

# 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](mailto: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](http://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](mailto: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](mailto:TourismandEvents@ScottsdaleAZ.Gov)

**Tourism and Events**

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