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If a tent will be used in conjunction with a temporary site plan, a certificate of flame resistance must accompany the application for permit.



Temporary Site Plan Requirements

Temporary Site Plan:

A limited duration event outside the confines of a building for the promotion of the occupant's business, products and services.

OUTDOOR EVENT:

Events that incorporate one or more 24-hour periods and do not involve the sale or dispensing of alcoholic beverages. May include tent(s) which must meet flame resistance requirements.

1. This category will be permitted for up to two events per year for a maximum duration of seven days per event.
2. This event may not create a burden on parking or access facilities.
3. An outdoor sales event must maintain fire and emergency access at all times.

SEASONAL SALES EVENT:

Events that are best accomplished outdoor due to the nature of the product or the time of year the product is for sale (including, but not limited to greenhouses, pumpkin patches, Christmas tree farms).

1. This category will be permitted for two events per year for a maximum duration of 60 days per event.
2. Fire and emergency access must be maintained at all times.
3. The sale or dispensing of alcohol is prohibited for this type event.
4. The sales of farm produce or similar is not permitted within city limits at any time.

SPECIAL OUTDOOR EVENT:

Events that do not meet the requirements of those mentioned above.

1. This event may require approval by city council.
2. Additional permits may be needed, including, but not limited to: noise, outdoor liquor license and temporary signs.
3. Special outdoor events shall not impact the neighboring properties due to noise, congestion, lighting, or additional factors.
4. This event shall be coordinated by the Administration Department.

All temporary site plans require a basic site plan be submitted with the application for permit. The plan must show the building(s), where the event is to be held in relation to the/those building(s), parking and access points (**see reverse for example**).

Call Before You Dig!
1.800.292.8989
Call the toll-free number at least
48 hours
prior to ALL excavations in Iowa.

Site Plan Example

