

INFORMATION
BULLETIN

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How to Obtain a Temporary Use Permit

This information bulletin provides guidance on the City of San Diego's requirements for obtaining a Temporary Use Permit for certain uses, for limited time periods, in locations where the uses would not otherwise be allowed by the applicable zone. Regulations for Temporary Use Permits can be found in San Diego Municipal Code (SDMC) [§123.0401](#).

I. Temporary Use Permit (TUP) Regulations

A. When is a Temporary Use Permit required?

A TUP is required for the following uses, prior to starting the temporary use proposed:

1. Retail sales related to seasonal activities, such as holidays.
2. Temporary public assembly and entertainment uses.
3. Temporary telecommunication facilities intended to provide service to citywide public events.

B. Approval of a Temporary Use Permit

An application for a TUP may be approved by city staff if it meets the following conditions:

1. The proposed use, for the limited time period, will not be detrimental to the purpose and intent of the applicable zone.
2. The approval of the proposed use would result in no more than two TUPs for the same use/event at the same location in any 365-day period.

C. Effective Date/Expiration Date

1. The effective date will be specified on the permit and shall not be later than 30 calendar days after the date of issuance.
2. The expiration date shall not be later than 30 calendar days after the effective date for retail sales related to seasonal activities, temporary public assembly and entertainment uses; 180 calendar days for telecom TUPs.

II. Submittal Requirements

A. Letter of Request

The following information shall be included on the Letter of Request:

1. Address of the site.
2. Existing use of the site.
3. Proposed temporary use of the site.
4. Where on the site, the temporary use will be conducted.
5. Type and location of any proposed structures to support the temporary use (e.g. tents, fences, etc.).
6. Date(s) and hours of operation for the temporary use.
7. For sale of vehicles (if applicable), the approximate number.
8. For retail sales (if applicable), explain how the public will access the sale (e.g. open to the public; invitation only).
9. Applicant information (name, address, phone number, and email address).

B. Site Plan

The following information shall be included on the Site Plan:

1. Property lines.

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Upon request, this information is available in alternative formats for persons with disabilities.

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2. Closest adjacent street and cross street.
3. Existing structures on site (e.g. buildings, parking areas, etc.).
4. Outline of the area proposed for the temporary use.
5. Any structures proposed for the temporary use (e.g. tents).

C. Outside Agency Forms

Provide any outside agency forms that need to be signed by the City of San Diego authorizing the temporary use (e.g. Department of Motor Vehicles).

III. Fees

The following fees are required to be paid prior to review unless otherwise indicated below. For your convenience, the Development Services Department (DSD) offers online payments through your [Online Permitting Account](#). Payments may also be made in person at the DSD. For additional information, please visit our [Fees](#) page on the DSD website.

Please note that Plan Check fees and other administrative fees are non-refundable. See Refund Policy noted within [Refund Application Form DS-721](#) for additional refund information.

Mapping Fee	\$10.00
Records Fee	\$35.48
Temporary Use Plan Check Fee	\$435.27

IV. How to Apply

A. Online Permitting Account

Applications for Temporary Use Permits are now being accepted in digital paperless format through your [Online Permitting Account](#). If you do not yet have an account, please register for an account to submit your application. For additional information, please review our [User Guide](#) on how to apply for a permit online.

V. Additional Information

Issuance of a TUP does not authorize the construction or installation of any fences, temporary seating (bleachers), tents, electrical work or any other improvement. All temporary or permanent improvements associated with the use must secure all other permits (e.g. Building Permit, Electrical Permit, Special Events Permit) prior to the use being commenced.

A. Single Event Permits

If the temporary use includes a tent, you may also need a Single Events Permit from the Fire Department, located at 600 B St., Suite 1300, Community Risk Reduction Division (phone 619-533-4388 for more information).

B. Electrical Permit

If temporary use requires temporary power, a No-Plan Electrical Permit will be required. Applications for No-Plan Electrical Permits may be submitted through your [Online Permitting Account](#).

Reference Table
<ul style="list-style-type: none"> • San Diego Municipal Code (SDMC) • User Guide • Refund Application Form (DS-721)