



# City of Madison Building Inspection Division

215 Martin Luther King Jr Blvd Ste 017 PO Box 2984

Madison, WI 53701-2984 608.266.4551

<http://www.cityofmadison.com/dpced/bi/>

## Temporary Use Permit

**BE SURE TO INCLUDE THE FOLLOWING WITH YOUR APPLICATION:**

- ✓ *Site Plan and Elevations*
- ✓ *Land Owner's Approval*
- ✓ *\$50 (Non-Refundable)*

OFFICE USE ONLY	
Permit Number: LND	_____ -20_____ - _____
Application Date	_____
Issued Date	_____
Approved by	_____
Permit Fee	_____
Receipt	_____
Zoning District	_____

Location Address \_\_\_\_\_

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Address \_\_\_\_\_

**Which of the following best describes the Temporary Use?**

Christmas Tree Sale

Portable Storage

Tent Sale

Other (Briefly Describe):

\_\_\_\_\_  
\_\_\_\_\_

**Indicate the starting and ending dates for the Temporary Use:**

Start Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

Ending Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

Total number of days: \_\_\_\_\_ If your event will be more than 45 days, you will need to apply for a Conditional Use as well, not to exceed 180 days.\*

Description of Site plan & elevation requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please note for **Portable Storages**, if more than 30 days is needed, it must be associated with a building permit and the temporary use cannot exceed 90 days.