

TEMPORARY/SEASONAL SALE REQUIREMENTS

CITY OF PLANO BUILDING INSPECTION DEPARTMENT

1. Locate a property zoned for miscellaneous retail stores. (R, BG, LC, CE, CB-1, LI-1, LI-2, TC, CC)
2. Determine if any temporary/seasonal sale permit has been issued for the property in the current calendar year and determine the number of days sales existed, if applicable (Note: each property is limited to 45 days of temporary sales per calendar year).
3. Receive written permission from the property owner in the form of a letter on company letter head or with company stamp or a lease which contains:
 - a. Specific address of property.
 - b. Legal description of property (lot, block and addition).
 - c. Date of sale (minimum 5 days, maximum 45 days) per calendar year.
 - d. Items to be sold.
4. Submit a completed permit application to the Building Inspection Department (see attached) and include:
 - a. Two copies of a scaled or dimensioned site plan identifying the following:
 - 1) Location of the display area, including the location of portable sanitary facility, in relation to the property lines and proximity to any buildings (a minimum 50 foot setback from the front property line (s) is required).
 - 2) Location of curb cuts for access and egress.
 - 3) Location of paved or gravelled area for parking.
 - b. Valid State of Texas sales tax certificate (State Comptroller: Address: 9241 LBJ Freeway. #205 (972-671-7166).
 - c. If electricity is to be used, a licensed current registered electrician is required to be listed on the permit.
5. For Temporary /Seasonal sales involving food:
A Health Department permit will be required in addition to the Temporary/Seasonal Sale permit issued by Building Inspections. Health Department approval is required prior to issuance of Temporary/Seasonal Sale permit issued by Building Inspections. See reverse side for Health Department information.
For Temporary/Seasonal Sales involving carwashes:
Health Department approval is required prior to issuance of Temporary/Seasonal Sale permit issued by Building Inspections. See reverse side for Health Department information.
6. **Signage for Temporary/Seasonal Sales is limited to the following:**
A temporary freestanding sign, maximum 32 sq. ft. in area with an 8 foot setback from the front property line.
A temporary banner, maximum 32 sq. ft. in area, with an 8 foot setback from the front property line. The banner must be securely installed and be completely mounted on a rigid surface.
All signage limited to the property of the temporary sale.

FEES: Refer to the fee schedule for applicable fees

NOTE:

1. If water is needed on site, contact the City of Plano Utility Operations Department.
2. City of Plano Code of Ordinances, Chapter 11, Article IV "Peddlers and Solicitors", Section 11-141
Definition: Itinerant Vendor shall mean any person who sets up and operates a temporary business on privately owned property, whether improved or unimproved, in the City, soliciting, selling, or taking orders for, or offering to sell or take orders for any goods or services. A temporary business is one that continues for forty-five (45) days or less; and, exists whether solicitation is from a stand, vehicle, or freestanding.
3. An itinerant vendor may not use a tent or temporary building, except a portable sanitary facility, in conjunction with a temporary sale.
(see following page)

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at www.plano.gov or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.



CITY OF PLANO HEALTH DEPARTMENT REQUIREMENTS

TEMPORARY/SEASONAL FOOD SALES

The Plano Health Department requires vendors who sell or give away food intended for human consumption to obtain a temporary or seasonal health permit, unless an annual permit has been issued by the City of Plano Health Department.

All foods must be obtained from an approved source. Home cooked or prepared items (including baked goods) will not be allowed to be sold to the public. Temporary and seasonal health permit applications must be submitted at least two (2) working days prior to the event date. Any applications received less than two (2) working days prior to the event will be subject to additional fees.

Please submit application and fee to: Plano Health Department, 1520 Avenue K, Suite 210, Plano, TX. Temporary permit fee is \$75.00. Seasonal permit fee is \$150.00.

If you have any questions, please call the Health Department at 972-941-7143.

CAR WASH INFORMATION

Approval from the Health Department must be obtained to do a car wash prior to the issuance of any Temporary Sale Permit through the Building Inspection Department. Please contact Mike Wilson at the number listed above.

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www.buildinginspections.org
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