
Instructions for Temporary Use Permit

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist (permitspecialist@mltwa.gov) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

The following file naming convention is REQUIRED:

Permit Number, Submittal Number (if applicable), Document Type, Year.Month.Day

Example 1: BLD-R24-00000 2S Site Plan 2024.08.30

Example 2: BLD-R24-00000 2S Building Plans 2024.10.17

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

Complete the any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.

Temporary Use Permit Submittal Required Attachments:

☐ **SITE PLAN**

Minimum Scale: 1" = 20'

File Name Example: S1 BLD-R24-00000 Site Plan 2024.10.17

Must Include:

- Standard plan elements: north arrow, bar scale, legend
- Location of existing buildings, parking areas, landscape areas, driveways, entrances, and exits
- A clearly marked area for the temporary use
- Mark all proposed structures, entrances/exits, and objects to be used
- Show all utilities (water, sewer, power, phone, cable, emergency power backup, other) located in proximity to the proposed use.
- Show and label the emergency vehicle access route. Label the width of such access in full
- Label outer dimensions of the proposed use area
- Show that the proposal is ADA compliant (inside any structures or use areas and in vehicular use area)

☐ **AUTHORIZATION FROM PROPERTY OWNER (if on private property)**

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Authorization from Property Owner 2024.10.17

Must Include:

- Must be signed and notarized
- Must state what the temporary use of the property is