



## CITY OF SIGNAL HILL

Community Development Department • Planning Division  
2175 Cherry Avenue, Signal Hill, CA 90755  
Tel. (562) 989-7340 • commdev@cityofsignalhill.org

# TEMPORARY USE PERMIT APPLICATION

### FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Fee/Receipt No.: \_\_\_\_\_ Initials: \_\_\_\_\_

**BUSINESS ADDRESS OR GENERAL LOCATION:** \_\_\_\_\_

### APPLICANT'S INFORMATION

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

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER'S INFORMATION

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

### DESCRIPTION OF TEMPORARY USE

1. Describe in detail the type of business activity to be temporarily conducted, including any equipment or product to be used in the commercial activity (If more space is needed, please attach a separate sheet of paper: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Duration of temporary use operations (**max. 45-days**): \_\_\_\_\_

**NOTE:** Two (2) sets of plot plans and/or floor plans showing locations of all event activity, pedestrian and vehicle circulation or parking as necessary must be attached. Additional information may be required depending on the nature of the temporary use. If the applicant is not the property owner, the owner of the property must sign the application, or a written authorization must be submitted so that the applicant may file the application.

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## CITY OF SIGNAL HILL

Community Development Dept. • Planning Division  
2175 Cherry Avenue, Signal Hill, CA 90755  
Tel. (562) 989-7340 • [commdev@cityofsignalhill.org](mailto:commdev@cityofsignalhill.org)

# DEPARTMENTS / AGENCIES REVIEW CHECKLIST

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- ☐ Los Angeles County Fire  
Department **Fire Prevention  
Division**  
5823 Rickenbacker Rd.  
Commerce, CA 90755  
(562) 890-4132

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: <b>X</b> _____ Date: _____		

- ☐ Los Angeles County Health Department  
**Environmental Health Specialist**  
20221 Hamilton Avenue, 1<sup>st</sup> Fl.  
Torrance, CA 90502  
(310) 965-8910

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: <b>X</b> _____ Date: _____		

- ☐ State Dept. of Alcoholic Beverage Control  
**Duty Investigator**  
3950 Paramount Blvd., Suite 250  
Lakewood, CA 90712  
(562) 982-1337

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: <b>X</b> _____ Date: _____		

- ☐ Signal Hill Police Department  
**Watch Commander**  
2745 Walnut Avenue  
Signal Hill, CA 90755  
(562) 989-7200

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: <b>X</b> _____ Date: _____		

- ☐ Signal Hill Office of the City Clerk  
**City Clerk / Deputy City Clerk**  
2175 Cherry Avenue  
Signal Hill, CA 90755  
(562) 989-7305

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: <b>X</b> _____ Date: _____		

# TEMPORARY USE PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- ☐ Signal Hill Planning Division  
**Community Development Director**  
2175 Cherry Avenue  
Signal Hill, CA 90755  
(562) 989-7344

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Signal Hill Finance Department  
**Finance Director**  
2175 Cherry Avenue  
Signal Hill, CA 90755  
(562) 989-7319

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Signal Hill Building Division  
**Senior Building Inspector**  
2175 Cherry Avenue  
Signal Hill, CA 90755  
(562) 989-7348

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Signal Hill Public Works Dept.  
**Public Works Director / City Engineer**  
2175 Cherry Avenue  
Signal Hill, CA 90755  
(562) 989-7358

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Signal Hill Community Services  
**Community Services Director**  
1800 E. Hill Street  
Signal Hill, CA 90755  
(562) 989-7330

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_