



City of Industry Temporary Outdoor Business Application: Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.

Step 1 → *Contact the Planning Department*

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed request is permitted.

15625 Stafford Street
City of Industry, CA 91744
Phone: (626) 333-2211
planning@cityofindustry.org

Step 2 → *Complete the Attached Temporary Outdoor Business Application*

Step 3 → *Submit Completed Application to City Hall*

Please make sure you have completed all sections of the application and submit the completed application to the Planning Department for approval via planning@cityofindustry.org

Step 4 → *Approval Issued*

Once your application has been approved, the Planning Department will issue a copy of the application with a stamp of approval.



City of Industry Temporary Outdoor Business Application

15625 East Stafford Street • City of Industry • CA • 91744

Phone: (626) 333-2211 • Fax: (626) 961-6795

www.cityofindustry.org

Please type or print clearly

Business Location: _____ Business Name: _____
Street Zip

Contact Person: _____ Phone Number: _____ Email Address: _____

Address: _____
Street City Zip

Property Owner: _____ Phone Number: _____

Address: _____
Street City Zip

Describe in detail the outdoor services to be provided: (tables, tents, food, retail, display) _____

Alcoholic beverages to be served (restaurants only): _____

Number of Tables: _____ Dimensions of outdoor area: _____

Applicant Name: _____ Applicant Signature: _____

Date: _____

****If other than property owner, submit owner's letter of approval with this application.***

Please submit the following with this application (see attached examples):

- Site plan indicating location of event and location of tables and/or tent(s) if any
- Dimension tent(s) if any

Temporary Outdoor Business permits are permitted for a period of 90 days for each event. Outdoor business activity may only occur in the area immediately adjacent to the business, on the sidewalk, and/or in a private parking area. For restaurants that would like to serve alcohol as part of their outdoor business activity, an approved Conditional Use Permit and ABC License is required for the on-site consumption of alcohol. At the discretion of the Planning Department, additional Conditions of Approvals may be included upon the issuance of Temporary Outdoor Business Permit. **Tethered balloons or other inflatables, pennants, and streamers or flags will not be permitted at any time, or for any event.**

Office Use Only