



# TEMPORARY USE PERMIT APPLICATION

CITY OF HIGH POINT  
211 S. Hamilton St., High Point, NC 27260, Suite 316  
Phone 336-883-3151

Please complete and submit the checklist, application, and all necessary supporting documentation to obtain a permit. Submitting complete and accurate information at the beginning will result in more efficient processing of your request.

## Submittal Requirements

Staff Use	√ or NA	<b>All requests <u>shall</u> include:</b>
		<b>Enter √ or NA in column to the left      √=Provided      NA=Not Applicable</b>
		<b>Plot Plan</b> depicting the location of the activity on the property, including distances from the tent or canopy to property lines and any other buildings on site. It shall also depict the location of accessible restrooms, parking, electrical service and freestanding signage.
		<b>Application Fee</b> - \$25
		<b>This request <u>may</u> also require:</b>
		<b>Floor Plan</b> If a fabric structure (tent or canopy) is proposed provide a floor plan of how the tent will be used.
		<b>Letter of Authorization</b> Authorization from the property owner granting the tenant permission to conduct the temporary event is required. If the request is not by the owner, either obtain the owner's signature or use the "Owner Signature" supplemental document.
		<b>Fire Certificate</b> Provide for all tents or canopies.
		<b>Definitions</b>
		<b>Canopy</b> A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.
		<b>Tent</b> A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
		<b>Completing Fields (General)</b>
		<b>Detailed Description:</b> Provide clear and accurate information for the entire scope of the proposed temporary activity. Your description should include details for the following (if applicable): <ul style="list-style-type: none"> <li>• Intended use [Assembly (i.e. revival), Merchantile/Retail (i.e fireworks, Christmas trees, etc.), Market Showroom, etc.];</li> <li>• Types of goods that will be sold</li> <li>• Hours of operation;</li> <li>• Electrical Service (if applicable) for what purpose (i.e. lighting, air-conditioning, etc.);</li> <li>• Describe any temporary signage</li> </ul>
		<b>Contact Information:</b> If you need assistance or have question regarding this application please contact us at:  <b>Planning and Development Department</b> <b>Development Services Center</b> 211 S. Hamilton St., Suite 316, High Point, NC 27260 Phone: 336-883-3151 Fax: 336-883-8518 Email: <a href="mailto:permits@highpointnc.gov">permits@highpointnc.gov</a> For more information on temporary use permits: <a href="http://www.buildhighpoint.com/199/Temporary-Use">http://www.buildhighpoint.com/199/Temporary-Use</a>

<b>GENERAL INFORMATION - PART 1</b>
<b>PROJECT INFORMATION (All fields in this section are required)</b>
Project Address: _____
Name of Business or Project Name: _____
Detailed Description (see completeing fields section above): _____
_____
_____
_____

<b>APPLICANT INFORMATION (All <i>applicable</i> fields in this section are required)</b>
Applicant Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____
Status of Applicant: <input type="checkbox"/> Property Owner; <input type="checkbox"/> Tenant; <input type="checkbox"/> Legal Representative; Other: _____

<b>GENERAL INFORMATION – PART 2 (Please complete all applicable fields)</b>	
<b>APPLICATION SPECIFIC INFORMATION (Please complete all information)</b>	
<input type="checkbox"/> Event Start Date: _____ <input type="checkbox"/> Event End Date: _____	<input type="checkbox"/> Is a Tent or Canopy proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the dimensions: _____

<b>AUTHORITY TO FILE APPLICATION</b>		
<b>**Required**</b>	I hereby agree to conform to all applicable laws and regulations of the City of High Point, applicable County and State of North Carolina (as may be applicable to my request), and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the City of High Point Planning and Development Department may enter the subject property for the purpose of investigation and analysis of this request. <b>Applications will not be accepted without signature(s).</b>	
	Print Applicant Name	Applicant Signature