



## Temporary Use Permit (TUP) Application

- 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.

**To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)**

### 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 South by Southwest (SXSW) or Austin City Limits (ACL), even if it is unaffiliated with the event?

Yes  No Will the proposed event attract more than 100 attendees at any one time?  
Number of attendees expected at one time: \_\_\_\_\_

Yes  No Will the proposed event impact a city street, sidewalk, alley, walkway, or other city public right of way?

Yes  No Will alcohol be served or sold at the proposed event?

Yes  No Will the proposed temporary use include amplified sound outdoors?



*If you answer YES to any of the questions above, you must complete the Austin Center for Events (ACE) Application instead of this application. The ACE Application is available at <http://www.austintexas.gov/departments/special-event-permits> or in the ACE Office (One Texas Center, 505 Barton Springs Road.) If you have questions about the ACE Application, contact ACE at (512) 974-1000 or email [specialevents@austintexas.gov](mailto: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 legibly print or type all information being requested on this application.
2. Attach a dimensional site plan and event layout as described in [Site Drawing Requirements](#) below.
3. Hand deliver to the Development Assistance Center (DAC) at 505 Barton Springs Road any business day from 9:00 a.m.-noon, or submit the Austin Center for Events (ACE) Application online at <http://www.austintexas.gov/department/special-event-permits>. It is not necessary to submit both this application and the ACE application.

### 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, and pathways.
- Map Key: Include North arrow and event boundary lines.
- Event Layout: Include location tents or temporary structures including dimensions, food trucks, vendors and other merchandise areas, stages (including size), and any other specific details of the layout for the event.

### 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 pick-up 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/department/fees>. The fee is due at the time your permit is issued payable by cash, check (remit to City of Austin), money order, and credit card (Visa, MasterCard, Discover, and American Express accepted.)

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: _____			