



City of Covington

TEMPORARY COMMERCIAL USE PERMIT APPLICATION

Date Received: _____

PLEASE COMPLETE THE BELOW INFORMATION. INCOMPLETE APPLICATIONS

Received By: _____

WILL BE RETURNED. REFERENCE 16.20.720 TEMPORARY USE, COMMERCIAL RETAIL.

Permit No.: _____

I. REQUIREMENTS:

Invoice No.: _____

- The type of business to be conducted is permitted use according to zoning regulations.
- Written authorization agreement between property owner and the applicant granting permission of use
- site plan showing property boundaries, location of temporary structures, parking areas, and access points
- payment & completed application requirements must be submitted at least thirty (30) days prior to the first day of the proposed event

Amount due: _____

Category	Admin Fee	Vendor Fee	Vendor Limit	Duration	Total Cost	Select
Craft/Artisanal Vendor	\$25	\$25 per vendor	1 – 3 vendors	Up to 3 days per month	1 vendor \$50 2 vendors \$75 3 vendors \$100	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Seasonal Sales	\$25	\$75 (flat vendor fee)	1 vendor	Up to 30 days	\$100	<input type="checkbox"/>

Artisanal or Craft Vendor: an individual or sole proprietor engaged in the temporary sale of handcrafted, artisan, or materially altered goods that are personally made, designed, or produced by the vendor. Goods offered for sales shall be produced in limited quantities and shall not include mass-produced, factory-manufactured, or primarily resold items. An artisanal or craft vendor operates from a temporary structure or location for a limited duration and is ancillary to an existing permitted commercial use or event. Multiple vendors on a single parcel may be treated as a special event under Section 16.12.190 when the number of vendors is four (4) or more.”

Craft Vendor Sales: an individual or sole proprietor engaged in the temporary sale of handcrafted or artisan goods that are personally made, designed, or materially altered by the vendor. Goods offered for sale shall be produced in limited quantities and shall not include mass-produced, factory-manufactured, or primarily resold items.

Seasonal Sales: the temporary sale of goods or merchandise associated with the particular season, holiday, or limited time period, including but not limited to produce, holiday merchandise, fireworks, or Christmas trees, conducted from a temporary structure or location for a duration established by this code.”

Structures and Location: One (1) temporary structure not exceeding twelve (12) feet by twelve (12) feet or one hundred forty-four (144) square feet per structure. Structures shall not obstruct sidewalks, fire lanes, required parking spaces, or vehicular and pedestrian circulation. **Special Event fees** will remain the same as listed on their application which is shown below:

Location	Charge	Location	Charge
Covington City Limits	\$175	Downtown Entertainment District	\$250



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ADDITIONAL INFORMATION MAY ALSO BE REQUIRED. IF THE APPLICANT WILL NOT BE THE LOCAL POINT OF CONTACT, PLEASE PROVIDE THEIR CONTACT NAME, NUMBER, AND EMAIL AS WELL.

II. APPLICANT AND PROJECT INFORMATION:

Applicant's name: _____ Business name: _____

Applicant's number: _____ Business number: _____

Applicant's email: _____

Applicant's Address: _____

Temporary location address: _____

Property owner: _____ Number: _____ Email: _____

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. All payments are due upon submission, and the review process will not start until all application requirements have been submitted.

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: _____

Note: nothing in this section shall be construed to require a temporary use permit for the following uses, which are distinct from and are not considered temporary commercial uses under this section:

- 1) Sales or displays conducted by an existing, permanently licensed business on its own premises in accordance with applicable sidewalk, sign, or retail display regulations
- 2) Fundraising activities conducted by nonprofit organizations, schools, or affiliated groups (including, but not limited to, religious institutions, youth groups, booster clubs, travel or club sport teams, and sports organizations) for charitable or educational purposes. Such activities must be of limited duration, conducted with property owner permission, and comply with applicable health, fire, traffic, and safety regulations.
- 3) Occasional sales of personal property conducted by residents on their own residential property. To qualify, such sales must not be conducted more than 4 times per year at the same location and must not be operated as a commercial business or ongoing enterprise.