Community Development offers informational brochures on the following topics:

CEQA and Environmental Review
Conditional Use Permits
Development Agreements
Development Plan Review
Drought Tolerant Landscape Standards
Fees and Charges
For Sale/For Lease Banners
Front Drought Tolerant Landscape Standards
General Plan Amendment
Lot Line Adjustments
Municipal Code Text Amendments
Outdoor Dining in Commercial Zones
Outdoor Displays of Merchandise
Permanent Signs
Planning Commission
Portable Signs
Property Information Inquiry
Residential Artificial Turf Standards
Residential Care Facilities
RV & Trailer Parking
Site Plan Requirements
Specific Plans
Storage Sheds in Residential Zones
Subdivisions
Temporary Signs and Banners
Temporary Use Permits
Trash Enclosure Standards
Tree Preservation
Variances
Window Replacement – Town Core
Window Signs
Zone Changes
Zoning Descriptions

**These brochures are generally intended to assist in the processing of application material. It does not necessarily provide every detail regarding Municipal Code regulations.*

To view additional brochures, scan the QR Code below.

Temporary Use Permits

Community Development Department
Planning Division
245 E. Bonita Avenue
San Dimas, CA 91773
(909) 394-6250
planning@sandimasca.gov

Mon-Thurs 7:30 a.m. - 5:30 p.m.
Fridays 7:30 a.m. - 4:30 p.m.

www.sandimasca.gov

TEMPORARY USE PERMITS

When is a Temporary Use Permit Required?

- Temporary carnivals, circuses and similar events for a period of 10 days per year and not to exceed five consecutive days at one time.
- Promotional and/or civic events of a cultural, educational, and recreational nature.
- Indoor and/or outdoor sale of Christmas trees and accessories, and pumpkin sales. May not exceed forty days in any calendar year per separate application.
- Yard/Garage Sales. Limited to three sales within a calendar year, for no more than three consecutive days at a time.
- Rummage Sales at churches and other similar institutions.
- Bingo games at churches and other similar institutions.
- Temporary use of public right-of-way.
- Temporary Banners, generally limited to six per year (60 days cumulative) and 45 square feet in total area.
- Outdoor Sale and Display of Merchandise. Shall not exceed a period of three consecutive days. A maximum of four, three consecutive day temporary sales may occur at the same location, and/or same property within any calendar year.
- Other Temporary Signs. If you are a new business in town or have relocated, special future tenant identification is permitted. A maximum of 90 days is allowed for such a sign.
- Temporary Use Permits are for private property only. Temporary Use Permits on public property needs to be processed through a different process by administration.

Tents and Canopies

Temporary tents and membrane structures of 120 square feet or larger and intended to be used for 10 or more people require a building permit per CA Building Code. Application for building permit should be made concurrently with TUP application. If greater than 200 sq. ft. (400 sq. ft. for canopies), then a permit from LA County Fire is also required and a copy must be submitted with your TUP application.

Approval Criteria

Temporary Use Permits may be approved by the Director of Community Development pursuant to the following findings:

1. That the temporary use permit is compatible with the various provisions of this title;

2. That the temporary use activity is a reasonable use of land consistent with the general plan land use designation and zoning classification;

3. The temporary use activity will not impede the reasonable use of land, or the orderly development of land, in the immediate vicinity;

4. That the temporary use activity will not endanger the public health, safety or general welfare;

5. The applicant has paid all applicable fees and deposits required on any previous and similar temporary use permit obtained. The payment of any past fees and deposit due may be imposed as condition of approval in addition to any current applicable fees and/or deposits.

APPLICATON PROCESS

Temporary Use Permit requires submittal of application form and applicable fee. You should submit your application at least six weeks prior to your event to allow for multi-departmental review. A lot of additional time if your event includes alcohol, street closures, etc. Staff can assist you with any questions you have regarding your application.

In addition, where applicable, the applicant will first need to obtain approval of the landlord/management agency prior to submittal of application.