



HOW TO OBTAIN A Temporary Use Permit

City of San Diego
Development Services Department
1222 First Avenue, MS 302, San Diego, CA 92101-4101

INFORMATION
BULLETIN
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This information bulletin describes the submittal requirements and review process to allow certain uses, for limited time periods, in locations where the uses would not otherwise be allowed in the applicable zone. See Land Development Code 123.0401.

Documents referenced in this Information Bulletin
<ul style="list-style-type: none"> • San Diego Municipal Code, (SDMC) • General Application, DS-3032 • Refund Application Form, DS-721

I. WHEN IS A TEMPORARY USE PERMIT (TUP) REQUIRED?

A TUP is required for the following uses:

- A. Retail sales related to seasonal activities, such as holidays;
- B. Temporary public assembly and entertainment uses; and
- C. Temporary telecommunication facilities intended to provide service to citywide public events.

II. APPLICATION PROCESS

An application for a TUP must be received prior to starting the use. To apply for a TUP, the following items must be submitted:

A. General Application (DS-3032)

Complete the General Application.

B. Letter of Request

The following information should be in the Letter of Request:

- 1. Address of the site;
- 2. Existing use of the site;
- 3. Proposed temporary use of the site;
- 4. Where on the site the temporary use will be conducted;
- 5. Type and location of any proposed structures to support the temporary use (e.g., tents, fences);
- 6. Date(s) and hours of operation for the temporary use;
- 7. For sales of vehicles; the approximate number;

8. If the temporary use involves retail sales, explain how the public will access the sale (open to the public, invitation only);

9. Applicant (name, address, phone number, fax number, and e-mail).

C. Outside Agency Forms

Provide any outside agency forms that need to be signed by the City of San Diego authorizing the temporary use (e.g. Department of Motor Vehicles).

III. FEES

The following fees are required to be paid prior to review unless otherwise indicated below. For your convenience, DSD offers on-line payments through [Open DSD](#). Payment may also be made in person by cash, check, ATM card, Visa or MasterCard. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer."

Please note that plan check fees and other administrative fees are non-refundable. See Refund Policy noted within Refund Application Form DS-721 for additional refund information.

Mapping Fee.....	\$10
Records Fee	\$20
Temporary Use Plan Check Fee.....	\$295

IV. HOW TO APPLY

A. Electronic Submittal

Send the letter of request and completed General Application via electronic mail to: DSDZoneHistory@sandiego.gov. Within two business days of the electronic

submittal, the “Applicant” as listed on the General Application will receive an invoice for payment. The invoice can be paid online using our [OpenDSD](#) online payment system. Once the invoice has been paid, the request will be processed.

B. In Person

Appointments are recommended and can be made by calling 619-446-5300. Walk-in service is also available at the Development Services Department located at 1222 First Avenue, 3rd Floor. Please visit the department’s website at www.sandiego.gov/development-services for a list of business hours.

Note: Mail-in applications cannot be accepted.

If the subject property is located in the Downtown Community Plan Area, please contact Civic San Diego at (619) 235-2200 to process your request. To find out if the site is in the Downtown Community Plan Area, which includes most of the downtown San Diego area, call our general information number at (619) 446-5000, or Civic San Diego.

V. APPROVAL OF A TEMPORARY USE PERMIT

An application for a TUP may be approved by city staff if it meets the following conditions:

- A.** The proposed use, for the limited time period, will not be detrimental to the purpose and intent of the applicable zone; and
- B.** The approval of the proposed use would result in no more than two TUP’s for the same use/event at the same location in any 365-day period.

VI. EFFECTIVE DATE/EXPIRATION DATE

- A.** The effective date will be specified on the permit and shall not be later than 30 calendar days after the date of issuance.
- B.** The expiration date shall not be later than 30 calendar days after the effective date for retail sales related to seasonal

activities, temporary public assembly and entertainment uses; 180 calendar days for telecom TUPs.

VII. OTHER PERMITS

Issuance of a TUP does not authorize the construction or installation of any fences, temporary seating (bleachers), tents, electrical work or any other improvement. All temporary or permanent improvements associated with the use must secure all other permits (e.g. Building Permit, Electrical Permit, Special Events Permit) prior to the use being commenced.

A. Single Events Permit

If the temporary use includes a tent, you may also need a Single Events Permit from the Fire Department, located at 1010 Second Avenue, Third Floor, Fire and Hazard Prevention Reception Desk (phone 619-533-4400 for more information).

B. Electrical Permit

If temporary use requires temporary power an Electrical Permit will be required. This permit may be obtained:

- 1.** At the Development Services Department: 1222 First Avenue, 3rd floor.
- 2.** At our Field Inspection Offices: 9601 Ridgehaven Ct., Suite 220.
- 3.** Through [E-Permits](#) service