Temporary Use Permit Information
Temporary Use Permits are intended to regulate uses on private property that occur for limited periods of time (not to exceed 30 days, except for temporary construction facilities). Temporary Use Permit applications must be submitted a minimum of thirty (30) days prior to the start of the event to ensure sufficient time for review and approval. Upon submittal of a complete application, Staff will review the proposed temporary use for conformance with City of Knoxville codes and policies per Article 5, Section 13 of the Zoning Ordinance. The applicant will be contacted by the Plans Review and Inspections Division with the City’s decision regarding the proposed temporary use.

When do I need a Temporary Use Permit?
Per Article 5, Section 13. B., the following uses are deemed to be temporary uses...
- Carnival or Circus
- Christmas Tree Sales
- Tents/Canopies
- Seasonal Sale of Farm Produce
- Temporary Construction Facilities
- Portable Storage Containers
- Use of Goats for invasive plant control such as kudzu

Submittal Checklist
See Event Questionnaire to determine applicable fees and additional submittal materials
Note: Please submit all plans on 8 ½” x 11” paper and attach to application.

1. Temporary Use Permit Application
2. Owner Authorization Form
3. Temporary Use Permit Fee $100
4. Fire Permit Fees (if applicable) Contact the Fire Department at 865-215-2283 for more information.
5. Business License Number ____________________________
   (Attach list of vendor license numbers on separate sheet if applicable)
6. Special Event Liquor License Number (if applicable) ____________________________
7. Site Plan of the temporary use/event area indicating the location of the following:
   - Buildings/Structures
   - Access/Administration Points
   - Tents/Canopies
   - Parking
   - Merchandise/Food Vendors
   - Open Flames/Cooking Areas
   - Carnival/Amusement Rides
   - Signs
8. Sign Diagrams
9. Traffic Control Plan (if applicable)
10. Security Plan (if applicable)
11. Request for Fire/EMS staff (if applicable)
Temporary Use Permit Application

LOCATION

PROPERTY/OWNER

Business Name:

Name

Street Address

Street Address

City, State, Zip

City, State, Zip

Subdivision/Shopping Center

Phone Number

CLT

Email

Zoning District

APPLICANT INFORMATION

NAME

Owner  □  Name

Street Address

Contractor  □  Primary Phone#

City, State, Zip

Tenant  □  Secondary #

Phone Number

Other  □  (describe):

EVENT DETAILS


EVENT INFORMATION

Date(s) of Event

Setup Date/Hours

Hours of Event

Clean-Up Date/Hours

The applicant of this permit does hereby covenant and agree to comply with the ordinances of this jurisdiction pertaining to said building and site, and to construct the proposed use in accordance with the plans and specifications submitted herewith, and certify that the information and statement given on this application, drawings, and specifications are to be the best of their knowledge, true and correct. It is understood and agreed by the applicant that any error, misstatement, or misrepresentation of the fact, either with or without intention on his part, such as might, if known cause a refusal of this application or any alternative or change in plans made without approval of the Zoning Inspector subsequent to the issuance of the temporary use permit shall constitute sufficient grounds for revocation of such permit and the temporary use will be declared illegal.

APPLICANT'S SIGNATURE

DATE
OWNER AUTHORIZATION FORM

It is requested that a Temporary Use Permit application be accepted by the Plans Review and Inspections Division of the City of Knoxville for property generally located at:

________________________________________________________________________

________________________________________________________________________

(e.g. northeast corner of Kroger parking lot at 85th Ave. & Mountain View Road)

Tax Parcel Number _____ - _____ - _______

Address (if applicable) ____________________________________________________

Said property is owned by:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized by the owner. (If not owner of record, attach written authorization from owner.)

________________________________________________________________________

Owner’s Name Date

________________________________________________________________________

Owner’s Signature Date