



# City of Covington

## TEMPORARY USE PERMIT APPLICATION

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

Received By: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Invoice No.: \_\_\_\_\_

**PLEASE COMPLETE THE BELOW INFORMATION. INCOMPLETE APPLICATIONS  
WILL BE RETURNED.**

### **I. REQUIREMENTS:**

- ☐ The type of business to be conducted is a permitted use according to zoning regulations.
- ☐ Written authorization agreement between property owner and the applicant granting permission of use
- ☐ Written authorization agreement between applicant and tenant(s) that are located on premise
- ☐ \$225 non-refundable application fee is required

**ADDITIONAL INFORMATION MAY ALSO BE REQUIRED**

### **II. APPLICANT AND PROJECT INFORMATION:**

Applicant's name: \_\_\_\_\_ Business name: \_\_\_\_\_

Applicant's number: \_\_\_\_\_ Business number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Temporary location address: \_\_\_\_\_

Property owner: \_\_\_\_\_

Property owner's contact number: \_\_\_\_\_

Type of business organization Corporation ☐ Partnership ☐ Proprietorship ☐ Other

Proposed dates of Temporary Permit: \_\_\_\_\_

Please describe the business activities: \_\_\_\_\_

Business hours at location: \_\_\_\_\_

Please allow 10 business days for application review process.  
\$225 application fee will be due upon submission.

I hereby certify that the information contained herein, including attachments and all other supporting information, is complete, and true, to the best of my knowledge and belief:

Applicant: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_  
Print name

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Seal/signature: \_\_\_\_\_