



CITY OF ORANGE, TEXAS

TEMPORARY RETAIL VENUE APPLICATION

THIS PACKET CONTAINS THE APPLICATION PACKET AND INFORMATION FOR A TEMPORARY RETAIL VENUE PERMIT AS REQUIRED BY ORDINANCE 2023-18 AND ORDINANCE 2023-19.

APPLICATIONS AND PAYMENT FOR THE TEMPORARY RETAIL VENUE PERMIT CAN BE SUBMITTED TO THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AT P.O. BOX 520, ORANGE, TEXAS 77631 OR IN PERSON AT 303 N. 8TH STREET, ORANGE, TEXAS 77630. FOR YOUR CONVENIENCE, APPLICATIONS AND DOCUMENTS CAN BE EMAILED TO permits@orangetexas.gov FEE PAYMENTS FOR THE TEMPORARY RETAIL VENUE PERMIT MAY BE PAID BY CALLING 409-883-1034 WITH A CREDIT CARD; AN ADDITIONAL \$2.50 FEE WILL BE ADDED TO THE PAYMENT IF PAYING BY CREDIT CARD.

PLEASE BE AWARE THAT EACH VENDOR AT THE TEMPORARY RETAIL VENUE MUST HAVE A VALID ITINERANT VENDOR PERMIT DURING THE DURATION OF THE TEMPORARY RETAIL VENUE EVENT. ITINERANT VENDOR PERMITS MAY BE OBTAINED FROM THE CITY SECRETARY'S OFFICE AT 812 16TH STREET, ORANGE, TEXAS.

FOR MORE INFORMATION ABOUT THE TEMPORARY RETAIL VENUE PERMIT PROCESS OR REQUIREMENTS CALL 409-883-1034. FOR MORE INFORMATION ABOUT THE ITINERANT VENDOR PERMIT PROCESS OR REQUIREMENTS CALL 409-988-7311.

Dates of Operation: From _____ to _____

CITY OF ORANGE
Neighborhood Facility
303 N. 8th St.
Orange, Tx 77631

**APPLICATION FOR
TEMPORARY VENUE
PERMIT**

Company Name: _____
Contact Person: _____ Phone Number: _____ Email: _____
Address: City: _____ State: _____ Zip: _____
Temporary Venue Location: _____

Do you have any of the following:

Electric Devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Generator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commercial Food Preparation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Drapes, Curtains, or Decorations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flammable Materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Open Flame Devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dumpster or Trash Cans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Compressed Gas Cylinders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire Extinguisher?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Temporary Wiring?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Electrical Motors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Extension Cords (must be 14 gauge)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Power Taps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Portable Toilets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Law Enforcement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hand Washing Stations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disabled Assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

PROPERTY OWNER NAME (required)

APPLICANT SIGNATURE

(Print First & Last Name)

I hereby certify that to the best of my knowledge
the information submitted on this application is
true and correct.

(Date)

(Signature)

(A copy of the lease agreement may be substituted for property owner's signature)

CITY PLANNING DEPARTMENT USE ONLY

In compliance, approved ☐ Approved with conditions ☐ Non compliance, denied ☐
Signature: _____ Date: _____

FIRE PREVENTION DIVISION USE ONLY

In compliance, approved ☐ Approved with conditions ☐ Non compliance, denied ☐
Signature: _____ Date: _____

City Fee: \$100.00

Date Paid: _____

Date Issued: _____

Dates of Operation: From _____ to _____

Please include these three elements in your drawing:

1. The boundaries of the property and nearby streets.
2. The location of the temporary structures, area of parking, please include any signs and storage area that will be occupied by the temporary business.
3. The distance between any stand and sign, and any other structure, sign, property line, street right-of-way, gasoline pump, oil storage tank, or flammable liquid storage area.

[illegible]

Dates of Operation: From _____ to _____

ALL FEES MUST BE PAID PRIOR TO THE PROCESSING OF AN APPLICATION

Please check each requirement as you review it.

1. **Extension cords shall meet the following requirements:** 1. Be a minimum of 14 gauge with a maximum length of fifty (50) feet. 2. Be grounded and maintained in good condition without splices, deterioration, or damage. 3. Shall be affixed to the structure in an approved manner, not extended through walls, ceilings, or floors, under doors, or be subject to environmental damage. 4. Power taps/multi-plug adapters shall be UL Listed and have internal overcurrent protection. Power taps shall be directly connected to a permanently installed receptacle. / /
2. **COMMERCIAL FOOD PREPARATION** shall require an approved ventilation hood system. Food preparation that emits grease-laden vapors (i.e., deep fat frying, hamburgers, chicken, etc.) shall require an approved fire suppression system and a 40BC fire extinguisher (K-Type Extinguisher for deep fat frying). No cooking is allowed in tents, under combustible canopies or temporary membrane structures. / /
3. **COMPRESSED GAS CYLINDERS:** All Cylinders shall be secured from tipping over with chain, cable or approved manner and affixed to a solid object. There is a ten-gallon on-site limit. You may have 5 gallons in use and 5 gallons spare to total to the limit. / /
4. **GENERATORS AND OTHER INTERNAL COMBUSTION POWER SOURCES** shall be separated from temporary membrane structures, tents, and canopies by a minimum of 20 feet and be isolated from the public by fencing, enclosure or other approved means. / /
5. **TENTS** exceeding 400 square feet shall not be located within 20 feet of property lines, buildings, parked vehicles, or other internal combustion engines. / /
6. **EMERGENCY FIRE ACCESS ROADS AND HYDRANTS** shall not be blocked or obstructed in any manner. Violators may be cited or towed. Attention is required during setup and dispersal activities. / /
7. **EXITS AND EXIT SIGNAGE** shall not be obstructed in any manner (I.e. storage, curtains, etc.) / /
8. **FIRE EXTINGUISHERS** must have been serviced by a qualified person within 1 year, having a tag affixed and shall be visible and accessible at all times. Fire extinguishers shall have a minimum rating of 2A-10BC. Use of any open flame device requires work to be done on or over a noncombustible surface and a dedicated 2A 10BC fire extinguisher to be present. / /
9. **LIQUID AND GAS FUELED VEHICLE & EQUIPMENT DISPLAY:** All vehicles displayed inside a building of public assembly shall have their batteries disconnected and fuel caps locked or sealed with duct tape (to prevent escape of vapors). No vehicle shall be fueled or de-fueled inside of such buildings and shall not exceed one quarter of the tank capacity or 5 gallons whichever is less. All vehicles shall be inspected for leaks. All vehicles containing propane tanks shall remove the propane tanks and/or their 10% valves. A means of identifying vehicles meeting all Fire Department requirements shall be affixed by show management. / /
10. **PROPANE AND FLAMMABLE GAS** No storage of propane or flammable gases is allowed in any tent, combustible canopy or building of public assembly. A permit is required for all storage. / /
11. **TENTS, TARPS, AND AWNINGS** All tents, tarps and awnings shall be made from material which is not flammable or is treated and maintained in a flame-retardant manner. Documentation of Certification is required. Covering of displays with non-approved tarps or plastics after business hours is approved. All non-approved tarps or plastic shall be removed prior to opening a building or business to the public. / /
12. It shall be the permittee's responsibility to notify the vendors of special requirements as set forth in this document and to assure that all vendors comply with these requirements at all times during the permitted event. / /

Dates of Operation: From _____ *to* _____

13. Hot Work operations shall comply with the International Fire Code. Hot Work operations shall not commence until a site inspection has been completed by a Fire Marshall and all noted violations, if any, have been corrected. Permit must be kept on the premises for the duration of hot work operations.

I, _____ have read, understand, and will abide by the above listed requirements.
(Print First & Last Name)

(Signature)

(Date)