

# Temporary Use Permit (TUP) Application Form

Use this form to apply for a Temporary Use Permit. Please complete all required sections and attach supporting documentation as needed.

## 1. Applicant Information

**Applicant Name:**

**Organization (if applicable):**

**Contact Number:**

**Email Address:**

## 2. Permit Details

**Description of Temporary Use:**

**Location:**

**Date(s) of Use:**

## 3. Insurance Requirements

- **Commercial General Liability Insurance** — Minimum coverage of \$2,000,000 per occurrence.
- **Certificate of Insurance** naming [Municipality/Authority Name] as an **Additional Insured** must be provided.
- **Proof of Workers' Compensation** or exemption (if applicable).
- All insurance documentation must be attached to this application.

*Note: Additional insurance or increased coverage may be required depending on the nature of the event or activity.*

## 4. Terms & Conditions

1. The permit holder agrees to comply with all applicable laws and regulations.
2. The permit is valid only for the date(s) and location(s) specified.
3. Submission of insurance and indemnification forms is mandatory before approval.
4. The authority reserves the right to revoke the permit at any time for non-compliance.

## 5. Declaration & Signature

By submitting this form, I declare that the information provided is accurate, and I agree to the terms and conditions above.

**Applicant Signature:**

**Date:**

For Office Use Only:

Received by	
Date Received	

<b>Permit Number</b>	
<b>Approval Status</b>	
<b>Comments</b>	