

Special Event Temporary Use Permit

Revised August 2025



SPECIAL EVENT TEMPORARY USE PERMIT (SETUP)

PROCESS GUIDE & APPLICATION

**City of Buckeye
Development Services Department**

945 N 215th Ave
Suite 137
Buckeye, Arizona 85326

Phone: 623.349.6200

www.buckeyeaz.gov

APPLICATION PROCEDURES

SPECIAL EVENT TEMPORARY USE PERMIT (SETUP)

Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning webpage. Resubmittals can be directed to the submittal contact found on the Planning & Zoning webpage.**
- A SETUP should be submitted 45-60 days before the day of the event
- A SETUP shall be valid for the time-period stated on the approval letter unless otherwise authorized by the Development Code or respective city department if the event is on city owned property.
- SETUP for Fireworks shows will require a Fire Permit that is applied for under a separate application process. Please contact 623-349-6218 for permitting details.
- SETUP are also subject to the City's licensing regulations. Prior to operation, please contact Business Licensing at 623-349-6061 to ensure all business licensing is in place.
- The SETUP fee is listed on the User Fee Worksheet found on the Planning and Zoning Website at <https://www.buckeyeaz.gov/business/development-services/planning-zoning> under the "Updated Process Guides, Applications and Documents" drop-down under the "Fee Worksheet" section.

Per the Development Code Temporary Land Uses that require a SETUP include :

- Temporary Antennas
- Temporary Expansion or Replacement Facilities
- Temporary Sales/Leasing Office
- Temporary Retail Sales (i.e. temporary retail sales of Christmas trees, nursery products, agricultural produce, fireworks, road side stands, yard sales, etc.)
- Temporary Events (i.e. carnivals, festivals, rodeos, etc.)

Temporary Land Uses not on city property that are exempt and do not require a SETUP include: (Section 3.4.4.)

- Up to seven, two-day garage or yard sales per dwelling unit per year
- Up to seven Temporary Car Washes per year
- Gatherings of less than 100 people between the hours of 8 a.m. to 10 p.m.
- Temporary Uses that occur within an enclosed permanent building

SUBMITTAL CONTENT REQUIREMENTS (PDF FORMAT)

1. **Application** (8.5" x 11" PDF, completed and signed)
2. **Project Description** (8.5" x 11" or 11x17 PDF)
3. **Site Layout** (8.5" x 11" or 11x17 PDF)
4. **Affidavit of Structures** (PDF Format) (if applicable)
5. **Tent & Generators Details** (if applicable)
6. **Insurance Coverage**
7. **Liquor License** (only if alcohol is served)
8. **Traffic Control Plan** (only if city streets are proposed to be temporarily restricted, blocked, modified)

***Note:** Per the Development User Fee Schedule, for events that consist of or include a firework show, a separate submittal (in addition to this one) will need to be made to the Building Safety Department. There will be additional fees based on the number of shells being released during the show. Please contact Development Services Permitting at 623-349-6200 or permitcenter@buckeyeaz.gov with any questions.

Please note: This additional submittal and fees DOES NOT include firework sales, it only pertains to events where a firework show will take place.

Temporary Use	Affidavit Required? (If No, apply for Permits*)
Temporary Antennas	No
Temporary Expansion or Replacement Facilities	No
Temporary Sales/Leasing Office	No
Temporary Retail Sales	Yes
Temporary Events	Yes



City of Buckeye
Planning and Zoning
Project Application

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: Planner: Case No:

PROPERTY INFORMATION:

Project Name: Associated Cases:
Project Address/Location:
Current Zoning District: Parcel Number(s): Quarter Section:
Description of Event:

CASE TYPE:

SETUP Other:

IMPORTANT NOTE ABOUT CONTACT(S):

The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. All contact for this project will be made through the applicant listed below.

APPLICANT/OWNER AUTHORIZED AGENT INFORMATION:

Name:
Company:
E-mail:
Business Phone:
Mobile Phone: Other Phone:
Fax:
Address: City:
State: Zip: Address Type: Physical Mailing
Contact Preference: Email Business Phone Home Phone
Mobile Phone Other Phone Address

SECONDARY APPLICANT CONTACT INFORMATION:

Name:
Company:
E-mail:
Business Phone:
Mobile Phone: Other Phone:
Fax:
Address: City:
State: Zip: Address Type: Physical Mailing
Contact Preference: Email Business Phone Home Phone
Mobile Phone Other Phone Address

OWNER INFORMATION:

Name/Company: E-mail: Business Phone:
Home Phone: Mobile Phone: Other Phone: Fax:
Address: City: State: Zip:
Address Type: Physical Mailing Preferred Contact Method: Email Business Ph. Home Ph. Mobile Ph. Other Ph. Address

PROPERTY OWNER AUTHORIZATION

I (property owner) authorize (owner's Agent)
To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

Owner Signature Date

Development Services Department
945 n. 215th Ave. Suite 137, Buckeye AZ 85326 Phone 623.349.6200



Affidavit of Structures

Date: _____

I, _____ (owner/authorized agent) have reviewed the Special Event Temporary Use Permit application located at _____ for the purpose of _____. I hereby certify that all structures will be erected and maintained subject to all applicable building safety and fire codes and manufacturer’s specifications. I also certified that placement of all structures and any other detail of the property will be as illustrated and/or explained in the SETUP application materials.

I further agree to release, hold harmless, defend, and indemnify the City of Buckeye from any liability involving this SETUP should anyone be harmed or property damaged as a result of this approval.

Notwithstanding, I understand that permits and/or inspections may still be required for certain temporary uses as deemed appropriate by reviewing City Departments.

Owner’s/Authorized Agent’s signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

Summary of Required Materials

PROJECT DESCRIPTION

Provide written overview of the following:

- **Event Details**
 - Description of the event (purpose and activities)
 - Provide a timeline for the event (set up, breakdown and road closures)
 - Anticipated number of attendees
 - Anticipated number of vendors and type
- **Logistics**
 - Any proposed road closures
 - Tents/Canopies/other Temporary Structures Used
 - Restrooms including any ADA restrooms
 - Parking Overview
 - Trash and Recycling Services
 - Quantity of trash cans to be used:
 - Contact information for responsible person/business providing the cans
 - Applicant will:
 - Ensure all solid waste and liquid waste generated will be removed from the property no later than one business day after the event.
 - Follow City of Buckeye and Maricopa County Environmental Health Services rules and regulations for food handling and sanitation.
- **Dust control plan of any non-paved surface**
 - Public Safety/Security Plan
 - Medical Emergency/First Aid Plan
 - ADA Accessibility Lighting
- **Other Requirements**
 - Amplified Sound i.e. bands, PA system, other noises that may be heard
 - Any other events/uses/programming logistics not mentioned above

SITE LAYOUT DRAWING

Draw your event layout on 11"x17" paper. Include labels and measurements. Your map must clearly show:

- Entrances and exits, fencing (include type & height), and 20' wide fire/emergency access lanes
- Stage, sound systems, tents, signage, and cooking areas
- Restrooms (portable, permanent, and ADA-accessible)
- Trash and recycling bins
- Generators, carnival/amusement rides, and fireworks launch areas
- Parking areas
- Alcohol areas – including service zones, entrance points, and security checkpoints
- Street or alley closures
- Location of emergency medical and fire services
- Parade route (if applicable)
- Any other special features

TRAFFIC CONTROL PLAN

Include information and any drawings depicting traffic flow and locations of controls required along with any other details necessary to evaluate any impacts to street closures and/or any other street traffic modifications.

TENT AND GENERATORS THAT WILL REQUIRE A PERMIT & INSPECTION

Note: If your event includes tents over 400 sq ft and or a generator over 10,000 kw, but all details are fully provided in your special event application, separate permits are NOT required. However, inspections must still be scheduled through www.buckeyeaz.gov

The following items may require separate permits and inspections. Please review and check all that apply to your event:

Requirement	Acknowledgment	Submit to	Notes
Tent(s) larger than 400 sq. ft. with one or more side panels	<input type="checkbox"/> I understand a separate tent permit is required and an inspection will be scheduled before the event.	Building Division	Submit plans if applicable via email: permitcenter@buckeyeaz.gov
Generator over 10,000 watts or more.	<input type="checkbox"/> I understand a separate electrical permit is required.	Building Division	Show location on site plan and submit specs.
Cooking with open flame	<input type="checkbox"/> I understand Fire Department review and inspection is required.	Fire Department (for required inspection) Nate Ryan – Fire Marshal Email: nryan@buckeyeaz.gov Phone: 623.694.4239	Describe setup in narrative
Tent(s) larger than 700 sq. ft. with all sides open.	<input type="checkbox"/> I understand a separate tent permit is required and an inspection will be scheduled before the event.	Building Division	Submit plans if applicable via email: permitcenter@buckeyeaz.gov

Instructions for Submitting Permits:

All applicable permit applications must be submitted via email: permitcenter@buckeyeaz.gov
For help, contact the Building Division at 623.349.6200

I acknowledge that our event includes a tent larger than 400 sq. ft. and a 10,000 watts generator. Separate permits will be submitted to the Building Division. The tent and generator locations are shown on the site plan.

Signature: _____ **Date:** _____

IMPORTANT INFORMATION

- **If event is on City property only**- Insurance Coverage – Attach Certificate: **INSURANCE COVERAGE OF \$1 MILLION PER OCCURANCE \$2 MILLION AGGREGATE; ADDITIONALLY INSURING THE CITY OF BUCKEYE IS REQUIRED. THE CITY OF BUCKEYE MUST BE LISTED AS THE CERTIFICATE HOLDER.** ***NOTE:** Actual amount of coverage may be adjusted depending on the nature and scope of your event. For more information contact the City Risk Manager at: risk@buckeyeaz.gov or call (623) 349-6251.*
- **An event serving alcohol must first obtain special event liquor license through the State of Arizona and the City of Buckeye Clerk's Office**

For questions regarding the liquor license, please contact the city of Buckeye Clerk's Office:

Lucinda Aja, City Clerk
Phone: 623-349-6911
Email: laja@buckeyeaz.gov

For questions regarding obtaining a business license and/or liquor license fees, please contact the City of Buckeye Business Licensing Department:

Mikal White, Administrative Assistant II
Phone: 623-349-6061
Email: licensing@buckeyeaz.gov

NOTE: *An umbrella business license can be purchased for an additional \$55 to cover the City of Buckeye business license requirement for your organization and all associated vendors for the dates of the event. If you do not have vendors selling services or product this fee is not required. The umbrella license does not generally include the companies setting up the event, just those participating.*

- Restroom Facilities - Per Maricopa County Health Code, at any public gathering for any commercial, religious or public event where adequate permanent toilet facilities are not provided on the immediate premises as required by State law, suitable approved sanitary toilet facilities of the water-flushed or chemical type adequate for the estimated attendance, shall be located within two hundred (200) feet of such gathering. The minimum number to be set by Maricopa County Health Code or as required by the Health Officer. Federal ADA Title II Standards require when portable toilets are provided, at least 5% but not less than one must be ADA accessible.