



TEMPORARY USE BUSINESS LICENSE APPLICATION for a

TENT EVENT

(For On-Site Parking Lot Tent Events)

Community & Economic Development Dept. • 437 N Wasatch Dr. • Layton, UT 84041
Phone: (801) 336-3788 • Fax: (801) 336-3789 • Email: businesslicensing@laytoncity.org

LICENSE #:

BUSINESS INFORMATION

APPLICATION DATE: _____ DESIRED OPENING DATE: _____

NOTE: Application MUST be submitted *no later than 14 days prior to the Opening Date*

OFFICE USE:

License Expiration Date: _____

DURATION OF EVENT/SALE: _____ TO _____
(MM/DD/YYYY) (MM/DD/YYYY)

BUSINESS NAME: _____ BUSINESS LICENSE #: _____

BUSINESS "DBA" NAME: (if applicable) _____

LOCATION: Physical Address: _____ Zoning District: _____

MAILING INFO: Address: _____ Suite/ Apt/Space #: _____
City: _____ State: _____ Zip: _____

OWNER INFO: Name: _____ Driver License #/State: _____ Birth Date: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Email Address: _____
Primary Phone #: _____ Alternate Phone #: _____

EMERGENCY INFO: Contact Person Name: _____ Title: _____
Contact Phone #: _____ Alternate Phone #: _____

DESCRIPTION OF BUSINESS:

Describe Tent Event Activities (be specific): _____

Describe Temporary Tent/Membrane Structure (be specific): _____

DETAILS OF THE TENT AND LOCATION:

1. What is the size of the Tent _____ X _____; Total Square Feet: _____
2. When erected, will the tent meet all current Building and Fire Codes? Yes No
3. Is the Tent located outside of all prohibited areas including clear view and landscaped areas? Yes No
4. Will the Tent be located over or encroach in to any Required Handicap Parking Stalls? Yes No If YES, will there be Temporary Handicap Parking Stalls provided? Yes No
5. Is the Tent located so as to not disrupt vehicle and/or pedestrian circulation? Yes No

ITEMS TO BE SUBMITTED WITH APPLICATION

Please submit the following information. Documents may be submitted by fax or email as listed at the top of this application. *Each item must list the Business Name, Business Address, Contact Person and Phone Number.*

- Site Plan including the following:
 - a) A North Arrow;
 - b) Business Name, Address;
 - c) Location of Main Business on the property;
 - d) Location and number of parking stalls dedicated for Main Business;
 - e) Location of required Handicap parking stalls for Main Business;
 - f) Location and Dimensions of temporary Tent;
 - g) Total number of parking stalls Tent will occupy;
 - h) Pedestrian and parking lot vehicular throughways;
 - i) Structures located on the property (permanent and temporary);
 - j) Distances between temporary tent and any other temporary uses in the near proximity;
 - k) All adjacent streets, landscaping, park strips, etc.;
 - l) Location and size of any storage containers;
 - m) Tent exit doors and exit sign locations.

