

## TUP VS TCOU

What is the difference between a Temporary Use Permit (TUP) and Temporary Change of Use Permit (TCOU) for events?

- A TUP is required for outdoor events in parking lots, lawns, or on vacant land
- A TCOU is required for special events with 50 or more people locations such as stores, office buildings, parking garages, rooftops, warehouses, vacant buildings, etc.

## Using existing event spaces:

Hosting an event in a restaurant, Night Club, Church, Dance Hall, etc.? Be sure to verify the venue's attendance limit before you submit your special event application.

## TENT PERMITS

When is an Austin Fire Department Tent Permit required?

### Non Air Inflated:

Tents anchored directly to the ground falls in the following categories:

- Structures greater than 400 sq ft with any sidewalls
- Structures greater than 400 sq ft without sidewalls and within 20 feet of a building
- All structures greater than 700 sq ft

### Air Inflated:

- Structures greater than 100 sq ft

### Inclement Weather Contingency Plans:

Weather conditions can change quickly in Austin. Be sure to consider including a rain or bad weather plan for review along with your Special Event application. Having your plan pre-approved will allow you to quickly add tents to your event in case of emergency.

### Take note:

Plans should include detailed information on tent type, size, and location. Tent permits are nonrefundable.



## BUILDING PERMITS

What are the building permit requirements for temporary structures and stages? Temporary Structures that are over 120 sq. ft. and house more than 10 people must be permitted. For questions, contact the Planning and Development Review Department at [building.inspections@austintexas.gov](mailto:building.inspections@austintexas.gov).

## PARKING SPACES/ STREET EVENTS

Is a permit required for temporary use of a parking space for events?

Yes. Inventory of available parking spaces downtown is limited. Days and hours of availability depends on the location. Parking space reservations for loading and unloading are available on a first come, first served basis.

What isn't allowed?

Parking permits can't be used for advertising, displays, exhibitions or private parking.

Need more info? Contact: [TransportationSpecialEvents@austintexas.gov](mailto:TransportationSpecialEvents@austintexas.gov) or 512-974-6501.

## VENDING IN THE RIGHT OF WAY (ROW)/ STREET EVENTS

Is a permit required for vending on a sidewalk?

Yes. However, short-term requests for vending in the Right of Way are generally not approved during Spring Festival Season Due to the high number of pedestrians in the downtown area.

For info long term on sidewalk vending, visit [www.austintexas.gov/department/sidewalk-vendors](http://www.austintexas.gov/department/sidewalk-vendors).



### **TEMPORARY USE OF RIGHT OF WAY PERMIT (TURP)**

When would a TURP be necessary for an event?

- Forklifts operating for load in/load out
- Dumpster placement
- Wrapping a building
- Painting an overhang (ladder in the ROW)
- Hanging a temporary sign (ladder or machine in the ROW)

### **THE BASIC REQUIREMENTS FOR A TURP:**

- Provide bond and insurance for whoever is doing the work
- Submit the permit request through <https://www.austintexas.gov/rowman>  
Provide an approved Traffic Control Plan for your work (we have standard details available online - also found on that first link- if a standard detail will not work then it must be an engineered plan and submitted to [tcpreview@austintexas.gov](mailto:tcpreview@austintexas.gov)
- Provide a very detailed description of the work they will be doing in the Right of Way (what equipment they'll be using, what kind of work, who is doing the work (name of the company), etc.
- Must provide dimensions of their work zone (this is especially important because this is where our fees come from)

Permit Packet - <https://www.austintexas.gov/department/right-way-row-permits>

