



City of Saginaw

Permitted Commercial Event– Grand Opening

Application

Fee: \$25.00 -- CO # _____

Name of Company:

Address of Company:

Contact Number:

Applicant Name & Address:

(Please Include Copy of Drivers License)

Applicant Contact Number:

Brief Description of Event: **Bona fide new businesses Grand Opening, with a new Certificate of Occupancy. No re–grand openings.**

Exact Location (s) (Address) of Event: **On premises only**

Exact Dates of Event (Beginning and End): **Permitted for 30 days only, one–time event.**

Exact Times of Event (Beginning and End):

Expected Attendance:

Anticipated Number of Automobiles and Proposed Parking:

Location and Construction of any Temporary Signs:

Temporary signage and all grand opening devices permitted on premises only, are not permitted in right–of–way, fire lane, sidewalk or pedestrian way.

Temporary Grand Opening signage and all grand opening devices shall not resemble any traffic control signs, emergency beacons or flashing traffic signals.

Temporary Grand Opening signage and all grand opening devices, if electrical power is required, must be in conformance with the electrical code and not create a tripping hazard or any other hazard.

One temporary portable trailer mounted sign for a maximum of 30 days. Maximum size of portable trailer sign is 5'tall x 10 ft wide (50 sq ft maximum).

Banners and Balloons allowed for maximum 30 days.

Temporary signage must be removed immediately upon close of event.

All sales shall meet the special conditions, if any, imposed by the city enforcement officer and/or fire marshal for the protection of public interest and the welfare of the community.

No tent or similar structure shall be erected in any required setback or designated easement. Tents shall conform to the Uniform Fire Code and no tent shall be erected without first obtaining a permit.

No outside use of property for sales will be allowed except by the existing occupants of the property. This includes parking of vehicles for a purpose other than conducting business on the premises.

For the purpose of this section, "special events" are defined as any activity or event meeting the following criteria:

1. The event of activity is carried on for a period of time not exceeding three consecutive days; except Grand Opening (30 days one time per new Certificate of Occupancy)
2. No retail sales are conducted except those incidental to the primary activity such as refreshment and souvenir sales. Charitable and nonprofit organizations may conduct retail sales for fund-raising purposes in any zoning district.
3. Public assemblies carried on out-of-doors or in temporary shelters or tents.

Approval by the city council. Approval of a permit for a temporary use or permitted commercial event must be approved by the city manager or his/her designee. The city manager or designee may elect, at his/her discretion, to forward any request to the city council.

(Approval by the city council may cause a delay in the issue of a permit. It is recommended that an application for a permitted commercial event be submitted at least 45 days prior to the event.)

All information contained herein is true and correct and all schedules will be strictly adhered to:

Applicant: _____, Date _____
signature

Property Owner: _____, Date _____
signature

Please submit completed application to:
City of Saginaw Code Enforcement
PO Box 79070
Saginaw, TX 76179
Or deliver to
Public Works Facility
205 Brenda Ln
Saginaw, TX
817-230-0443 Phone, 817-232-9868 Fax
lnewsom@ci.saginaw.tx.us



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