



TEMPORARY USE PERMITS (Commercial Events & Mobile Food Trucks)

A Temporary Commercial Use Permit is required for a special sales event or use outside of an enclosed building that will utilize a site area of one acre or more and take place for a limited period of time in a commercially zoned area of the city. A commercial location may have up to six (6) events for no more than five (5) consecutive days per event for each calendar year. The reverse side of this form describes the type of temporary uses allowed and operational requirements of the Land Use and Development Code. An application for an event must be submitted to the Planning Division **at least two weeks prior** to the event. The Community Development Director will review the application request and either approve, approve with conditions, or deny the application for the proposed temporary use.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Site Plan of Sale and Surrounding Area Required

Current site plan of the proposed location, including all parking areas and buildings. The site plan shall identify the sale area in relation to the entire center in which the sale is conducted, parking layout, the location of tents, perimeter fencing, and any other objects or vehicles related to the sale. The site plan shall also identify exit points for vehicles to turn around, and all entry and exit points to the sale area including major streets.

Businesses Located Outside of Vacaville

Any business permanently located outside of Vacaville is required to (1) obtain a business license from the City of Vacaville Finance Department; and (2) obtain a Sales & Use Tax Permit from the California State Board of Equalization (application available at the Planning Division). Supply Sales & Use Tax Permit number with the City business license.

Project Description/Event Information

A written description of the event shall be submitted with the following information:

1. Dates and times of the event;
2. Time needed for setup/breakdown;
3. Estimated number of people attending the event as well as workers/volunteers;
4. Number/type of food-service equipment (any use of food service facilities also requires permits from the County Environmental Health Services);
5. For auto sales, estimated number of vehicles to be displayed;
6. Type of security to be provided; and
7. Proposed signage (no signs may be displayed in the public right-of-way).

Tent Display Areas

Permits from the Fire Administration Department are required for all tents. Plans and specifications should be submitted with the application as well as to the Fire Administration Department (449-5452).

Electrical Generators

Permits from the Building Division are required for electrical generators. Please contact the Building Division at (707) 449-5152 to submit a permit application.

Mobile Food Service Carts, Trailers, Vehicles

Applications for mobile food service carts, trailers, vehicles and/or similar temporary, portable or mobile structures or vehicles shall include a written business plan outlining, at a minimum, the following information:

1. Precise location on the property where the use or business will be located. The location cannot impede pedestrian or vehicular access nor impair site distance on or off the premises.
2. Proposed hours and days of operation.
3. Types of food products to be offered.
4. Applicant shall show evidence of compliance with all applicable regulations and requirements of the Solano County Health and Social Services Department. Prior to commencing the use, the applicant shall submit evidence to the Director that any and all permits and or licenses from the Solano County Health and Social Services Department, including but not limited to:
 - a. Location of the off-site commissary if required by the Solano County Health and Social Services Department.
 - b. Location of any restroom facilities if required by the Solano County Health and Social Services Department.
5. Methods for ensuring adequate sanitation such as dishwashing and hand washing.
6. Provide photographs of the proposed vehicle, trailer, or cart, including any tow vehicle.
7. Provide a description of any proposed signs, including the size, number, and locations desired to be placed, including any signage or identification on the proposed vehicle. Signs may not be located within any rights-of-way or other public property, and are subject to City site distance requirements.
8. If the proposed location will utilize existing parking spaces, the applicant shall submit an analysis of the existing uses on the site, the current Land Use and Development Code parking requirements for such uses, and evidence that the required number of parking spaces will be available for other patrons at the site.
9. Only one mobile food service use shall be permitted on any single parcel or single commercial development with multiple parcels; only one such commercial site may be approved by the Director. Where multiple mobile food services are proposed on a single site, the Use Permit shall be subject to Planning Commission review and approval as set forth in the Land Use and Development Code.
10. If the mobile food service trailer, cart, or vehicle is to be moved from the site each day, indicate the location where it will be stored.
11. The number of employees anticipated at peak hours.
12. The proposed methods for collecting and disposing of waste and litter.
13. Provisions for prohibiting loitering.
14. Location of any proposed seating to be provided for patrons of the mobile food service trailer, cart, or vehicle.
15. At the next regularly scheduled Planning Commission meeting after the date the Director approves a Staff-Level Use Permit, the Director shall inform the Planning Commission of the action taken and any findings adopted for either approval or denial, and any conditions of approval imposed. The Planning Commission, by majority vote, may call up the decision of the Director for review at a duly noticed public hearing. The Planning Commission may sustain, overrule, or modify the decision of the Director.