

FAQ for Special Event and Temporary Use Permits

Do I need a permit? If so, which permit is necessary for my event?

In short, if the event is to take place on property owned by the City of Beaverton or within public right-of-way (e.g. a street) a Special Event Permit is necessary. If the event is to take place on private property, a Temporary Use Permit is necessary. Some events on private property may qualify for exemption (see criteria). The table below provides a summary description of various temporary events and the permit required.

Temporary Use/ Special Event – Sample Descriptions (not a complete list)		No Permit Necessary	Special Event	Temporary Use
1	Weekend car wash for fundraising on commercial property ¹	X		
2	Big wedding on private property that does not block streets	X		
3	Bus tour through streets that does not block streets	X		
4	Weekend sale/promotional event limited to 800 sq. ft. ¹	X		
5	Street closure for a day event (e.g. Block Party)		X	
6	Organized run/walk through City streets		X	
7	Dedication/Celebration of new public art or exhibit		X	
8	Use of City park for a large social gathering		X	
9	Banner crossing public right-of-way		X	
10	Organized demonstration / march through City streets		X	
11	Amplified sound associated with the above		X	
12	Weekend sale / promo event greater than 800 sq. ft.			X
13	Mobile food cart – daily location, more than one hour			X
14	Holiday tree lot – for tree and vegetation sales			X
15	Carnivals and Circuses			X
16	Fireworks sales			X
17	Temporary trailer for project under construction			X
18	Temporary real estate office for a project under constr.			X
19	Drop off station for collection of clothing and other			X
20	Temporary wireless communication facility			X

1. Must meet criteria for Exemption identified in Section 40.80.10 of the City Development Code

When is a Special Event Permit required?

Chapter 7, Section 7.05 of the Beaverton Code identifies the scope, definitions and limitations for Special Events. A Special Event is an assembly or gathering of persons for entertainment, recreation, the display or sale of goods or services, or other common purpose to be undertaken

by a person other than the City that may involve use or closure of public right-of-way or city owned property, use of sound amplifying devices, use of public personnel or resources for emergency response or any combination of these elements.

When is a Temporary Use Permit required?

Chapter 40, Section 40.80 of the City Development Code describes four Temporary Use applications: 1) Temporary Mobile Sales, 2) Temporary Non-Mobile Sales, 3) Temporary Structure, and 4) Temporary Real Estate Office. Uses and activities that are temporary in nature, as further described under application Thresholds, are subject to permit.

How long does it take to get a permit?

For Special Event permits, the review period can be from 30 to 90 days, depending on the size and nature of the event. The on-line application form is available at <https://apps.beavertonoregon.gov/secure/EventPermit/>

To expedite the process, applicants are encouraged to provide the following information:

- Date, hours and the duration of the event.
- For street closures, maps and sketches showing the route, streets or intersections to be closed, the beginning and end time of closure, patron parking areas where known.
- Details, especially for use of city property for an event. For example, if sound amplification and additional lighting are proposed.
- If use of public personnel or resources for emergency response will be necessary.

For Temporary Use permits, the review period can range from two to three weeks, depending on the proposal. Application forms are available at www.beavertonoregon.gov/index.aspx?NID=807.

To expedite the process, applicants are encouraged to provide:

- The date, hours and the duration of the event.
- A site plan illustrating the property boundary, existing conditions (e.g. parking) and that portion of the property where the event will be held including areas to be occupied by tents, structures and/or product display.
- Written response to the applicable approval criteria.
- Application fee
- Copy of current city business license

- Food vending license from Washington County Health, or fireworks permit from TVF&R (if applicable).

How can I check on the status of my permit / will I be notified when my permit is approved?

For Special Event permits, to check on the status, applicants are encouraged to email the Event Program Coordinator at events@beavertonoregon.gov Using the on-line application form, applicants are assigned a file number. Proposals are routed to City Police, Public Works and Transportation staff for review and comment. A member of the Mayor’s Office staff will inform you as to when your permit is approved and any specific issues or concerns that must be addressed.

For Temporary Use permits, to check on the status, applicants are encouraged to contact the City Planning Division of the Community and Economic Development Department at (503)526-2420. Proposals may be routed to the City Building staff for comments and conditions. Transportation and Site Development staff may also review the application depending on the scope of the proposal. A member of the Planning Division staff will inform you as to when your permit is approved and any conditions.

Exemptions (to Temporary Use permits) from Section 40.80.10 of the City Development Code:

Exemptions: No Temporary Use permit is required for non-mobile temporary use if the use or activity:

- a. Is located on property zoned Commercial, Multiple Use or Industrial where the proposed temporary use or activity is permitted outright by the zone; and*
- b. Operates for no more than three consecutive days in a week and for no more than six times in any twelve-month period; and*
- c. Is located outside all required vision clearance areas and the first 20 feet of vehicle aisle space as measured from all site entrances and exits to the public right-of-way; and*
- d. Has received the property owner’s permission; and*
- e. Operates only between 7:00 a.m. and 10:00 p.m.; and*
- f. Occupies an area that is no more than five parking spaces or 800 square feet of surface area, excluding vehicle drive aisles and minimum off-street parking as required in Section 60.30 and areas required for fire access; OR*
- g. Is a Special Event permitted under Chapter 7 of the City Code.*