

**NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT**

ERIC ROOD ADMINISTRATION BUILDING  
950 Maidu Avenue, Suite 170  
Nevada City, California 95959-8617  
Phone: (530) 265-1222 FAX: (530) 265-9851

**APPLICATION for a  
TEMPORARY COMMERCIAL PERMIT**

Zoning regulations allow for limited, temporary uses within commercial and industrial areas. Temporary uses include the sale of food and merchandise from a vehicle or stand. Additionally, temporary uses allow the installation of tire chains, temporary flea markets, and temporary construction trailers. Temporary commercial uses are allowed in the "C1", "C2", "CH", "C3", "M1" and "M2" districts and require an administrative Temporary Commercial Permit, issued by the Planning Department. This permit is not required for the sale of agricultural products grown on site, outside of commercial or industrial areas.

Temporary commercial uses may not exceed a period of 90 days in a calendar year, except that:

- a. Temporary flea markets can occur for no more than 3 days in a 90-day period, not to exceed 3 such operations in a 12-month period.
- b. Temporary Construction trailers, including a recreational vehicle, mobile home or commercial coach, used as a construction office on property that is being developed for commercial or industrial use, may remain on the site as long as there is a valid building permit for development, and construction is progressing.

**EXEMPTIONS:** Charitable Organizations are exempt from the requirement for obtaining a permit but must submit all information required of for a permit.

**Additional permits or approvals that may be required:**

Any new structure or new electrical service connection shall require a building permit unless specifically exempted by the Uniform Building Code, issued by the Building Dept., phone number (530) 265-1444.

If the use proposes the handling of consumable goods, a Certificate of Operation from the Environmental Health Dept. will be required, phone number (530) 265-1452.

Any use that provides for public access into a structure or vehicle requires approval by the local Fire District.

The attached application documents must be completed and signed before your application will be accepted.

**Additional requirements pursuant to Sec. 12.03.230 of the Nevada County Code:**

1. Temporary uses may not be located within a public right-of-way, except that the provisions of this Section shall not supercede the requirements for a permit for the installation of tire chains contained in the Nevada County Code.
2. Temporary uses may not be located in any wheelchair accessible parking stalls, nor shall such use occupy more than 10% of any on-site parking on a commercially developed property.
3. No more than one permit for a temporary commercial use may be issued at any one time on a single parcel.
4. Permits for temporary commercial uses shall not be issued more than 30 days in advance of the valid date of operation.
5. Permits may not be re-issued for the same type of business (i.e., vendors of fresh produce or fresh flowers) on a single parcel if total operating time will exceed the time limits established in this Section.
6. Parking shall be provided completely on the same site as the temporary use and may not be located in the County right-of-way. Parking may not be located so as to require backout into any County right-of-way. Unpaved parking areas for temporary commercial uses shall be surfaced with a minimum 4" of crushed rock. Driveway encroachments into County roads shall be improved pursuant to County Encroachment Permit standards.
7. Signage is limited to one sign per business which shall be substantially attached to the stand or vehicle used for the temporary use and the maximum allowable aggregate area shall be 20 square feet.
8. All pedestrian traffic or display areas that are not paved or graveled shall be covered with a minimum 2" of sawdust or wood shaving, except that temporary flea market parking areas shall be treated as necessary to reduce dust and fire danger.
9. Where applicable, temporary uses shall satisfy the Department of Environmental Health for the storage and removal of solid waste and/or sewage.
10. Temporary commercial uses are subject to compliance with all applicable County and local Codes, and all applicable State and Federal laws and regulations, including a California Sales Tax Permit issued by the State of California.

**TEMPORARY COMMERCIAL PERMIT**  
**FILING INSTRUCTIONS & CHECKLIST**

**The following information is required to be filed with your Temporary Commercial Permit application. Check each item to confirm that the information has been provided.**

- ( ) 1. The signed and completed application form.
- ( ) 2. A letter of authorization from the property owner(s).
- ( ) 3. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors.
- ( ) 4. A site plan drawn to a commonly recognized architect's or engineer's scale and containing the following information:
  - ( ) a. A legend which includes the applicant name(s) and the Assessor's Parcel Number.
  - ( ) b. Show the road that provides access to the site and the driveway encroachment onto that road.
  - ( ) c. Show any buildings on the site and label them by name or use.
  - ( ) d. Show any driving aisles, parking areas and the type of surfacing proposed.
  - ( ) e. Show the location of your sign, indicating the dimensions of the sign.
- ( ) 5. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.

**NEVADA COUNTY PLANNING DEPARTMENT  
LAND USE APPLICATION**

Planner use only:

PLN \_\_\_\_\_

ENT \_\_\_\_\_

*Please print or type in black ink*

Type of application(s) for which you are applying:

|                                                     |                                                 |                                                      |
|-----------------------------------------------------|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Tentative Map              | <input type="checkbox"/> Ordinance Amendment    | <input type="checkbox"/> Certificate of Compliance   |
| <input type="checkbox"/> Use Permit                 | <input type="checkbox"/> Zone Change            | <input type="checkbox"/> Voluntary Merger            |
| <input type="checkbox"/> Development Permit         | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Home Business               |
| <input type="checkbox"/> Administrative Dev. Permit | <input type="checkbox"/> Variance               | <input type="checkbox"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment   | <input type="checkbox"/> Setback Easement       | <input type="checkbox"/> Management Plan             |
| <input type="checkbox"/> Other (specify): _____     |                                                 |                                                      |

**PROJECT DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Property Owners Full Names: \_\_\_\_\_

\_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Address of Representative: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ FAX#: \_\_\_\_\_

Site address(es): \_\_\_\_\_ Acreage(s): \_\_\_\_\_

Water Source: \_\_\_\_\_ Method of Sewage Disposal: \_\_\_\_\_

\*\*\*\*\*

I hereby acknowledge that I have read the instructions for filing this application and state under penalty of perjury that the information provided on all attached documents is correct.

Signature of ( ) Property Owner(s) or ( ) Authorized Representative\*

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**\*Representative may sign application if a Letter of Authorization from the owner(s) is provided.**



## AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This *Agreement To Pay* form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at <http://www.nevadacountyca.gov>

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

**Site Information:****Invoices and/or notices to be mailed to:**

|                                                     |                     |
|-----------------------------------------------------|---------------------|
| APN: _____                                          | Name: _____         |
| Property Owner/Business Name (if applicable): _____ | Address: _____      |
| Address: _____                                      | _____               |
| Phone Number: _____                                 | Phone Number: _____ |
| Email: _____                                        | Email: _____        |

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project: \_\_\_\_\_

*I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.*

\_\_\_\_\_  
Printed Name

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

**THIS SECTION FOR OFFICE USE ONLY**

Service: \_\_\_\_\_ Department: \_\_\_\_\_ Job No: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_



Community Development Agency

## Planning Department

[Planning@nevadacountyca.gov](mailto:Planning@nevadacountyca.gov)  
[www.nevadacountyca.gov/Planning](http://www.nevadacountyca.gov/Planning)

950 Maidu Avenue, Suite #170

PO BOX #599002

Nevada City, CA 95959

PH: (530) 265-1222 ext. 2

FAX: (530) 265-9854

### **LEVINE ACT DISCLOSURE STATEMENT**

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Commissioner, Board of Supervisors member, or any Other Elected County Officer ("County Officer") from participating in any action related to a proceeding if they receive any political contributions totaling more than \$500 (as of Jan. 1, 2025) within the previous 12 months, while a proceeding is pending, and for 12 months following the date a final decision in a proceeding concerning a license, permit, entitlement, franchise or, contract (collectively "license, permit, or contract") has been made, from the person or company awarded the said license or contract. The Levine Act also requires a County Officer who has received such a contribution to disclose the contribution on the record of the proceeding.

County Elected Officials and Appointed Commissions include, but may not be limited to, the list provided below, and individual officers or commissioners are listed at the following site:

<https://www.nevadacountyca.gov/3140/Committee-Board-and-Commission-Information>

- Board of Supervisors- <https://www.nevadacountyca.gov/731/Board-of-Supervisors>
- Planning Commission
- Agricultural Advisory Commission
- South County Municipal Advisory Council
- Penn Valley Municipal Advisory Council
- Regional Housing Authority
- Nevada County Transportation Commission
- Nevada County Airport Land Use Commission- Grass Valley/Truckee
- Nevada County Airport Commission
- Local Area Formation Commission (LAFCo)
- Historical Landmarks Commission
- Fish and Wildlife Commission
- Nevada County Sanitation District No. 1 Advisory Commission

**Proposers are responsible for accessing the link above to review the names prior to answering the following questions:**

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$500 to any County Officer in the 12 months preceding the date of the submission of your proposals or the anticipated date of any Board or Commission action related to this license, permit, or contract?

☐ YES

☐ NO

If yes, please identify the County Officer(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than \$500 to any County Officer in the 12 months following any Board or Commission action related to this license, permit, or contract?

☐ YES

☐ NO

If yes, please identify the County Officer(s):

Answering yes to either of the two questions above does not preclude the County of Nevada from awarding a license, permit, or contract to your firm or any taking any subsequent action related to the said license, permit, or contract. It does, however, preclude the identified County Officers from participating in any actions related to this license, permit, or contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Type or write name of authorized individual

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Type or write name of company