



Development Services - Building Inspection Division

450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471
E-Mail: permits@cedarparktexas.gov

Nonprofit Fundraiser/Seasonal Retail/Farmers Market Checklist

No permit shall be issued until such application has been filed with the city for a period of not less than fourteen (14) calendar days.

Applicant Name: _____

*Signature: _____

* By signing this I am acknowledging all required documents are provided in this submittal

PROJECT INFORMATION		REQUIRED
GENERAL		Provided (applicant must check)
	Applicant Information to include email address & phone numbers	
	Name and address of the sponsor or organization represented by applicant	
	Description of Event/Description of Goods to be sold/Services Offered	
	Event Set up Date & Time	
	Event Start & End Date & Time	
SITE PLAN	SITE PLAN(S) MUST BE DRAWN TO SCALE	
	Indoor/Outdoor Layout: Show location, size, & number of stages, seating, tents, awnings, canopies, inflatables, amusement rides, food service booths, mobile food vendors, first aid stations, portable restrooms, trash containment, or other temporary structures	
	Emergency Exit: Show location(s) of fire extinguisher(s) & alarm devices	
	Parking: Show proposed location of parking area & number of spaces provided (evidence that sufficient parking exists plus 10% surplus (when adequate parking is not available, plans shall be submitted to show off-site parking and transfer of attendees)	
	Traffic Flow: Show traffic circulation (include location of entrances & exits with a plan of evacuation in case of emergency to include directing the arrival of emergency services through the event)	
	Electric details: Location of generator or power supply, if applicable	
	Handicapped accessibility compliance when applicable	
ADDITIONAL DOCUMENTS		REQUIRED
SUPPORTING DOCUMENTS		Provided
	If the event is to be held by or for any other person other than the applicant, a written statement from that other person showing authority to make the application	
	Written, signed permission from the property owner (must include the dates, times & activities of event)	
	If food or beverages will be served or sold, provide copies of any licenses or permits issued by the County	
	Documentation from the owner of the seasonal retail business that provides evidence of full insurance coverage, including liability	
	Electrical permits, plumbing permits, sign permits, and other permits as applicable that are required by code will be applied for separately	
NOTE: The Police Department shall determine whether and to what extent additional Police services are reasonably necessary for the special event for traffic-control and public safety.		