



Community Development Department – Planning Division  
 10770 West Oakland Park Boulevard, Sunrise, FL 33351  
 P: 954.746.3270 F: 954.746.3287  
 AskZoning@sunrisefl.gov

# Temporary Outdoor Sales Notification Form

**MUST BE SUBMITTED MINIMUM 7 DAYS PRIOR TO START OF SALE**

**NO FEE**

This Notification Form is required for temporary outdoor sales on sidewalks, or anywhere else on a property the does not affect the parking lot. Parking lot sales instead require a **Temporary Outdoor Sale Permit**.

**Per Section 16-288(c) of City Code:**

*Approved registration shall entitle the property owner to no more than three (3) temporary outdoor sales per calendar year. The property owner is entitled to assign any of the three (3) temporary outdoor sales to any tenant within the plaza. Assignment of temporary outdoor sales by a property owner to a nonprofit organization shall not count towards three (3) temporary outdoor sales per calendar year unless the nonprofit organization is the tenant or property owner.*

**ALL FIELDS MUST BE COMPLETED OR INDICATED "N/A"**

Property Information	
Plaza/Property Name:	_____
Property Address:	_____
Property Owner:	_____ Phone Number: _____
Authorized Agent (Company):	_____ Phone Number: _____
Authorized Agent (Person):	_____ Signature: _____ Date: _____

Sale Information	
Tenant Business Name _____	Attach Copy of Business Tax Receipt
Additional Applicant Name (if applicable) _____	<input type="checkbox"/> Non Profit (Attach Documentation)
Sale Address: (include bay/suite number) _____	
Date(s) of Sale: From: _____ To: _____	
Sale Hours: From: _____ To: _____	
Name of On-Site Manager During Event: _____	Cell : _____
Is sale for sale of the following items?	<input type="checkbox"/> Fireworks <input type="checkbox"/> Pumpkins <input type="checkbox"/> Christmas Trees
Are temporary signs being installed?	<input type="checkbox"/> No <input type="checkbox"/> Yes If so, Permit # _____
<input type="checkbox"/> Attach a sketch to show sale location and arrangement	<input type="checkbox"/> Attach copy of valid Business Tax Receipt

For Official Use Only	
<input type="checkbox"/> Current Business Property Annual Registration on file	<input type="checkbox"/> Other:
<input type="checkbox"/> Sale in connection with business with valid business tax receipt	
<input type="checkbox"/> Nonprofit (other than tenant or owner): Y / N	
<input type="checkbox"/> Number of TOS at this location previously this year: _____;	Number remaining available: _____

Staff Reviewer:	Date:	Sale Approved:
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Please mail to City of Sunrise, Community Development Department – Planning Division  
 10770 West Oakland Park Boulevard, Sunrise, FL 33351 or submit by email to  
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