



NOTICE OF NEW R-AB PROCEDURES FOR TEMPORARY USE PERMIT

August 5, 2005

New RAB Special Events Procedures are currently in place. These procedures became effective January 1, 2003 when passed and approved by Irving city council.

What is a TEMPORARY USE PERMIT?

A Temporary Use Permit **requiring City Council approval** is required anytime a food establishment desires to hold an outside special event in which they will serve food and alcohol outside of their normal RAB zoning limits. Details for any event including outdoor music or noisy entertainment should be submitted to the Inspections Department for review.

How long is a TEMPORARY USE PERMIT valid?

Each permit may be valid for up to six-months from date of City Council approval.

Is a TEMPORARY USE PERMIT good for multiple events?

Yes, however, dates of each event must be submitted at the time of application, along with a site plan to be approved by city council action prior to the special event(s) taking place.

What is the cost of a TEMPORARY USE PERMIT?

In accordance with Chapter 8 of the Irving Code of Civil and Criminal Ordinances "Building Code", the fee for a six month temporary use permit requiring city council approval is \$200, and is non-refundable.

What is the deadline to submit a TEMPORARY USE PERMIT application?

No later than six weeks prior to the date of your first scheduled event.

How long will it take to process my application?

If payment and application is received six weeks prior to the date of the first event, the Inspections Department must review the site plan(s), and prepare the permit application for submittal as a council agenda item including a resolution to be submitted for pre-approval by city attorney's and manager's office. Then, exactly two weeks prior to the city council hearing; the item is placed on the agenda, and subject to council approval.

Once it is approved by city council, then what?

The Inspections Department will notify you of approval; then forward a copy of the signed resolution to the applicant and the Police Department, along with the resolution stating all requirements of your special event.

You may obtain a temporary use permit on the Inspections web site here: [Temporary use permit](#)

For additional questions, please contact us at (972)721-2371