



CITY OF COMMERCE  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

**TEMPORARY USE PERMIT**

PERMIT NO. \_\_\_\_\_

APPLICATION FEE \_\_\_\_\_

An application for a Temporary Use Permit shall be submitted no less than 5 days prior to commencement of the use or event to ensure adequate review of the application. It is advised that an application be submitted more than 5 days in advance of the proposed event as review and approval by numerous Divisions and Departments is required. Temporary Use permits are permitted for up to a three (3) day period. If you have any questions while completing this application, please ask a member of the Planning Division for assistance. In order for the City to process a Temporary Use Permit Application, the application fee must be submitted with the completed application form. Incomplete applications will not be accepted or may delay the process. **ALSO, A DETAILED SITE PLAN MUST BE SUBMITTED ON 8 ½ X 11 PAPER.** **NOTE:** The Temporary Use Permit application is also available at the following website address: <http://www.ci.commerce.ca.us/newpages/planningformsapplications.asp>

**APPLICANT** -Must be a person who is able to demonstrate a legal vested interest in the proposed application. The authorized agent of any person with a legal vested interest may also initiate an application. If the applicant is an organization or business, also include name of a contact person:

Name of Applicant: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

City Business License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Non-Profit Organization?  Yes  No If yes, attach a letter from the IRS determining exemption from Federal Income Tax described in Section 501 (c).

Emergency Contact (name and telephone): \_\_\_\_\_

**DESCRIPTION OF EVENT/ACTIVITY** -Describe purpose of event/activity. Include all activities such as meetings, assembly, entertainment, etc., if more space is needed please attach a separate sheet of paper:

**DATE(S) OF EVENT/ACTIVITY:** \_\_\_\_\_

**TIME(S) OF EVENT/ACTIVITY (for each day):** \_\_\_\_\_

Number of persons expected to attend proposed event/activity? \_\_\_\_\_

**Will the event include any of the following:**

- |   |                              |                             |  |                              |                             |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|
| Tents/Canopies:   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Bleachers or platforms:                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Vending Booths/tables:  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Special electrical devices or equipment: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pyrotechnics, candles, open flame cooking, or other open flame: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Extension Cords:                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Portable Generators:  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any other temporary structures:          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Propane Tanks:  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Street/sidewalk closure:                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**If you answered "Yes" to any of the questions above, please explain:**

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**Applicant's authorized representative(s) for management of event/activity.** If more than one, please list on a separate sheet of paper. **NOTE:** Applicant or authorized representative(s) must be present at all times during the event/activity)

Representative's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

- Application Fee: \$75.00.
- Provide 2 copies of Site Plan on 8 ½ x 11:
- Please show location of the event/activity, including buildings, temporary improvements, portable restrooms, vendor locations, parking areas and driveways, tents, canopies, cooking area, platforms, portable generators, etc., including pedestrian and/or vehicle circulation is required.
- Non-Profit License; attach a copy of letter from the IRS determining exemption from Federal Income Tax described in Section 501 (c). **Contact Business License for further information.**
- **Signed documentation from the property owner agreeing to the use, as specified in this application.**
- Provision of ABC License, Building Permits and/or Resale Permits, if applicable. All Los Angeles County Building & Safety, Fire Department, and Health Department requirements must be satisfied.

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/we understand and agree to abide by all the Temporary Use Permit regulations of the City of Commerce and any other conditions imposed for the event/activity requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

Filing Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

CITY OF COMMERCE  
 COMMUNITY DEVELOPMENT DEPARTMENT  
**FEE SCHEDULE**

(RESOLUTION NO. 09-4)  
 (EFFECTIVE 02-03-09)

General Plan Amendment	\$1,000
Zone Change	\$1,000
Zoning Ordinance Amendment	\$1,000
Zoning Clearance Fee	\$100
<b>SUBDIVISIONS</b>	
Parcel Map (4 or less lots)	\$2,000
Tract Map (5 or more lots)	\$2,000
Lot Line Adjustment	\$750-Commercial \$500-Residential
Lot Combination	\$0
<b>SITE PLAN REVIEW</b>	
Non-residential	\$750
Residential	\$250
<b>CONDITIONAL USE PERMIT</b>	
ABC and Temporary Trailer	\$1000
<b>CONDITIONAL USE PERMIT MODIFICATION</b>	
	\$1000
<b>VARIANCE</b>	
Non-residential	\$1000
Residential	\$500
Additional Variances	\$100
<b>MODIFICATION OF STANDARDS</b>	
Non-residential	\$250
Residential	\$150
<b>HOME OCCUPATION PERMIT</b>	
	\$100
<b>SIGN PERMIT FEE</b>	
	\$25-Temporary Sign \$50-Sign Permit
<b>TEMPORARY USE PERMIT</b>	
	\$75
<b>SPECIAL USE PERMIT</b>	
	\$75
<b>TIME EXTENSIONS</b>	
	\$200
<b>APPEALS OF PLANNING COMMISSION DECISION</b>	
Non-residential	Cost of Application
Residential	Cost of Application
<b>STREET OR ALLEY VACATION</b>	
	\$1000
<b>RELOCATION OF STRUCTURE</b>	
	\$500
<b>ENVIRONMENTAL REVIEW</b>	
EIR Review	If Services Agreement is required, Consultant's Cost Plus 20%. If not,

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**FEE SCHEDULE**

	\$750
Categorical Exemption	\$250
Negative Declaration	If Services Agreement is required, Consultant's Cost Plus 20%. If not, \$500
Mitigated Negative Declaration	If Services Agreement is required, Consultant's Cost Plus 20%. If not, \$500
<b>ZONING VERIFICATION LETTER</b>	\$100 (per parcel)
<b>ZONING MAPS (Small)</b>	\$5
<b>ZONING MAPS (Large)</b>	\$25

EFFECTIVE 02-03-09  
 NOTICE OF DETERMINATION (DFG-DEPARTMENT OF FISH AND GAME)  
 (STATE MANDATE)

ENVIRONMENTAL IMPACT REPORT (prepared)	\$850
(Document Handling Fee)	\$25
Negative Declaration (prepared)	\$1250
(Document Handling Fee)	\$25