

Application Checklist

TEMPORARY COMMERCIAL EVENTS



Process:

For commercial tenants and businesses who wish to have temporary outdoor commercial events, it is required that they submit their request ten (10) working days in advance of the proposed activity. The processing time is normally two (2) days. No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Planning Division.

Submittal:

The City of Roseville Planning Division accepts applications online. For more information on the online application submittal process and to submit an application, visit the City's Development Services – Online Permitting Services (OPS) submittal page at www.roseville.ca.gov/permitonline. Along with the online application, additional submittal information, as listed below, will be required to be uploaded and submitted. Applications shall be reviewed for compliance with the submittal requirements. ***Applications submitted without the required information are not required to be accepted for processing and will cause delay.***

APPLICATION SUBMITTAL REQUIREMENTS:

- Forms
 - [Property Owner Affidavit](#)
 - [Electronic Signature Disclosure](#) (if signing electronically)
- Project plan set should include: (see Plan Requirements for instructions on preparing consolidated plans)
 - Site Plan Sheet(s) – showing existing fire lanes and emergency access, locations of all temporary structures, and parking for event
- Documents (upload these items as “Documents” in OPS)
 - Description of the temporary display/event. Include the following:
 - Proposed date(s) and times
 - Activities and nature of the event
 - Number of patrons expected
 - Number and location of the available parking spaces for the event
 - Provisions for traffic control
 - Provisions for security
 - Surrounding businesses and property owner outreach
 - Provisions for sanitation, restrooms and cleanup
- Fees – to be paid once application is accepted (see [Planning Fee Schedule](#))
 - Application fee
 - 3% Technology fee

Note: Any proposed signage for the event must comply with the City of Roseville Sign Ordinance.

We encourage all applicants to utilize the OPS portal to submit, but applicants may also submit in-person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a flash drive or similar data storage device. For questions, please call the Planning Division at (916) 774-5276 or, staff is available at the Permit Center counter, 311 Vernon Street, Roseville, CA 95678, during normal business hours.