



CITY OF KNOXVILLE

Plans Review & Inspections Division

Temporary Use Permit Information

Temporary Use Permits are intended to regulate uses on *private* property that occur for limited periods of time (not to exceed 30 days, except for temporary construction facilities). **Temporary Use Permit applications must be submitted a minimum of thirty (30) days prior to the start of the event to ensure sufficient time for review and approval.** Upon submittal of a complete application, Staff will review the proposed temporary use for conformance with City of Knoxville codes and policies per Article 5, Section 13 of the Zoning Ordinance. The applicant will be contacted by the Plans Review and Inspections Division with the City's decision regarding the proposed temporary use.

When do I need a Temporary Use Permit?

Per Article 5, Section 13. B., the following uses are deemed to be temporary uses...

- Carnival or Circus
- Christmas Tree Sales
- Tents/Canopies
- Seasonal Sale of Farm Produce
- Temporary Construction Facilities
- Portable Storage Containers
- Use of Goats for invasive plant control such as kudzu

Submittal Checklist

See Event Questionnaire to determine applicable fees and additional submittal materials

Note: Please submit all plans on 8 1/2" x11" paper and attach to application.

1. Temporary Use Permit Application
2. Owner Authorization Form
3. Temporary Use Permit Fee **\$100**
4. Fire Permit Fees (if applicable) Contact the Fire Department at 865-215-2283 for more information.
5. Business License Number _____
(Attach list of vendor license numbers on separate sheet if applicable)
6. Special Event Liquor License Number (if applicable) _____
7. Site Plan of the temporary use/event area indicating the location of the following:
 - Buildings/Structures
 - Access/Administration Points
 - Tents/Canopies
 - Parking
 - Merchandise/Food Vendors
 - Open Flames/Cooking Areas
 - Carnival/Amusement Rides
 - Signs
8. Sign Diagrams
9. Traffic Control Plan (if applicable)
10. Security Plan (if applicable)
11. Request for Fire/EMS staff (if applicable)

OWNER AUTHORIZATION FORM

It is requested that a Temporary Use Permit application be accepted by the Plans Review and Inspections Division of the City of Knoxville for property generally located at:

(e.g. northeast corner of Kroger parking lot at 85th Ave. & Mountain View Road)

Tax Parcel Number _____ - _____ - _____

Address (if applicable) _____

Said property is owned by:

I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized by the owner. (If not owner of record, attach written authorization from owner.)

Owner's Name

Owner's Signature and Date