

Administrative Permit for Temporary/ Promotional Events and Outdoor Sales

Please email to planning@plymouthmn.gov to submit your application.
Applications will be processed once all items are submitted.

Requirements

- **Completed [Application Form](#)**, signed by the property owner, **at least 30 days before the event.**
- \$100 application fee (cash, check, or online payment – email planning@plymouthmn.gov to set up)
- Proof of any required permits by other governmental units:
- Site Plan showing:
 - Existing physical site characteristics.
 - Parking areas required for this event/activity.
 - Exact location of any merchandise, tents, displays, etc. related to the event/activity.
 - Location of all proposed signage.

- Answers to the following questions:

- Describe your event: _____

- Dates and time of event/activity: _____
- Anticipated additional customers for event/activity: _____
- Provisions for on-site security: _____
- Provisions for on-site parking: _____
- Type of merchandise involved: _____
- Number of employees involved with event/activity: _____

