



# TEMPORARY USE PERMIT

## PLANNING DIVISION

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### Sections 20.340 & 20.490 South San Francisco Municipal Code

**An application for a temporary use shall be submitted *at least 30 days* prior to the start date of the intended use.**

**No application will be accepted unless it includes the following:**

Filing Fees	See Fee Schedule
A written narrative describing event details, including: proposed start date, end date, time (duration), and other relevant information as required.	
Site Plan/Diagram showing the proposed location of tents, tables, chairs, parking, games, rides, stages, music equipment, building exiting, etc.	
Photographs, materials and dimensions of proposed tent and booths	
Additional applications such as Special Events Permit, or Encroachment Permit may also be required along with Certificate of Insurance and associated fee(s)	
Electronic Copy of all application materials.	

### 20.340.003 - Temporary Uses Requiring a Temporary Use Permit

Other temporary uses may be permitted pursuant to Chapter 20.490 (“Use Permits”), subject to the following standards. Additional or more stringent requirements may be established through the Temporary Use Permit process in order to prevent the use from becoming a nuisance with regard to the surrounding neighborhood or the City as a whole.

**A. Temporary Commercial Uses.** Short-term temporary commercial uses, such as business promotions, outdoor sales, and displays that do not exceed three consecutive days, may be permitted in accordance with the following standards:

1. **Location.** Limited to nonresidential districts.
2. **Frequency.** No more than four temporary commercial uses at one site shall be allowed within any 12-month period.
3. **Signs.** Temporary signs for temporary commercial uses are subject to the temporary sign regulations of Chapter 20.360 (“Signs”).
4. **Existing Parking.** The available parking shall not be reduced to less than 75 percent of the minimum number of spaces required by Chapter 20.330 (“On-Site Parking and Loading”).
5. **Outdoor Sales.** Temporary outdoor sales—including, but not limited to, grand opening events, and other special sales events—are also subject to the following standards:
  - a. Temporary outdoor sales shall be part of an existing business on the same site.
  - b. Outdoor display and sales areas must be located on a paved or concrete area on the same lot as the structure(s) containing the business with which the temporary sale is associated.
  - c. Location of the displayed merchandise must not disrupt the normal circulation of the site, nor encroach upon driveways, pedestrian walkways, or required landscaped areas, or obstruct sight distances or otherwise create hazards for vehicle or pedestrian traffic.

**B. Amplified Outdoor Live Entertainment.** Outdoor live entertainment accessory to a primary use is allowed subject to base district regulations. A Temporary Use Permit is required for amplified outdoor live entertainment events subject to the following standards;

1. An application shall be made no less than 15 days prior to the date of commencement of the live entertainment event;
2. The duration of use shall not exceed one day;
3. There shall be a minimum of 30 days between events;
4. Events lasting more than one day or occurring more frequently than every 30 days shall require a Minor Use Permit.

Temporary Use Permits are valid for the day or period of the event only. A new application will be required for each subsequent event.

Your application will be reviewed by staff and approved, conditionally approved, or disapproved by the Chief Planner, Building Division, Engineering Division and Fire Prevention Division.

**To BE COMPLETED BY THE APPLICANT (TYPE or PRINT)**

NAME OF PROPERTY OWNER		TELEPHONE #	
ADDRESS	CITY	STATE	ZIP CODE
NAME OF APPLICANT (IF DIFFERENT)		TELEPHONE #	
ADDRESS	CITY	STATE	ZIP CODE

1. Please provide a description of the event (attach narrative if necessary)

2. Number of guests expected at the event

3. Date(s) of event

4. Hours of event

5. Location of special event

6. Will alcohol be served?

7. Will there be amplified music at the event?

8. Will there be cooking on-site?

9. Will your special event activities occupy any parking spaces?

If yes, how many? \_\_\_\_\_

ADDRESS OF PROPERTY:

PRESENT USE OF PROPERTY AND BUSINESS NAME:

**AFFIDAVIT**

I DECLARE THAT I AM (CHECK ONE)  THE OWNER,  LESSEE,  ATTORNEY OF THE OWNER, OR  A PERSON WITH THE POWER OF ATTORNEY FROM THE OWNER OF THE ABOVE PROPERTY INVOLVED IN THIS APPLICATION, AND THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED AT \_\_\_\_\_ CALIFORNIA, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

FOR OFFICIAL USE ONLY

RECEIPT NO.: \_\_\_\_\_

FEE: \_\_\_\_\_

APPLICATION REC'D: \_\_\_\_\_

APPROVED     DENIED  
 CONDITIONALLY APPROVED

CHIEF PLANNER

DATE