



POP-UP MARKETS PERMIT

REQUIREMENTS:

- ****INCOMPLETE APPLICATION WILL NOT BE ACCEPTED/PROCESSED****
- **Permit Fee Upon Submission of Application (Cash, Check or Credit Card) Non-Refundable Fee**
- **Must not go past 9pm**
- **Business Hours must be provided**
- **If in a Plaza - Written approval from Plaza Owner**
- **If in a Plaza - Written approval/signatures from the Plaza Tenants**
- **Food Trucks – Must provide Food Truck list with Permit No. and Expiration Date**
- **Detailed Map/Layout**
- **Proof of Liability Insurance or Waiver**
- **Tent Application (if applicable)**

McAllen Code Sec. 78-60 Definitions: Pop-Up Market means an organized operation conducted outside of a permanent structure at a designated location used by vendors primarily for the distribution and sale of retail merchandise.

Date of Event: _____

Number of Vendors: 1-15 (\$50); 16-30 (\$75); over 30 (\$100)

Number of Booths: _____

Are there any tents involved? [☐] Yes / [☐] No Number of Tents: _____

Size of Tents: _____ less than 120sq.ft _____ greater than 120 sq. ft. _____ greater than 400 sq. ft

START TIME: _____ END TIME: _____

NAME OF CONTACT PERSON: _____

TELEPHONE NUMBER: _____

ORGANIZATION (IF APPLICABLE): _____

POP-UP MARKET LOCATION: _____

BUSINESS HOURS: _____

PURPOSE AND DESCRIPTION OF EVENT (BE SPECIFIC):

ARE VENDORS/SALES PROPOSED? (DESCRIBE):

*Public food Sales require food handling permits; not required for private events. *All tent fabrics must be flame resistant. An affixed tag or certificate by a testing laboratory is acceptable as evidence of flame resistance. Tents are subject to inspection.

**** City of McAllen does not provide traffic control/police officers for events**

**** Applicant is responsible for Street Closure**

Applicant Signature _____ Date _____

- a) Non-refundable Permit Fee upon submission of application
- b) If barricades are needed applicant must contact Texas Highway Systems at (956) 580-7660, 3521 N. Mayberry Rd., Mission, TX, for the rental of barricades and provide us with proof of rental.
- c) Detailed Map/Layout of the event
- d) Proof of liability insurance or waiver.
- e) **Certificate of Liability Insurance** - the City of McAllen must be the Certificate Holder or be listed under additional insured.
- f) **Waiver** - must exclude the City of McAllen from any liability.
- g) Permission of plaza owner/landlord and acknowledgement from tenants for event in writing.
- h) Business Hours must be provided
- i) Must take down all tents/tables/trash at closing of event
- j) If having food trucks at pop-up market, must provide listing of food trucks with permit number and expiration date.
- k) City of McAllen does not provide traffic control for events



**City of McAllen
Planning Department**

Phone: 956.681.1250 Fax: 956.681.1279
Email: planning@mcallen.net

Tent Application

For temporary (pop-up) tents less than 120 sq. ft.

Application Date: ____ / ____ / ____

Applicant: _____ Phone: _____

Mailing Address: _____ City / Zip: _____

Email Address: _____

Business Name: _____ Street Address: _____

Dates Requested: _____ Anchoring info: _____

Tent Dimensions: _____ *Signage: _____

*Please be advised that any signage is subject to review through a Temporary / Special Event Sign Request form

****A dimensioned site plan must be submitted along with this application:**

- | | |
|--------------------------------------|---|
| <input type="radio"/> North Arrow | <input type="radio"/> Tent Location |
| <input type="radio"/> Property Lines | <input type="radio"/> Setback(s) |
| <input type="radio"/> Street Name(s) | <input type="radio"/> Related Business Location |
| <input type="radio"/> Sidewalks | <input type="radio"/> Structure |

Applicant Signature

General Information

Timeframe: A business shall be allowed one (1) temporary (pop-up) tent for two (2) 15-day periods per calendar year.

Size: This application shall only be used for those tents which are less than 120 sq. ft.

Location: Tents must be related to the existing business and located on the same property as the business. Tents must comply with front and side yard setbacks and are not permitted in the Right-Of-Way. Any tent located in a parking area shall not interfere with the flow of traffic (drive aisles) and shall not occupy more than one parking space.

Quantity: Properties with more than one business shall be permitted only one (1) tent at any given time.

Revocation: This approval may be revoked at any time upon failure of the applicant to comply with city requirements.

This signed application must be available at the business location to be shown as proof of approval. The approved location may be inspected at any time by a City of McAllen Code Enforcement Officer.

To be completed by City Staff:

Zoning District: _____ Tent Area: _____

Subdivision: _____ Lot #: _____

Request # (for related business): 1 2 other

Department (initial)	Date	Comments
Planning _____	_____	_____
Building _____	_____	_____
Env. Svcs. _____	_____	_____
Other _____	_____	_____

Summary of Conditions for Approval

_____ Complies with permitted size _____ Request #
 _____ Complies with requirements for location _____ Properly Anchored

Additional Requirements: _____

Acknowledgement and Agreement to Conditions

The foregoing is a true & correct description of the intent of the undersigned applicant, and the applicant states that they will take full responsibility for this approval. The applicant agrees to comply with the City of McAllen Code of Ordinances, the City Building Code and the conditions outlined above.

In consideration of the above application, approval is hereby granted for the above action conditioned upon the terms and specifications set forth above, and the faithful observation of all provisions of the City of McAllen Code of Ordinances and City Building Code.

 Applicant Signature

 City Agent Signature

This signed application must be available at the business location to be shown as proof of approval. The approved location may be inspected at any time by a City of McAllen Code Enforcement Officer.