



# Citizen's Guide to Temporary Use Permits



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## PURPOSE:

Per Section 17.76 of the Bellflower Municipal Code, the purpose of temporary use permits is to control and regulate temporary land use activities, which may adversely affect public health, safety, and welfare. This is to ensure that temporary uses shall be compatible with surrounding land uses, protect the rights of adjacent residences and landowners, and minimize any adverse effects on surrounding properties and the environment. If the temporary use encroaches into the City right-of-way, a separate City encroachment permit shall be required.

**Temporary use permits shall be considered for properties located within the T-C (Town Center), C-G (General Commercial), M-1 (Light Industrial), and O-S (Open Space) zones.** Such permits shall not be granted to any other property located outside of these zoning designations except for nonprofit organizations and schools.

## Examples of temporary use activities may include, but are not limited to:

Parking lot/sidewalk sales	Community activities and ceremonies
Grand openings under new management	Christmas tree/ pumpkin sales lots
Civic events	Fireworks stands
Going out of business	Circuses, carnivals, and pony rides
Outdoor art and craft shows	Similar temporary uses

## REQUIRED APPLICATION SUBMITTALS:

- Completed TUP application form signed by the property owner
- Eight (8) copies of plot plan; floor plans; all architectural elevations for all buildings; sign plans (Minimum scale 1" = 10' or 1/16" = 1'; fanfold all plans to 8 1/2 " X 11" size)
- One (1) set of photographs of proposed location of temporary use
- Names and addresses of all adjacent property owners
- Application Fee: **please see planning fee schedule**
- The applicant shall file the TUP application with the Planning department at least fifteen (15) days prior to the commencement of the temporary use permit.

## Temporary Use Permit Process

- All of the above documents and materials when submitted shall be retained by the City as part of the Public Record. Incomplete submittal will result in rejection of application by staff or continuance of review date until completion of all requirements.
- Outdoor display and sales of merchandise in association with a parking lot or sidewalk sale shall be allowed for two (2) events per calendar year, not exceeding four (4) consecutive calendar days. Only merchandise customarily sold on the premises by a permanently established business shall be displayed. In relation to sidewalk sales, a six (6) foot wide sidewalk clear span corridor shall be required to accommodate pedestrian circulation.
- No more than ten (10) percent of the parking area may be used in conjunction with the temporary use permit. Refer to Bellflower Municipal Code section 17.76 for further details.
- Side walk sales, in addition to the above mentioned items, the following is required:
- A Public Works Right-of-Way permit
- For all used car tent sales, in addition to the above mentioned items, the following are required:

A business license fee (\$5 per day for each dealership)	A resale permit number of each dealer
An electrical permit	A building permit for any tents being Used
1% of the sales tax shall be acquired by the City	Fire Department permit for most tents; Please call 562-860-8014.

- For all circuses, carnivals, and pony rides in addition to the above mentioned items, the following are required:

A business license (\$246 per day) for the event	A resale permit number of each vendor
An electrical permit for all generator/electrical uses	A miscellaneous permit
Health permit for all food vendors	1% of the sales tax shall be acquired by the City
An insurance bond of \$1,000,000.00 with the City as an additional insurer	Fire Department permit for carnival events and most tent assembly; Please call 562-860-8014.
Sheriff Department Clearance	

**Note: All building permits must be obtained by a license contractor. All electrical permits must be obtained by a licensed electrical contract. Each contractor also needs a business license with the City.**