

Seasonal, Sidewalk, and Special Vehicle

Sales Application

Seasonal sale(s) include fireworks, pumpkins, Christmas trees



PLEASE NOTE:

A scaled & complete site plan or aerial map must be submitted with this application. Please include the location of all on-site buildings and parking areas, show nearest cross streets, and indicate exact locations and dimensions of tents/canopies, generators, music/speakers, fencing, signs/banners, etc. If you are located in a shopping center on common area, submit written approval for event use from the property owner or management company. Please email all forms to tourismandevents@ScottsdaleAZ.gov.

Business or company name: _____

Address of sale location: _____

Applicant name: _____

Business address: _____

Office phone: _____ Cell phone: _____

Email address: _____

Date of sale(s): _____ Hours of operation: _____

Please give a detailed description of what will be sold:

Will you be using any ____ tents or ____ canopies? Indicate quantity: _____

Indicate size: _____ x _____

Tent set up date: _____ Tent tear down date: _____

If the tent is larger than 20' x 20' a tent permit is required from the Fire Department. Fire permit applications can be found by searching "Fire Permit Applications" at www.ScottsdaleAz.Gov. Applications must be received by the Fire Department at least 10 days prior to your sale. Please ensure that the tent company faxes the permit application to (480) 312-1850 or email to RStory@ScottsdaleAZ.gov.

Tourism and Events

7447 E Indian School Road, Suite 301, Scottsdale, AZ 85251 Phone: 480-312-7177

YES NO Will you be using a sign or banner? If yes, please show the location on site plan and describe the type and size of signage below.

Type: _____ Size: _____

YES NO Will any additional lighting be used?

YES NO Will your event include the use of any on-site storage containers?

YES NO Will you be using a generator 20 kW or greater?

Applicant Signature and Title

Date

This section to be completed by City staff only.

If approved, please keep a copy of this application, site plan, and approval form on-site during your event. City Code Enforcement staff may request it for inspection.

APPROVED

DENIED

Special Event Administrator

Date

Conditions of approval:

1. _____
2. _____
3. _____
4. _____
5. _____

Email Application to TourismandEvents@ScottsdaleAZ.Gov

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