

Processing a MAJOR Temporary Use Permit (TUP)

HOW TO GET STARTED:

A **Major Temporary Use Permit (TUP)** is required when you are planning a special event such as, but not limited to temporary construction trailers, carnivals, Christmas tree lots, and pumpkin patches. There are several things that you will need when processing your request for a Major TUP.

Register, create, and submit your application online at www.moval.gov/simplicity. You can also complete and download a pdf at www.moval.gov and check in at the Concierge Desk at City Hall to process your Major TUP packet. Upon submittal, you will be met by several divisions at the City of Moreno Valley Development Services One-Stop counter who are responsible for reviewing your TUP and related information and approving it based on their requirements. Below is a summary of each division's requirements:

BUSINESS LICENSE:

Special Event Coordinator/Organizer Fees

Special Event Coordinators/Organizers are required to pay a fee (per day) based on the number of vendors attending their event. Fees are based on the table below and are paid during the application process.

Number of Vendors	Fee
10 or Less	\$100 per day
11-25	\$250 per day
26-50	\$500 per day
51-100	\$1,000 per day
Over 100	To be Determined by Business License Officer
Non-Profit Organizations Receive a 30% Discount on Fees with Proof of 501(c) 3 Letter	

City of Moreno Valley Business License

Special Event Coordinators/Organizers, which is their normal profession, **are required** to obtain a [City of Moreno Valley Business License](#). Individual vendors sub-contracting with the Special Event Coordinator / Organizer **are not required** to obtain a City of Moreno Valley Business License.

Please contact the Business License office for questions on obtaining a Business License at businesslicense@moval.org or at (951) 413-3080. Visit [Business License](#) to obtain an application.

NOTE: If Business License is unable to proceed with approval of your event due to additional information needed, we recommend that you take the time to contact staff regarding their requirements as noted.

PLANNING:

- Complete a [Temporary Use Permit \(TUP\) Application](#).
- Provide a [Letter of Intent](#) (required). The letter should provide a detailed description of the proposed event and it should also include the proposed dates, times, activities, etc.
- If you are not the property owner, provide a [Written Consent Form](#) signed by the property owner(s).

(SEE BACKSIDE FOR CONTINUED INFORMATION)

- d) A detailed Site Plan is required showing location, address, and all dimensions including parking, driveway encroachments, restrooms, etc. (see “Permit Submittal Requirements” information sheet).

BUILDING AND SAFETY:

- a) Building and Safety will review the detailed site plan to ensure the temporary use meets compliance with the California Code of Regulations Title 24.
- b) A Building Permit may be required.

FIRE PREVENTION:

- a) Will review the detailed site plan for possible generator/other equipment, tents, food preparation locations, and Fire Department accessibility.
- b) A Fire Permit may be required.

LAND DEVELOPMENT:

- a) Will review the detailed site plan for entry/exiting requirements.
- b) An Encroachment Permit may be required.

TRANSPORTATION: Will review the detailed site plan for traffic flow.

COMMUNITY ENHANCEMENT & NEIGHBORHOOD SERVICES: Will review the detailed site plan for possible disabled parking and signage.

Once all of the above divisions have approved your TUP, you will then be asked to take your TUP and information to the Police Department located on the City Hall site to enable them to review your proposed event for public safety issues.

Upon their approval, you will return to the Planning Division for final processing and payment.

Note: This summary is provided to assist you in preparing for processing a Temporary Use Permit and is not “all-inclusive.” Each division will review your application and provide detailed information on its requirements.

Attachments:

- Major TUP Application*
- Permit Submittal Requirements*
- B&S Application*
- Written Consent Form*
- Encroachment Permit Application*
- Emergency Contact Information Form*
- Fire Permit Application*
- Business License Application*