

How To Set Up a Pop-Up Shop?

1. Locate Available Space
 - Look for spaces on the market.
(<http://downtownaustin.com/business/office/vacancies/>)
 - Walk-up and down the area that you are interested in hosting a pop-up shop to identify potentially available spaces (vacant or for lease/sale)
2. Contact Building Owner or Management Company
 - Discuss Rate, Time-Frame, Insurance, Utilities,
 - Temporary Permits only last a maximum of 45 days and can be renewed only once for a total of 90 days
3. Permitting Process at the City of Austin
 - a. Development Assistance Center, Chris Johnson, Manager, 512.974.2769
NEED: Physical Address of the Building and \$50.00 Permit Fee
 - b. Commercial Plan Review Office, J.B Meyer 512.974.2355
 - Intake Coordinators are Carol Rainey and Mary Blunt meet with one of them prior to meeting with J.B Meyer
 - Expedited permit processing hours are Tuesday and Thursday from 8am-11am (Permit will be issued within 24 hours)
NEED: 2 Copies of the building plans, "write in" intended use in appropriate areas. (IE if the space was previously a restaurant, cross out kitchen area if the area is now going to be used as a retail showroom)
4. Schedule Inspections (once you receive your temporary use permit)
 - a. Building Inspection, Jose Roig, 512.974.9754 (Free)
 - b. Fire Inspection, 512.974.0160 (Free)
 - Both inspections are good for 45-days
5. Insurance
 - Coverage will vary based on the requirements of each building and the nature of the pop-up shop
 - RV Nuccio and Associates Inc. offer special event insurance
(www.rvnuccio.com)