

Processing a MINOR Temporary Use Permit (TUP)

HOW TO GET STARTED:

A **Minor Temporary Use Permit (TUP)** is required when you are planning a special event such as, but not limited to parking lot sales, grand openings, and ribbon cuttings. There are several things that you will need when processing your request for a Minor TUP.

Register, create, and submit your application online at www.moval.gov/simplicity. You can also complete and download a pdf at www.moval.gov and check in at the Concierge Desk at City Hall to process your TUP packet. Upon submittal, your TUP packet will be reviewed to determine compliance with the Conditions of Approval. Below is a summary of the requirements:

BUSINESS LICENSE:

Special Event Coordinator/Organizer Fees

Special Event Coordinators/Organizers are required to pay a fee (per day) based on the number of vendors attending their event. Fees are based on the table below and are paid during the application process.

Number of Vendors	Fee
10 or Less	\$100 per day
11-25	\$250 per day
26-50	\$500 per day
51-100	\$1,000 per day
Over 100	To be Determined by Business License Officer
Non-Profit Organizations Receive a 30% Discount on Fees with Proof of 501(c) 3 Letter	

City of Moreno Valley Business License

Special Event Coordinators/Organizers, which is their normal profession, **are required** to obtain a [City of Moreno Valley Business License](#). Individual vendors sub-contracting with the Special Event Coordinator / Organizer **are not required** to obtain a City of Moreno Valley Business License.

Please contact the Business License office for questions on obtaining a Business License at businesslicense@moval.org or at (951) 413-3080. Visit [Business License](#) to obtain an application.

NOTE: If Business License is unable to proceed with approval of your event due to additional information needed, we recommend that you take the time to contact staff regarding their requirements as noted.

PLANNING:

- a) Complete a Temporary Use Permit (TUP) Application.
- b) Provide a Letter of Intent (required). The letter should provide a detailed description of the proposed event and it should also include the proposed dates, times, activities, etc.
- c) If you are not the property owner, provide a Written Consent Form signed by the property owner(s).
- d) A detailed Site Plan is required showing location, address, and all dimensions including parking, driveway encroachments, restrooms, etc. (see "Permit Submittal Requirements" information sheet).

*Attachments: Major TUP Application * Permit Submittal Requirements * Written Consent Form * Emergency Contact Information Form * Business License Application*