



Temporary Use Permit (TUP) Application

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Download application before entering information.

- Applications must be received for initial review at least 10 days prior to the start of the proposed temporary use.
- For important information, instructions, and site drawing details required for submittal, please see next page.

Temporary Use Information

Address of Proposed Temporary Use: _____

Date(s) of Proposed Temporary Use (including setup and take down): _____

Description of Proposed Temporary Use:

Description of Existing Use of Property:

- Yes No Does the proposed temporary use occur during the spring or fall festival season even if the activity is unrelated to South by Southwest (SXSW) or Austin City Limits (ACL), even if it is unaffiliated with the event?
- Yes No Will the proposed temporary use attract more than 100 attendees per day?
Number of attendees expected at one time: _____
- Yes No Will the proposed temporary use impact a city street, sidewalk, alley, walkway, or other city public right of way?
- Yes No Will alcohol be served or sold in connection with the proposed temporary use?
- Yes No Will the proposed temporary use include amplified sound outdoors?



If you answer YES to any of the questions above, you must submit a Special Events Application instead of this application. More information about the Austin Center for Events is available at <http://www.austintexas.gov/departments/special-event-permits>. If you have questions about Special Event permitting or the Austin Center for Events review process, please contact ACE at (512) 974-1000 or email specialevents@austintexas.gov.

Applicant Information and Signature

Applicant/Contact: _____

Organization (if applicable): _____

Mailing Address: _____

Phone: _____ Email: _____

By submitting this application, I certify that all the information provided is correct. If I am not the property owner of the site where the Temporary Use is proposed, I have obtained the property owner's permission. I understand that failure to comply with code requirements may result in permit revocation.

Signature: _____ Date: _____

Temporary Use Permit Application Instructions

A Temporary Use Permit is required for many temporary outdoor activities as described in the City of Austin Code of Ordinances Chapter 25-2, Article 6. To submit your request:

1. Please visit [Austin Build + Connect](#) and apply for a Temporary Use Permit.
2. Attach a dimensional site plan illustrating the proposed layout as described in [Site Drawing Requirements](#) below.
3. Temporary Use permit applications are reviewed by staff in the Development Assistance Center Division of the Development Services Department. Should you have any questions about Temporary Use Permits or the application process, please email DSDDAC@austintexas.gov.

Site Drawing Requirements

A detailed site drawing is required at the time of submission. While drawings are not required to be professionally drawn, they must be legible, close to scale and provide sufficient detail to describe what your temporary use will look like. The following is a list of minimum requirements that your site plan should meet:

- Property Overview: Show locations of structures, fire lanes, streets, alleys, and fencing. Fencing must indicate location of exits and gates. Show the foot print of any building, location of building exits, sidewalks, pathways, and accessible routes and parking spaces dedicated to individuals who have mobility disabilities.
- Map Key: Include North arrow and property boundary lines.
- Proposed Layout: Include location tents or temporary structures including dimensions, food trucks, vendors and other merchandise areas, stages (including size), and any other information that might be relevant to the review of your application.

Transportation and Parking

Parking and transportation options must be sufficient for the number of attendees expected. Parking areas should be clearly marked on your site drawing. Off-site parking locations, shuttle availability or alternative transportation options must also be noted. Vehicles may not be parked on unpaved, pervious surfaces.

Deadline and Review Timeline

Your complete application must be **received for initial review at least 10 days prior to the start** of the proposed temporary use. Your request will be reviewed by Zoning, Fire, Transportation, and Environmental staff. Once all the reviews are completed and your permit is ready to be issued a Development Services staff member will contact you with additional instructions. This process usually takes 7-10 days.

Fee – Temporary Use or Circus/Carnival/etc.

See Development Assistance Center Fees at <http://www.austintexas.gov/dsdfees>. For instructions on digital submissions, please visit Digital Development.

| For Office Use Only | | | |
|---|-----------------------------------|---------------------------------|-----------------|
| Zoning | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Reviewer: _____ |
| Fire | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Reviewer: _____ |
| Transportation | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Reviewer: _____ |
| Environmental | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Reviewer: _____ |
| Date Received: _____ Contacted for Pickup: _____ Case Number: _____ | | | |