

What do I do if I have more questions?

Contact the Planning Counter. Staff is available from 7:30 a.m. to 4:30 p.m.

Monday through Friday except holidays and will be happy to discuss your project with you.

The Planning counter is located in the Community and Economic Development Department on the 4th Floor of City Hall, 12725 SW Millikan Way.

The instructions contained within this brochure are not intended to replace the regulations found in the City Development Code (Ord. 2050). Temporary Use regulations may be found on the City web site (www.beavertonoregon.gov) or may be obtained at the Planning Counter.

City of Beaverton

**Community and Economic
Development Department
Planning Division
12725 SW Millikan Way
Beaverton, OR. 97076**

Phone: 503-526-2420
Fax: 503-526-2550
Web: www.beavertonoregon.gov



Temporary Sales

Development Assistance Bulletin

**Community Development
Department**

Planning Division

12725 SW Millikan Way

PO Box 4755

Beaverton, OR. 97076

Tel: (503) 526-2420

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Temporary Sales

Are there different types of temporary sales uses?

Two different types of temporary sales are recognized by the Beaverton Development Code:

Temporary Mobile Sales (BDC 40.80.15.1):

- Operate in a single location for more than one (1) but less than seven (7) hours per day.
- Are limited to one per site, per calendar year.
- Have products for sale that are removed at the end of each business day.
- May be authorized for up to 1 year with an option to renew.

Temporary Non-Mobile Sales (BDC 40.80.15.2):

- Operate in a single location during the hours allowed in that zoning district without a conditional use.
- Are located on a site in which Temporary Non-Mobile Sales has not occurred more than twice in the same calendar year.
- May be authorized for up to 45 days.

Where are temporary sales uses permitted?

These uses may be permitted in commercial, industrial, or multiple use zones; they are prohibited in residential zones. All temporary uses must be placed in a way that will not interfere with safe vehicle and pedestrian circulation or vision clearance areas and may not occupy required parking stalls for the permanent use(s) on the site.

What if I want to operate for longer than what is authorized?

Permits for **Temporary Mobile Sales** may be renewed up to two times, after which you must re-apply. Temporary Mobile Sales are allowed to locate at multiple locations, however no more than one Temporary Mobile Sales may operate on the same site at one time.

You may re-apply for a Temporary Non-Mobile Sales so long as it is at a location different than the previous operation **OR** it will be located on the same site, but only if that site has not been issued more than one other Temporary Non-Mobile Sales permit in the same calendar year.

How do I apply for a permit?

Permits may be obtained through the Planning Division. An application form must be completed and signed by the applicant and property owner. This form, the application fees, and the required plans and narratives must be submitted to the Planning Counter in order to start the permit review process. Once the required materials have been received, you should receive a decision within 14 to 28 days. Please be sure to submit all the items on the checklist, or the review process may be extended. If you have questions about the checklist, please contact staff at (503) 526-2420.



What will I need to submit in order to apply for a permit?

The submittal requirements may be found in the submittal checklist attached to the application form. The exact items you will need will depend on what is being proposed. Some of the items you may be asked to provide include:

- A copy of your current City of Beaverton business license.
- A site plan of the proposed location showing any proposed eating/seating areas.
- Details of the signs you will be using.
- A count of the number of parking spaces on site and the number of spaces used by your proposal.
- Licenses from State and/or local agencies for sale of food or fireworks, if applicable.

What do I do once I have received my permit?

Once you have received approval for your temporary use, read through it to see if you will need any other permits. All required permits and licenses must be obtained before you begin operating. Be sure you understand all the **Conditions of Approval** and comply with them throughout the operation of the temporary use. You must keep a copy of the permit and present it to City staff for inspection, if requested.