

Temporary Outdoor Display Permit



Application Process Summary

A Temporary Outdoor Display Permit allows businesses to have temporary sales of merchandise outside of the building. (Food Sales are allowed under a different license.)

What are the minimum requirements for a Temporary Outdoor Display Permit?

- The business needs to be located in a C-1, Local Business, C-2, General Business or C-3, General Shopping zoning district.
- The display and sale area can't be located on a landscaped area or in the boulevard.
- The event must be 10 days or less and need to be 20 days apart. (no back to back permits).
- No more than 3 events are permitted per year
- No more than 6 events are permitted per year for multi-tenant developments

What are the application requirements?

The following information is needed to process a Temporary Outdoor Display Permit application. Beginning in 2022, applications will be accepted online.

- Property information
 - Street address
 - Anoka County Property Identification Number (PIN)
 - Current zoning
- Site plan showing the size and location of the display on the property. The plan must also show how pedestrian and vehicular traffic will be managed.
- Petitioner (applicant) information
 - Name of individual and/or company
 - Mailing address
 - Phone number
 - Email address
 - Signature authorizing application
- Property owner information (if different from petitioner)
 - Name
 - Signed document authorizing application
- Application fee(s)
 - \$75 for Temporary Outdoor Display Permit
 - Permit for tent, if necessary
 - Permit for temporary sign(s), if necessary

File information for online applications:

- Maximum file size for uploads is 25 MB.
- As possible, **please submit drawings as native PDF files (not scans).**
- Narrative/text files and other documents may be Word, PDF, or image files.