



**INSPECTION SERVICES  
TEMP USE PERMIT APPLICATION  
PHONE: 512-930-2550  
FAX: 512-931-7705**

Before accepting plans for review, applicant to check the following which shall be provided:

Project Street Address: \_\_\_\_\_ Zip code \_\_\_\_\_ Suite \_\_\_\_\_

Name of Business: \_\_\_\_\_

**NOTE:**

- Commercial site addition requires Planning approval when permit is issued;
- If property is in the Downtown Historic District, an approval may or may not be required from HARC (Historical Architectural Review Committee). Please contact Planning at 512-930-3575 for further information;
- Please contact Line Locate at 1-800-245-4545 for Utility locations prior to any digging;
- Separate trade permit if applicable will apply after approval of project permit;
- Incomplete application may delay approval. Please allow up to 14 business days for plan review;
- Payment may be made via cash, check in person or by credit card (no American Express) – Contact Utility billing at 512-930-3642/2546 for further information.
- If application is for a model home, Temp Use permits are good for 1 year from date of issuance and must re-apply.
- Additional plans may be required by Plan reviewer.

- One (1) complete set of DRAWINGS** (preferably drawn to 1/4" or 1/8" scale and in color), in PDF format on CD or flash/memory drive/stick or uploaded to permit website: MyPermitNow.org shall be submitted with the following information:
- Temp Use permit application completed and signed.
- A non-refundable Temp Use permit fee of \$100 per application, per address and \$10.00 technology fee is due and payable at time of submittal.
- 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 dollar value: \_\_\_\_\_
      - \_\_\_\_\_ Height
    - \_\_\_\_\_ Accessory Building
      - Provide size: \_\_\_\_\_
    - \_\_\_\_\_ Other: \_\_\_\_\_
  - Must provide a copy of survey/plot plan **with the following info;**
    - Location/placement of structure on-site
      - Size (sales, job or construction trailer): \_\_\_\_\_
      - Specifications if applicable

- Proposed traffic circulation (entrance and or 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.*
  - Will you be tying or connecting to City Utilities? \_\_\_\_ Yes \_\_\_\_ No
    - \_\_\_\_\_ Water size and or \_\_\_\_\_ Wastewater size
- Proposed temporary lighting; *Note: Separate electrical permit will be required once permit is approved.*
  - Will you be tying or connecting to City Utilities? \_\_\_\_ Yes \_\_\_\_ No
    - \_\_\_\_\_ Size of meter \_\_\_\_\_ AMP
  - How will you be running electrical to the structure:
    - \_\_\_\_\_
- Proposed temporary 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.

*Note: Incomplete application may delay approval. Please allow up to 14 business days for plan review. Payment may be made via cash, check, credit card (no American Express) – Contact Utility billing at 512-930-3642/2546 for further information.*

**PROPERTY OWNER AUTHORIZATION:**

By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City’s fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Georgetown officials to enter the property on official business as part of the application process.

Print property owner name(s): \_\_\_\_\_

Address, City, State and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_

Date: \_\_\_\_\_

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**

Print applicant name(s):

Address, City, State and Zip:

Phone:

Email address of person to notify of permit approval:

Signature of applicant:

Date:

**CONTRACTOR**

Print name(s):

Address, City, State and Zip:

Phone:

Signature of applicant:

Date: