

City of Georgetown Inspection Services Department
Temporary Use Permit Application



Project Street Address: _____ Zip code _____ Suite _____

Name of Business/Project: _____

- This application and all required documents must be in PDF format and submitted online at mygovernmentonline.org for official review.**
- A non-refundable Temp Use permit fee of \$100 per application, per address and \$10.00 technology fee is due and payable after submittal process in order to move forward with plan review.
- Please allow fourteen business days for review
- Describe the type of Temp Use (Example: Sales, job and or construction trailer, model home, seasonal sales): _____
- Number of days you are requesting for Temp Use: _____
- Start Date: _____ End Date: _____
- Will you be installing (please show on survey/plot plan):
- Fence: Provide Height _____ Material: _____
- Accessory Building: Provide size: _____
- Other: _____
- Must provide a copy of survey/plot plan **with the following info:**
 - Location/placement of structure on-site
 - Fence Height of Fence _____ Fence Material _____
 - Signage
 - Provide size, text/description, height and width and location placement (provide distance)
 - Provide footing details if applicable
 - Will sign be illuminated? Yes _____ No _____ If yes, provide electrical design.
- Size (sales, job or construction trailer): _____
- Trailer specs (floor plan, holding tank etc)**
- Proposed traffic circulation (entrance and exit);
- Proposed off-street parking:
- Location of on-site restrooms and solid waste containers; *Note: Separate plumbing permit will be required once permit is approved.*
- Proposed temporary lighting; *Note: Separate electrical permit will be required once permit is approved*
- Will you be tying or connecting to City Water and/or Wastewater? ___Yes ___No
 - _____ Water Meter size and/or _____ Wastewater size
- Will you be tying or connecting to City Electric? ___Yes ___No
 - Size of Electric Meter _____ AMP
 - How will you be running electrical to the structure: _____

By signing this form, the owner of the property authorizes the City of Georgetown to begin proceeding in accordance with the process for the type of application indicated in this application. The owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Applicant Name: _____ Applicant Signature _____

Applicant Email: _____ Applicant Phone # _____

Applicant Address: _____