



PLANNING DEPARTMENT

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GUIDE FOR ONLINE SPECIAL EVENT PERMITS

A special event permit may be applied for to conduct temporary sales such as: Plants and trees, holiday goods (for example: Valentine's, Easter, Mother's Day), Vehicle stickers and decals. A signed statement of approval from the property owner is required for conducting this type of sales at a site owned by another person/entity.

Temporary food sales out of a booth as part of a festival may also be applied for using a Temporary Food Establishment application (maximum 14-day permit).

A plate sale fundraiser may be conducted with a Temporary Food Establishment permit.

An itinerant merchant/vendor may apply through the special event portal. Attachment with supplemental information is required to be uploaded with application.

For any type of special event form, applicable attachments must be uploaded with online application.