



Application Intake Checklist

- 1) Application Fee
 - a) Temporary Use Permit - Administrative Reviewed - \$50
 - b) Promotional Sign - \$20 per 14 day period
- 2) Site Plan (*preferably drawn to a 1 inch = 20 foot or similar scale*) illustrating the following:
 - a) Property boundaries
 - b) Existing buildings
 - c) Existing paved parking spaces and drive aisles
 - d) Existing Landscaping
 - e) Driveway access, sidewalks and all entrances to the property
 - f) Location and size of area to be occupied by Temporary Use equipment, tent, mobile stand, vehicles, etc.
 - g) Type and location of temporary electrical service, including extension cords and generators if applicable
 - h) Storage building or outside storage of materials associated with the Temporary Use
 - i) Description of any signage to be used in conjunction with the Temporary Use
- 3) Floor Plan for any tent structures indicating:
 - a) Size
 - b) Location and number for all fire extinguishers
 - c) Exit locations
- 4) Owner's Authorization Form (*if applicable*)
- 5) City of Casa Grande Business License (*required for all vendors*)
- 6) Pinal County Health Department permits and inspections are required for food vendors. Please contact the Health Department (520) 866-6864

CITY INTAKE:

Date Accepted & Logged In: _____ Intake Staff: _____

Fee Receipt # _____ Assigned Review Staff: B E F PI Com Other _____



Owners Authorization Form

This sheet must be completed if the applicant is **not** the owner of the property.

The Undersigned, do hereby grant permission to: _____

to act on my behalf for the purpose of obtaining a Temporary Use Permit for _____

_____ on the following described property:

Owner(s) _____

Signature

Print or Type Signature

Address _____

Telephone _____