



TEMPORARY USE APPLICATION CHECKLIST

The following information will need to be gathered prior to applying online for temporary use permit (it will be needed to fill in the online form):

- Applicant information (address, phone number, email address).
- Description of temporary use. Please include your business name in the description.
- The type of temporary use. (Art/Craft show, Entertainment event, Christmas tree sales, Mobile Vendor, Parking lot sales, Residence rented for social event, other)
- Address of the site of the temporary use and the tax parcel number
- Proposed date or timeframe of proposed temporary use

The following documents meeting the Document Submission Standards (see handout document for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so may result in cancellation of the permit application.

The following documents will be needed (if applicable):

- **Document-** a detailed description of the event or business
Include proposed hours of operation, activity to be expected, source of power needed etc.
- **Detailed Site Plan**
Show all aspects of temporary use proposed on the site. Show property boundaries, locations of existing access, parking, buildings, temporary tent structures and size and the location of any existing vendors set up on site, etc.
- **Written Permission/Agreement from Property Owner**
In form of a lease agreement or a statement signed by the property owner stating that you have permission to occupy the site.
- **Mobile Vendor Agreement from Property Owner** (see attached)
For mobile vendors only, the property owner must sign this statement.
- **Copy of Olympia Fire Department-** Mobile food vendor unit Inspection Approval.
Required for mobile food vendors. Contact the fire department at 360.753.8348 to request an inspection.
- **Copy of Health Department Approval** (food services only)
You will want to start the Thurston County Health Department review process prior to submitting for temporary use permit with the city. The approval granted by TC Health is not the temporary use permit. You can submit the application for temporary use permit with the City of Olympia

while you are awaiting for the health department approval. Your permit will not be issued until we have received a copy.

- **Proof of City of Olympia Business License**

To obtain a business license, you will need add the City of Olympia to your Master Business License with the WA ST Department of Licensing.

- **Hold Harmless Agreement.**

This is a requirement is for sidewalk vendors only and would be required prior to issuance of any permit.

- **Proof of utility service (i.e., Solid Waste)**

Provide proof of service either from the property owner (existing account or statement on letterhead of existing business allowing you the use of their refuse facility) or provide a statement of how garbage will be managed.

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