

Temporary Event Permit Application



DEVELOPMENT SERVICES
CITY OF RALEIGH



Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh NC, 27601 | 919-996-2495 | efax 919-996-1831
Litchford Satellite Office | 8320 – 130 Litchford Road | Raleigh NC, 27601 | 919-996-4200

| | | | | |
|---|--|-----------------------------------|--|--|
| Applicant Information | | For Office Use Only | | |
| | | Transaction # _____ | | |
| | | Group # _____ | | |
| | | ZN Permit # _____ | | |
| Date | | | | |
| Business/Corporation/LLC | | | | |
| Shopping Center/Development | | | | |
| Address/Suite # | | | | |
| Phone | | Fax | | |
| Contact Person | | Email | | |
| Phone | | Mobile | | |
| Outdoor Activity Description | | | | |
| Event List Dates | | | | |
| *Note: A temporary business, such as seasonal sale of fireworks or pumpkins, may be permitted one (1) event per premise per calendar year, not to exceed a maximum period of twenty (20) days. Christmas tree, greens, and ornamental outdoor display area sales are allowed between November 15 and December 31. | | | | |
| Applicant (Print) | | Applicant (Signature) | | |
| Property Owner (Print) | | Property Owner (Signature) | | |

| TO BE COMPLETED BY APPLICANT The following items are required to process a Temporary Event Permit: | TO BE COMPLETED BY CITY STAFF | | |
|---|-------------------------------|----|-----|
| | YES | NO | N/A |
| Plot Plan (detailed sketch plan) | | | |
| Landlord Approval (documentation included with application) | | | |
| Permit Fee | | | |