

Temporary Use Permits

Temporary Use Permits (**TUP**) are issued through the Planning Department and allow special uses for a determined amount of time. Some uses are subject to Sacramento Metro Fire and/or Building & Safety Department approval. **Be aware of any other department approvals that may apply to your permit. The TUP will not be issued if there are outstanding requirements from other departments.**

Temporary uses and related requirements are detailed below.

- **Temporary Banner/Signage Display** (Permitted for a period not to exceed 60 days. No more than two temporary use permits for temporary signs shall be issued for the same property per calendar year.) - a site plan and image of the banner/signage must be submitted with the application. Please detail dates when signage will be displayed. Inflatable signs are prohibited.
- **Grand Opening Event/ Special day or weekend event** (Ex. Auction, parking lot sale, etc.) - a site plan, related signage and event description with dates and hours of operation are required. If a tent is involved, a permit is required through Sacramento Metro Fire and must be presented with the application.
- **Sales Trailers for New Home Sales** this requires Building & Safety and Sacramento Metro Fire approval prior to issuance of a TUP. A site plan, expected dates and hours of operation must be included.
- **Temporary Structures** (Ex. Tents) site plan and Sacramento Metro Fire permit required. Dates of use must be included.
- **Carnival** - a site plan and event description with dates and hours of operation are required.
 - TUP required through the Planning Department
 - Electrical Permit required through Building & Safety Department
 - Special Licensing required through Finance Department
 - Permit required through Sacramento Metro Fire

To apply for a TUP, please submit a **completed Temporary Use Permit Application Form** and a **check in the amount of \$241(\$60 for Temporary Signs)** made payable to the City of Rancho Cordova.

If you have additional questions about TUPs, please contact the Planning Department at (916) 851-8750.