


City of Lompoc Community Development Department – Planning Division	
Temporary Use Permit (TUP) Application Checklist	

A completed application includes the following:

All City forms available at Planning Division or <https://www.cityoflompoc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed "General Application" form
- Property Owner permission
- Fees paid according to Master Fee Schedule (Planning ♦ Fire)
- Site address _____ Lompoc, CA

(Street Number)
(Direction)
(Street)
- Description of proposed use: _____

- Site Plan showing location of proposed use on property, including location of any of the following:

Tent	Generator	Parking	Fencing
Food or other Booths	Inflatable Equipment	Animal Enclosure	PA System
Music	Trailer	Other:	

- Dates of proposed use: _____ to _____, 20_____

(Month)
(Day)
(Month)
(Day)
- Hours of proposed use: _____ (A.M.) (P.M) to _____ (A.M.) (P.M)
- Contact information of person available at all times during the Temporary Use.

Contact person (#1)	Telephone number	Fax	E-mail address
Contact person (#2)	Telephone number	Fax	E-mail address

Additional Comments: _____

- Notes:**
- 1) Temporary Use Permits generally require circulation to various City departments for review and approval. This process can take up to five (5) working days depending upon availability of staff.
 - 2) Any TUP proposing to utilize a tent must contact the City of Lompoc Fire Department for a Tent Permit.
 - 3) Use limited to 72 consecutive hours per month, unless Specifically identified in Section 17.128.020.
 - 4) Applicant must appear before staff and sign agreeing to conditions before issuance of permit **(Example of Standard Conditions on reverse)**

Example of Standard Temporary Use Conditions

- 1) The site shall be left clean and free of debris at the end of each day.
- 2) Compliance with all applicable Federal, State, County, and local regulations and ordinances shall be maintained during the temporary use.
- 3) Pedestrian and vehicular access/ circulation shall not be impaired by the temporary use.
- 4) No off-site signs shall be displayed. Signs are allowed only at the site of the temporary use.
- 5) Any associated on-site signage shall be securely fastened.
- 6) The hours of the proposed use are limited from 7:00 A.M. to 9:00 P.M. Monday thru Friday.
- 7) Required permit(s) will be obtained from the Building and/or Electric Division or any other Division prior to setup.
- 8) The contact person listed on this letter must be available at all times during the temporary use activity.
- 9) The Temporary Use will cease on the date printed on the permit, and all related equipment, supplies, product and personnel shall be removed from the site.

Please be advised that additional Conditions may be placed on a Temporary Use Permit.