adverse impact on adjoining properties or the public health, safety, and general welfare of the community.

**Appeals**

A Temporary Use Permit becomes effective immediately upon approval of the Director or other authority. The decision by the Director to approve or deny the permit may be appealed to the Board of Administrative Review within 10 days of the determination.

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**ESTIMATED TIME REQUIREMENTS**

The processing of Temporary Use Permits typically takes five days to process once a complete application has been submitted.

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**APPLICATION SUBMITTAL REQUIREMENTS**

- 1. Application form completed and signed by the applicant and the property owner.
- 2. Supplemental information if required.
- 3. Application fee — refer to "Schedule of Fees and Charges."
- 4. A detailed reproducible site plan drawn to scale and an explanation of the proposed use.

Site Plan Checklist

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|---|--|
| <input type="checkbox"/> North arrow  | <input type="checkbox"/> Existing building locations             |
| <input type="checkbox"/> Scale  | <input type="checkbox"/> Location of proposed temporary use      |
| <input type="checkbox"/> Dimensions (site, building, parking spaces and aisles, etc.) | <input type="checkbox"/> Off-street parking layout and driveways |
| <input type="checkbox"/> Adjacent streets   | <input type="checkbox"/> Outdoor storage areas (if applicable)   |