

### 15-207.11 Requirements

SPECIAL EVENTS, including TEMPORARY FOOD ESTABLISHMENTS, operated within pool enclosures shall also meet the requirements of *NAC 444.288*. The following requirements shall be met for all operations on pool decks and within pool barriers:

- (A) No glass or breakable items shall be allowed except that glass liquor and mixer bottles under the control of a FOOD HANDLER are acceptable.
- (B) Bar/FOOD units shall be located remotely from the edge of the pool on the raised rear deck area if available.
- (C) Work stations shall not obstruct access to the pool deck, or to necessary fixtures, including but not limited to showers and water fountains.
- (D) Work stations shall not be placed in any location where there is standing water.
- (E) Work stations shall be broken down, covered, protected, and stored when not in use.
- (F) All electrical connections for work stations shall be GFCI protected and testable, and temporary electrical runs shall not pass across walkways used by bathers or in wet areas such deck drains.
- (G) An operational plan shall be completed and shall address all of the above including a statement that management will not permit FOOD or drink to be consumed within 4' of any pool or spa.

### 15-208 SPECIAL EVENT PERMIT to Operate

#### 15-208.11 Issuance of Report and Corrective Action

- (A) The HEALTH AUTHORITY shall conduct an inspection of the SPECIAL EVENT and record the findings on an inspection report form. The HEALTH AUTHORITY shall furnish the original of the inspection report to the EVENT COORDINATOR.
- (B) The EVENT COORDINATOR shall ensure that all documented violations are corrected as specified on the health inspection report.
- (C) The EVENT COORDINATOR shall ensure that unAPPROVED TEMPORARY FOOD ESTABLISHMENTS do not operate at or during the SPECIAL EVENT.
- (D) The EVENT COORDINATOR of TASTING EVENTS shall ensure that FOOD BOOTHS, with no point of sale but having outstanding violations, do not serve FOOD until corrective actions have been made as designated on the inspection report.

#### 15-208.12 PERMIT Approval to Operate

Once all requirements for the EVENT COORDINATOR have been met, the health PERMIT for the SPECIAL EVENT shall be APPROVED.

## 15-3 Temporary Food Establishment Requirements

### Subparts

- 15-301 Application to Operate a Temporary Food Establishment
- 15-302 Temporary Food Establishment Permit to Operate
- 15-303 Temporary Food Establishment Permit Exemptions
- 15-304 General Requirements for Temporary Food Establishments

### 15-301 Application to Operate a TEMPORARY FOOD ESTABLISHMENT

#### 15-301.11 Application

- (A) A PERSON desiring to operate any TEMPORARY FOOD ESTABLISHMENT shall make written application for a PERMIT in accordance with *NRS 446.875*.
- (B) The application shall be made on forms provided by the HEALTH AUTHORITY. The TEMPORARY FOOD ESTABLISHMENT PERMIT application shall be submitted to the HEALTH AUTHORITY not less than seven days prior to the start date of the event.
- (C) An application for a PERMIT to operate a TEMPORARY FOOD ESTABLISHMENT shall be accompanied by payment of a fee established by the DISTRICT BOARD OF HEALTH. A late fee will be assessed if the application and fee are not received a minimum of seven days prior to the start date of the event. Additional fees will be incurred if the PERMIT application is submitted less than 24 hours prior to the event.

### **15-301.12 Application Review**

The TEMPORARY FOOD ESTABLISHMENT application shall be reviewed by the HEALTH AUTHORITY and the proposed plan shall be APPROVED or denied. If denied, the applicant shall be notified of the reason(s) for the denial. Incomplete applications shall be denied.

- (A) If necessary to protect against public health HAZARDS, the HEALTH AUTHORITY may impose specific requirements in addition to the requirements contained in this Chapter as authorized by *NRS 439.410* and *NRS 446.865*.
- (B) The HEALTH AUTHORITY shall document the conditions that necessitate the imposition of additional requirements and the underlying public health concerns.

### **15-302 TEMPORARY FOOD ESTABLISHMENT PERMIT to Operate**

#### **15-302.11 PERMIT Requirement**

It is unLAWful for any PERSON to operate a TEMPORARY FOOD ESTABLISHMENT unless a valid PERMIT has been issued by the HEALTH AUTHORITY.

#### **15-302.12 PERMIT Limitations**

A TEMPORARY FOOD ESTABLISHMENT PERMIT shall not exceed 14 days and is not transferable from PERSON to PERSON or from location to location.

#### **15-302.13 Inspection by the HEALTH AUTHORITY**

- (A) A TEMPORARY FOOD ESTABLISHMENT PERMIT to operate shall be issued only after inspection and approval by the HEALTH AUTHORITY and only after the TEMPORARY FOOD ESTABLISHMENT has obtained and paid for the appropriate PERMIT in advance of the event.
- (B) The PERSON operating the TEMPORARY FOOD ESTABLISHMENT shall prominently display all original licenses and PERMITS under which the TEMPORARY FOOD ESTABLISHMENT is operating in a conspicuous location, easily readable by the public, and at each FOOD BOOTH or point of sale.
- (C) The HEALTH AUTHORITY shall issue a CEASE AND DESIST ORDER to a TEMPORARY FOOD ESTABLISHMENT if the establishment is found to be violating the requirements set forth in these Regulations which include but are not limited to failing to obtain and pay for the appropriate PERMIT prior to the event. The TEMPORARY FOOD ESTABLISHMENT shall not resume operations until APPROVED by the HEALTH AUTHORITY.
- (D) The HEALTH AUTHORITY may periodically inspect throughout the PERMIT period, any TEMPORARY FOOD ESTABLISHMENT to verify that good public health practices are in place. Conditions warranting additional inspections include, but are not limited to:
  - (1) Improvised rather than permanent facilities or EQUIPMENT for accomplishing functions including but not limited to hand washing, FOOD preparation and protection, FOOD temperature control, WARE WASHING, providing DRINKING WATER, solid waste storage and disposal, and insect and rodent control.
  - (2) Inexperienced FOOD HANDLERS.
  - (3) Inclement weather.
  - (4) Citizen or alleged FOOD BORNE ILLNESS complaint investigations.

#### **15-302.14 FOOD Prohibitions**

Except as otherwise specified in Section 15-303 of this Chapter, FOOD that is prepared in a private home shall not be sold, offered or displayed for sale, or offered for compensation or contractual consideration of any kind.

### **15-303 TEMPORARY FOOD ESTABLISHMENT PERMIT Exemptions**

#### **15-303.11 Exemptions**

In accordance with *NRS 446.870*, the following FOOD ESTABLISHMENTS are exempt from obtaining a PERMIT:

- (A) Any PERSON that prepares FOOD in a private home and gives it away free of charge or for consideration of any kind unless it is given to a PERMITTED FOOD ESTABLISHMENT.
- (B) A religious, charitable, or other non-profit organization may, without possessing a PERMIT from the HEALTH AUTHORITY, sell FOOD occasionally to raise money, whether or not the FOOD was prepared in a private home, provided the sale occurs on the PREMISES of the organization. If the sale is to occur off the PREMISES of the organization, a PERMIT shall be required.
- (C) The HEALTH AUTHORITY may exempt a TEMPORARY FOOD ESTABLISHMENT from obtaining a PERMIT if the HEALTH AUTHORITY determines that the FOOD which is sold, offered, displayed for sale, or served at the establishment does not constitute a potential or actual HAZARD to the public health. Exemptions include but are not limited to:
  - (1) Commercially bottled or canned BEVERAGES, including water, that do not require refrigeration, and are served from the SEALED original properly labeled container without addition of ice or other regulated product.

- (2) SEALED, commercially PACKAGED non-PHF (TCS) from an APPROVED SOURCE with proper labeling including but not limited to potato chips, candy, popcorn, and other similar FOOD.
- (3) Booths which sample FOOD, but do not receive compensation or sell the product sampled at the booth. Although a TEMPORARY FOOD ESTABLISHMENT PERMIT is not required, the booth may be subject to requirements of these Regulations and may be inspected under the EVENT COORDINATOR PERMIT.

**15-304 General Requirements for TEMPORARY FOOD ESTABLISHMENTS**

**15-304.11 Compliance with Requirements**

TEMPORARY FOOD ESTABLISHMENTS shall comply with the requirements specified in this Chapter and other applicable portions of these Regulations.

- (A) The HEALTH AUTHORITY may impose additional requirements to protect the public from potential HAZARDS related to the operation of these establishments.
- (B) The HEALTH AUTHORITY may RESTRICT or limit menu items, and may prohibit the sale of any PHF (TCS) that may put the public at RISK of disease or injury. The HEALTH AUTHORITY:
  - (1) If necessary to protect the public health, specific requirements in addition to the requirements specified in this Chapter and as specified by *NRS 439.410 and NRS 446.865*, may be imposed.
  - (2) Shall document the conditions that necessitate the imposition of additional requirements and shall state the underlying public health concerns.
- (C) TEMPORARY FOOD ESTABLISHMENTS, and all other operations which sell alcoholic BEVERAGES for consumption on PREMISES, shall post health warnings for drinking during pregnancy as specified in *NRS 446.842*.

**15-304.12 PERSON IN CHARGE**

Each TEMPORARY FOOD ESTABLISHMENT shall have a designated PERSON IN CHARGE responsible for knowledge of, and compliance with, these Regulations. Such PERSON shall be on-site and accessible during all hours of operation of the TEMPORARY FOOD ESTABLISHMENT. Facilities without such PERSON IN CHARGE shall not be APPROVED to open or operate.

**15-304.13 FOOD Source**

- (A) All FOOD shall be obtained from an APPROVED SOURCE acceptable to the HEALTH AUTHORITY. Home canned FOOD is prohibited.
- (B) As per *NRS 446.870*, no preparation or storage shall occur at a private residence or anywhere other than at a PERMITTED FOOD ESTABLISHMENT for any PHF (TCS) or perishable FOOD intended to be sold, offered, or displayed for sale at a TEMPORARY FOOD ESTABLISHMENT.
- (C) In the absence of an APPROVED COMMISSARY, same day receipts for FOOD shall be available on-site for review by the HEALTH AUTHORITY upon request.
- (D) Receipts and/or invoices shall be maintained at the booth for all FOOD obtained outside of Clark County, Nevada.
- (E) Ice, which is intended for human consumption or cooling purposes, shall be obtained from an APPROVED SOURCE.
- (F) Packages of FOOD, including packages of FOOD repACKAGED from bulk that was prepared within Clark County, that are for sale in a TEMPORARY FOOD ESTABLISHMENT shall have a label which has been APPROVED by the HEALTH AUTHORITY. The label shall meet the requirements as specified in Chapter 3 of these Regulations.

**15-304.14 FOOD Cooking, Holding and Service EQUIPMENT**

- (A) All FOOD cooking, holding, and service EQUIPMENT shall be constructed of non-toxic materials, including but not limited to those specified in Chapter 4-201.11 of these Regulations and shall be maintained clean, in good repair, and in such condition as not to present a RISK to public health.
- (B) The HEALTH AUTHORITY shall RESTRICT FOOD at an event if adequate facilities are not available and functioning properly to maintain FOOD at required temperatures.
- (C) An appropriately sized and calibrated stem thermometer with a range of 0-220°F±2° shall be available and used to monitor the temperature of PHF (TCS).
- (D) Adequate EQUIPMENT shall be provided to maintain hot FOOD at a temperature of 135°F±2° or above during storage, display, and service. APPROVED EQUIPMENT includes, but is not limited to, steam tables, hot boxes, grills, and chafing dishes.
- (E) Adequate EQUIPMENT shall be provided to maintain cold FOOD at a temperature of 41°F±2° or below during storage, display, and service. APPROVED EQUIPMENT includes, but is not limited to, mechanical refrigeration units and ice chests with a drain.

**15-304.15 Cooking, Reheating and Hot Holding of PHF (TCS)**

- (A) PHF (TCS) shall be cooked to the following minimum temperatures unless otherwise ordered by the immediate CONSUMER:
- (1) All cooked FOOD that is reheated shall be heated, within two hours, to a minimum internal temperature of 165°F±2° for at least 15 seconds. FOOD EQUIPMENT intended for hot holding shall not be used to reheat FOOD.
  - (2) All POULTRY products, stuffed MEATS, and stuffing containing animal products shall be cooked to a minimum internal temperature of 165°F±2° for at least 15 seconds.
  - (3) All pork products, except whole-muscle intact pork, and ground beef shall be cooked to a minimum internal temperature of 155°F±2°.
  - (4) Beef, whole-muscle intact pork, and FISH products shall be cooked to a minimum internal temperature of 145°F±2°.
  - (5) Roast beef shall be cooked to an internal temperature of at least 130°F±2°, and held at 130°F±2°, for a minimum of 112 minutes prior to service.
  - (6) If FOOD of animal origin is provided in an undercooked state per the request of the individual CONSUMER, the operator of the TEMPORARY FOOD ESTABLISHMENT shall post a CONSUMER advisory as specified in Chapter 3-401.11(D) of these Regulations.
- (B) Hot PHF (TCS) shall be held at 135° F±2° or above.
- (C) BARBECUE grills shall be constructed of non-toxic materials designed for the cooking of FOOD. Use of recycled 55-gallon metal drums is prohibited.

#### 15-304.16 FOOD Preparation

- (A) All FOOD handling and preparation shall take place within the PERMITTED TEMPORARY FOOD ESTABLISHMENT unless prepared at an APPROVED FOOD ESTABLISHMENT.
- (B) POTENTIALLY HAZARDOUS FOOD (TCS) served at the TEMPORARY FOOD ESTABLISHMENT shall be prepared and served on the same day and shall not be held for service on the following day.
- (C) FROZEN FOOD shall be thawed by one of the following APPROVED methods:
- (1) Under refrigeration.
  - (2) In an ice chest, with drain, provided the FOOD is maintained at 41°F±2° or colder.
  - (3) As part of the cooking process.

#### 15-304.17 FOOD Protection and Storage

- (A) During transport and storage, all FOOD shall be protected from CONTAMINATION and held within required safe temperatures as set forth in these Regulations.
- (B) All FOOD, FOOD-CONTACT SURFACES, SINGLE-SERVICE ARTICLES, and SINGLE-USE ARTICLES shall be stored at least 6" off the ground or floor.
- (C) All FOOD shall be covered or shielded to protect it from dust, dirt, insects, patrons, and other sources of CONTAMINATION.
- (D) Animals are prohibited in FOOD preparation and storage areas except as specified in Chapter 6-501.21 of these Regulations.
- (E) CONDIMENTS shall be dispensed in single-service type packaging, or from squeeze bottles, shakers, or dispensers APPROVED by the HEALTH AUTHORITY.
- (F) Samples shall be dispensed by means that prevent CONSUMERS from contaminating other samples. Sampling methods may include:
- (1) Individually wrapped portions.
  - (2) Tongs.
  - (3) Toothpicks.
  - (4) Units that dispense one sample at a time.
  - (5) Separation by use of deli paper or cups.
  - (6) A FOOD HANDLER dispensing a sample into the CONSUMER's hands by use of a gloved hand or UTENSIL.
- (G) FOOD shall be protected from CROSS-CONTAMINATION by keeping raw animal products away from READY-TO-EAT FOOD during transportation, storage, preparation, holding, and display.
- (1) The same ice chest may not be used for the storage of both raw animal products and READY-TO-EAT FOOD.

- (2) EQUIPMENT and UTENSILS shall be thoroughly cleaned and sanitized, as specified in Section 15-304.19 of this Chapter, between being used for raw animal products and READY-TO-EAT FOOD.
- (3) When WARE WASHING facilities are not available, an adequate supply of clearly identified EQUIPMENT and UTENSILS shall be provided for use on raw animal products.
- (H) FOOD dispensing UTENSILS shall be stored in a manner that protects UTENSILS and FOOD from CONTAMINATION. UTENSILS may be stored:
  - (1) In the FOOD product with the handle extended above the FOOD.
  - (2) On a FOOD-CONTACT SURFACE including but not limited to a clean portion of a FOOD preparation table or cooking EQUIPMENT that has been properly cleaned and sanitized at an APPROVED frequency.
  - (3) In a clean, protected location if the UTENSILS including but not limited to ice scoops, are used only with a FOOD that is non-PHF (TCS).
  - (4) In a container of water, if the water is maintained at a temperature of  $41^{\circ}\text{F}\pm 2^{\circ}$ , or below, or  $135^{\circ}\text{F}\pm 2^{\circ}$ , or above, and the UTENSILS and the container are cleaned at least every four hours or at a frequency necessary to preclude accumulation of FOOD residues.
- (I) Ice intended for use in BEVERAGES shall be stored separately from ice used for all other purposes, and shall be dispensed as directed in Section (G) above using an APPROVED scoop with a handle.
- (J) Ice used for cooling shall not be used for consumption. Ice used for cooling purposes:
  - (1) Shall not come in direct contact with FOOD.
  - (2) Shall have adequate drainage to prevent pooling of water.
- (K) BEVERAGES stored in cooling ice are not allowed for self-service to the general public and shall be dispensed by the TEMPORARY FOOD ESTABLISHMENT operator.
- (L) Chemicals shall be stored separate from, and below, all FOOD, SINGLE-SERVICE ARTICLES, SINGLE-USE ARTICLES, and FOOD EQUIPMENT.
- (M) FOOD preparation and cooking EQUIPMENT shall not be stored in areas accessible to the public.
- (N) All open FOOD preparation, storage, and display surfaces shall be SMOOTH and EASILY CLEANABLE.
- (O) Cloth towels shall not come in direct contact with FOOD.

**15-304.18 Hygienic Practices Requirements and HAND WASHING SINKS**

- (A) A HAND WASHING SINK shall be readily accessible inside or directly adjacent to, but not more than 10' from, the preparation area of a TEMPORARY FOOD ESTABLISHMENT. The HAND WASHING SINK shall be in place, properly equipped, and ready for use prior to any open FOOD handling.
  - (1) When a portable or plumbed HAND WASHING SINK is not available, a container with a spigot or other means that will allow gravity flow of tempered water, at temperatures of  $90^{\circ}\pm 2^{\circ}$  to  $110^{\circ}\pm 2^{\circ}$ , with a minimum capacity of two gallons shall be provided. At least five gallons of potable water shall be available on-site for the purpose of washing hands.
  - (2) Liquid hand soap in a pump dispenser, and single-use paper towels dispensed in a sanitary manner, shall be available at the HAND WASHING SINK.
  - (3) Waste water from the hand washing process shall drain into a designated container large enough to prevent splash or overflow. The waste water container shall be emptied as needed into a sanitary sewer.
  - (4) A waste receptacle shall be located near the HAND WASHING SINK for the disposal of paper towels.
  - (5) Hand sanitizers and single-service gloves may be used, but are not a substitute for hand washing. An employee of a FOOD ESTABLISHMENT shall not use a pair of gloves intended for a single use for more than one purpose, and shall discard the gloves after they are damaged or soiled, or after the process of preparing FOOD has been interrupted.
  - (6) When using gloves for working with FOOD, hands shall be washed before donning gloves for working with FOOD and after removing gloves when handling raw animal products.
  - (7) A HAND WASHING SINK is not required if the only FOOD items offered are commercially PRE-PACKAGED FOOD and BEVERAGES that are dispensed in their original unopened containers.
- (B) FOOD service workers, as a minimum, shall wash their hands:
  - (1) Before entering FOOD preparation and service areas.
  - (2) Immediately before engaging in any FOOD preparation.
  - (3) Before donning gloves for working with READY-TO-EAT FOOD and after removal of gloves when working with raw animal product.

- (4) After using the toilet, smoking, eating, or handling raw FOOD.
- (5) As often as necessary to remove soil and CONTAMINATION and to prevent CROSS-CONTAMINATION.
- (C) Unless prior operational procedures are APPROVED by the HEALTH AUTHORITY, FOOD HANDLERS shall eliminate bare hand contact with READY-TO-EAT FOOD by suitable means including but not limited to deli paper, spatulas, tongs, single-use gloves, or dispensing EQUIPMENT. The use of single-use gloves or UTENSILS is not a substitute for required hand washing. A guidance document is provided in Appendix K.
- (D) Eating in the TEMPORARY FOOD ESTABLISHMENT shall be RESTRICTED to designated areas away from all FOOD preparation and storage areas.
- (E) Employee BEVERAGES shall be in a closed container and stored away from FOOD and FOOD-CONTACT SURFACES.
- (F) All FOOD HANDLERS shall wear clean clothing.
- (G) Any PERSON not directly involved in the operation of a TEMPORARY FOOD ESTABLISHMENT shall be RESTRICTED from FOOD preparation and service areas.

**15-304.19 Cleaning and Sanitizing of UTENSILS and EQUIPMENT**

- (A) An APPROVED sanitizing solution in a labeled container shall be available prior to any open FOOD handling taking place.
  - (1) APPROVED sanitizer solutions in water include 50-100 ppm chlorine (bleach), or at a concentration specified by the manufacturer, quaternary ammonium compound applied at a concentration specified by the manufacturer, or 12.5 ppm iodine or at a concentration specified by the manufacturer,
  - (2) Appropriate test strips shall be available and used to measure the concentration of the sanitizer.
  - (3) Clean wiping cloths shall be used for frequent sanitizing of FOOD-CONTACT SURFACES and EQUIPMENT and shall be stored in the sanitizing solution when not in use.
- (B) EQUIPMENT and UTENSILS shall be washed, rinsed, and sanitized at least once every four hours, or replaced after four hours.
  - (1) When available, a three-compartment sink or commercial dish washing machine, plumbed with hot and cold water, shall be used to wash, rinse, and sanitize FOOD service UTENSILS and EQUIPMENT.
  - (2) As a minimum, a WARE WASHING facility shall have:
    - (a) Three basins large enough for immersion of UTENSILS and EQUIPMENT.
    - (b) An adequate supply of potable water.
    - (c) An APPROVED disposal system for waste water.
  - (3) Sequence for manual WARE WASHING:
    - (a) Wash in the first basin with a clean solution of detergent and water with a minimum temperature of 110°F±2°.
    - (b) Rinse in the second basin filled with clean water.
    - (c) Sanitize in the third basin by immersion for a minimum of 1 minute, or as directed by the manufacturer, in an APPROVED sanitizing solution as listed in Chapter 4-402.11(B) (3) of these Regulations.
    - (d) Air dried in a sanitary manner.
    - (e) Water shall be changed as necessary.
- (C) Those TEMPORARY FOOD ESTABLISHMENTS, at SPECIAL EVENTS with common WARE WASHING facilities, shall maintain a sufficient supply of clean and sanitized UTENSILS and/or EQUIPMENT, within the establishment, to provide for the required replacement at least every four hours or more often as needed. All dirty UTENSILS shall be returned to the common WARE WASHING area for cleaning and sanitizing.
- (D) Clean UTENSILS shall be stored in a sanitary manner.

**15-304.20 TEMPORARY FOOD ESTABLISHMENT Site Requirements**

- (A) TEMPORARY FOOD ESTABLISHMENTS shall be constructed and located to minimize the RISK of FOOD CONTAMINATION from external sources including but not limited to SEWAGE, flooding, dust, insects, and vermin.

- (B) The floor, ground, or ground cover shall be maintained to minimize CONTAMINATION from dust, insects, and water, and be graded to drain away from the TEMPORARY FOOD ESTABLISHMENT.
- (C) Where a temporary structure is provided it shall be constructed in a manner to prevent CONTAMINATION of FOOD, and FOOD-CONTACT SURFACES.
- (D) Heating EQUIPMENT, and cooking and storage EQUIPMENT shall be located in an area inaccessible to the public.
- (E) Outdoor open FOOD operations shall have overhead protection unless otherwise specified by the local fire authority.
- (F) TEMPORARY FOOD ESTABLISHMENTS may not be closer than 50' from any non-sewered toilets and/or animal pens. The 50' setback requirement may be waived by the HEALTH AUTHORITY if public health concerns are not compromised by such WAIVER.

**15-304.21 Water Supply**

An adequate supply of potable water shall be available for cooking purposes, hand washing, and cleaning and SANITIZATION of EQUIPMENT, UTENSILS, and FOOD-CONTACT SURFACES. A public water supply shall be protected with the appropriate backflow prevention device. Non-GRADE or garden hoses shall not be used for delivery of water for human consumption or FOOD preparation.

**15-304.22 Waste Water**

Waste water shall be disposed into a sanitary sewer system. Waste water shall not be dumped onto the ground surface, into waterways, or into storm drains. Waste water shall be collected in watertight containers until properly disposed. A TEMPORARY FOOD ESTABLISHMENT shall cease all FOOD operations if waste water spills occur.

**15-304.23 Solid Waste**

Frequent disposal of solid waste is required to prevent excessive accumulation and to eliminate the potential for a public health HAZARD.

**15-304.24 Lighting**

A minimum of 35-foot candles of natural or artificial light shall be provided on all work surfaces. Artificial lighting above open FOOD areas shall be shielded.

**15-4 Compliance and Enforcement**

**Subparts**

- 15-401 Operation of Temporary Food Establishment Without a Permit**
- 15-402 Inspections**
- 15-403 Examination and Condemnation of Food**
- 15-404 Food Borne Illness Reporting and Investigation**
- 15-405 Enforcement Actions**
- 15-406 Interference with Performance of Duties**

**15-401 Operation of TEMPORARY FOOD ESTABLISHMENT Without a PERMIT**

**15-401.11 TEMPORARY FOOD ESTABLISHMENT Operators**

TEMPORARY FOOD ESTABLISHMENT operators who are found operating without a valid health PERMIT shall be required to cease FOOD operations immediately until a valid health PERMIT is APPROVED and obtained. Failure to comply will result in a written notice of violation and possible subsequent legal action taken by the HEALTH AUTHORITY.

**15.402 Inspections**

**15-402.11 Credentials**

After presenting official credentials, the HEALTH AUTHORITY shall be allowed to inspect, at any reasonable time, any FOOD ESTABLISHMENT within Clark County to determine compliance with these Regulations. The HEALTH AUTHORITY shall be allowed to examine any applicable information pertaining to FOOD and supplies purchased, received, or used, and PERSONS employed.

**15-402.12 Findings**

Whenever the HEALTH AUTHORITY makes an inspection of a FOOD ESTABLISHMENT, the findings shall be recorded on an inspection report form. The HEALTH AUTHORITY shall furnish the original of the inspection report form to the PERMIT HOLDER, operator, or the designated PERSON IN CHARGE.

**15-403 Examination and Condemnation of FOOD**

**15-403.11 ADULTERATED FOOD or RISK to Public Health**

FOOD which upon inspection of a TEMPORARY FOOD ESTABLISHMENT by the HEALTH AUTHORITY, is determined to have been potentially ADULTERATED or for any reason may present a substantial RISK to public health shall be

condemned. FOOD that has been condemned may be voluntarily destroyed and discarded by the establishment operator in the presence of the HEALTH AUTHORITY or otherwise placed on hold as specified in *NRS 446.920*.

#### **15-404 FOOD BORNE ILLNESS Reporting and Investigation**

##### **15-404.11 Notification**

When a FOOD BORNE ILLNESS or FOOD related injury is reported to any employee of a TEMPORARY FOOD ESTABLISHMENT, the employee shall notify the operator of the ESTABLISHMENT immediately of the report. The operator shall immediately report the incident to the HEALTH AUTHORITY and remove from sale, and refrigerate, any suspect FOOD until release by the HEALTH AUTHORITY.

##### **15-404.12 Investigation**

When the HEALTH AUTHORITY suspects that a SPECIAL EVENT, TEMPORARY FOOD ESTABLISHMENT, or its employees may be the source of a FOOD borne illness, appropriate action shall be taken to control transmission of the FOOD borne illness. Such action may include, but is not limited to, any or all of the following:

- (A) Secure records that may enable identification of PERSONS potentially exposed to the illness, and/or requiring additional assistance in locating such PERSONS. This includes records of hotels, motels, or any other facilities on whose PREMISES the TEMPORARY FOOD ESTABLISHMENT is operating.
- (B) Obtain samples of any suspect FOOD for laboratory examination.
- (C) Require the destruction of suspect FOOD, or preventing the suspect FOOD being served until such time as the FOOD has been deemed safe for human consumption.
- (D) Require implementation of environmental controls to reduce the potential exposure of the public to environmental contaminants or injuries resulting from existing conditions at a SPECIAL EVENT or in a TEMPORARY FOOD ESTABLISHMENT.

#### **15-405 Enforcement Actions**

##### **15-405.11 Notice of Violation**

Whenever the HEALTH AUTHORITY finds an unsanitary condition, or an IMMINENT HEALTH HAZARD at a SPECIAL EVENT or in the operation of a TEMPORARY FOOD ESTABLISHMENT, the HEALTH AUTHORITY may issue a written Notice of Violation (NOV) to the PERMIT HOLDER or operator citing the condition, and specifying the time in which the corrective action must be taken. The HEALTH AUTHORITY may suspend an operation or a portion thereof for a critical or major violation until such time as the violation has been corrected.

##### **15-405-12 Cease and Desist**

The HEALTH AUTHORITY may issue a CEASE AND DESIST ORDER of all operations until the IMMINENT HEALTH HAZARD has been abated and a reinspection has been conducted to ensure compliance. The TEMPORARY FOOD ESTABLISHMENT PERMIT will be reinstated only after the violations have been corrected.

#### **15-406 Interference with Performance of Duty**

##### **15-406.11 UnLAWful**

As per *NRS 446.885(3)*, it is unLAWful for any PERSON to interfere with the HEALTH AUTHORITY in the performance of his or her duties.





Received By: _____
Date Received: _____

**TEMPORARY FOOD ESTABLISHMENT (TFE) APPLICATION FOR SPECIAL EVENT**  
 Incomplete applications shall be denied. Type or print clearly.

Mailing Address for non-local applicants only:

Southern Nevada Health District, Environmental Health, PO Box 3902, Las Vegas, NV 89127

FedEx, UPS only: Southern Nevada Health District, Environmental Health, 700 Desert Lane, Las Vegas, NV 89106

All local applicants must apply in person at:

Southern Nevada Health District, 330 S. Valley View Blvd., Las Vegas, NV 89107 - (702) 759-1110

Laughlin Public Health Center, 3650 S. Point Circle, Bldg. C, Ste. 113, Laughlin, NV 89029 - (702) 759-1643

Mesquite Public Health Center, 830 Hafen Lane, Mesquite, NV 89027 - (702) 759-1682

**I. Event Information**

Name of Event: \_\_\_\_\_

Name of Event Coordinator: \_\_\_\_\_

Event Coord. Phone: \_\_\_\_\_

Event Coord. Email Address \_\_\_\_\_

Location/Address of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours of Event (Specify for each date if different): \_\_\_\_\_

**II. Applicant Information**

Name of Temporary Food Establishment: \_\_\_\_\_

Name of Owner/Operator: \_\_\_\_\_

Mailing Address and Phone Number: \_\_\_\_\_

Contact Name and Phone Number During Event: \_\_\_\_\_

Email Address: \_\_\_\_\_

**III. Temporary Food Establishment Information**

Time the TFE will be ready for inspection on the first day of event: \_\_\_\_\_ am

pm

Circle type of hand wash station: Portable sink / Gravity fed / Other: \_\_\_\_\_

Circle type of Sanitizer? Bleach (chlorine) / QUAT (ammonium) / Other: \_\_\_\_\_

Remember to bring appropriate test strips.

Any off-site food preparation? \_\_\_\_\_ If yes, location: \_\_\_\_\_

List **all** food and beverage items to be prepared and served: (Attach additional page if necessary)

Food Item	Source	Off-site Prep (Yes/No)	Cooking Equipment	Cold Holding Equipment	Hot Holding Equipment

**IV. Compute Permit Fee**

**Step 1 – Determine Booth Size**

- "Unit" (6/24/2010 SNHD Fee Schedule) = 200 ft<sup>2</sup> of contiguous space or fraction thereof
- If you have multiple booths of different sizes, fill in a separate line for each size

Booth Dimensions Length X Width	# of TFE Booths of this Size	SNHD USE ONLY # of Units

**Step 2 – Compute Fee**

Please make Cashier's Checks and Money Orders payable to: Southern Nevada Health District

**PERSONAL AND BUSINESS CHECKS NOT ACCEPTED**

Applications **MUST** be **RECEIVED** at the office at least seven (7) calendar days **PRIOR** to the event or a late fee will be assessed. **ALL PERMIT FEES ARE NONREFUNDABLE - NO EXCEPTIONS.** If mailing this application, the Cashier's check or money order **MUST** accompany this form.

Length of Event	Permit Fee	Late Permit Fee	Late Permit Fee w/less than ONE BUSINESS DAY NOTICE
1 – 5 Day Event	\$131 per unit*	\$66 per unit*	\$131
6 – 10 Day Event	\$160 per unit*	\$79 per unit*	\$160
11 – 14 Day Event	\$198 per unit*	\$99 per unit*	\$198
Non-Profits	EXEMPT	\$66 per unit*	\$132

Non-Profit organizations that provide a copy of their **NEVADA STATE** Tax Exempt Letter when applying are exempt from permit fees but are still required to obtain a permit. Late submission fees shall apply. \*Unit = 200 ft<sup>2</sup> of contiguous space or fraction thereof

<b>SNHD USE ONLY</b>	<b># Units X Fee =</b>	<b>Balance Due</b>

**V. Operator Responsibilities**

1. The operator is responsible for meeting all requirements as set forth in the *Temporary Food Establishment Quick Reference Sheet* and applicable sections of the *Southern Nevada Health District Regulations Governing the Sanitation of Food Establishments.* **Initial** \_\_\_\_\_
2. I have received a copy of the *Temporary Food Establishment Quick Reference Sheet* and understand that critical violations may result in the suspension or denial of the Health Permit. **Initial** \_\_\_\_\_
3. I am aware that each TFE must be properly equipped **and ready to operate** by the time indicated, and that failure to do so may result in suspension or denial of the permit. **Initial** \_\_\_\_\_
4. The applicant must contact the Southern Nevada Health District to advise of any changes or additions to this application prior to the event. **Initial** \_\_\_\_\_
5. This application is for a Temporary Health Permit only. The operator is responsible for obtaining all applicable permits as required by other agencies. **Initial** \_\_\_\_\_
6. Obtaining and submitting a permission letter from the property owner, if the event occurs on private property (if there is no Event Coordinator). **Initial** \_\_\_\_\_

Print Name and Job Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

FORM APPROVED  
OMB NO. 1004-0119  
Expires: June 30, 2007

**SPECIAL RECREATION APPLICATION AND PERMIT**  
(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 2930)

Permit No.

Instructions: Complete Items 1 through 18, and return to appropriate BLM Office. *(Use additional sheets, if necessary.)*

**Type or Print Plainly in Ink**

WHEN SIGNED BY AUTHORIZED BLM OFFICIAL, THIS PERMIT AUTHORIZES

1.  New Application  Renewal of Existing Permit
2. Name of Business or Organization
3. Your Name
4. E-mail address *(optional)*
5. Social Security Number or Taxpayer Identification Number
6. Address *(include zip code)*
7. Phone No. *(include area code)*
8. Fax No. *(include area code)*
9. Applicant is:  Sole Proprietor  Partnership  Corporation  Individual  
*(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)*
10. Name(s) and phone number(s) *(include area code(s))* of person(s) authorized to conduct business with BLM concerning the permit.
11. Application is for *(check all that apply)*:  Commercial  Competitive Event  Organized Groups  Vending  Individual
12. To use the following public lands/related waters *(provide name, legal description and/or attach map)*.
13. For the following purpose *(provide full description of activity or event including number of anticipated participants and spectators)*.
14. Dates of proposed use: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
OR Leave the above dates blank if applying for renewal of multi-year permit.
15. Describe facilities including water and sanitation facilities you intend to provide, attach operations plans, location maps, and insurance certificate prepayment. *(Include your name on each document.)*
16. Attach the following documents: Operations Plan, Maps, Certificate of Insurance, Prepayment of Fees, and other documents requested by BLM. *(Include your name on each document):*
17. Do you have a permit with BLM/USFS?  Yes  No If so, where?
- 17a. Have you had a permit previously?  Yes  No If so, where?
- 17b. Have you ever been denied or had a permit revoked?  Yes  No If so, where?
- 17c. Have you forfeited a bond or other security?  Yes  No If so, where?
- 17d. Are there any pending investigations against you?  Yes  No If so, where?
- 17e. Have you been convicted of violations regarding natural resources, cultural resources or any activity related to your proposed permit?  
 Yes  No If so, where?

## APPLICATION REQUIREMENTS

*(The conditions and stipulations required by  
the Bureau of Land Management (BLM) are checked below)*

The following must be submitted before an application is approved and a permit issued. This information must be submitted within days after the date of application:

- a. A topographic map, showing area of proposed use with routes, parking, staging areas, proposed improvements, and other points of intensive use specifically identified. U.S. Geological Survey (USGS) topographic quadrangle maps are available from USGS offices and from numerous private concerns. *Planning unit maps* are also available at most BLM District Offices to help determine land ownership patterns.
- b. Applicant must inform other pertinent private landowners and/or public agencies (*law enforcement, highway, fish and game, etc.*). Bureau of Land Management will contact other authorized users of public lands, etc.

- c. A certificate from an insurer that comprehensive insurance has been obtained for this use or event in the amount specified by the BLM. The certificate must name the U.S. Government as additional insured, and give the BLM 30 days notice of cancellation or modification of such insurance.
- d. An acceptable bond, surety, cash deposit, or other acceptable guarantee of payment in amount of \$ \_\_\_\_\_ to secure payment of the special recreation use fee and/or mitigation of damages.

## PERMITS SUBJECT TO THE FOLLOWING CONDITIONS:

*(The conditions and stipulations required by  
the BLM are checked below.)*

- 1. This permit is issued for the period specified. It is revocable for any breach of conditions or at the discretion of the Bureau of Land Management, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.
- 2. This permit is subject to all applicable provisions of the regulations (43 CFR Group 2930).
- 3. This permit is subject to the provisions of Executive Order No. 11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the BLM.
- 4. This permit may not be reassigned or transferred by permittee.
- 5. Permittee must pay the sum of estimated user fees in advance of permit issuance. Adjustments to use fee charges will be based on actual use reported on the Post Use Report.
- 6. Permittee must observe all Federal, State, and local laws and regulations applicable to the premises; to erection or maintenance of signs or advertising displays including the regulations for the protection of game birds and animals, and must keep the premises in a neat, orderly manner, and sanitary condition.
- 7. Permittee must take all reasonable precautions to prevent and suppress forest, brush, and grass fires, and to prevent polluting of waters on or in vicinity of the public lands.
- 8. Permittee must not enclose roads or trails communally in public use.
- 9. Permittee must pay the United States for any damage to its property resulting from this use.
- 10. Permittee must notify the BLM of address change immediately.
- 11. Permittee must not cut any timber on the public lands without prior written permission from the BLM.
- 12. Permittee must indemnify, defend, and hold harmless the United States and/or its agencies and representatives against and from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to, damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the permittee's use and occupancy of the public lands described in this permit or with the event authorized under this permit.
- 13. Authorized representatives of the Department of the Interior, other Federal agencies, and game wardens must at all times, have the right to enter the premises on official business.
- 14. Permittee must abide by all special stipulations attached.
- 15. Permittee must not disturb archeological and historical values, including, but not limited to, petroglyphs, ruins, historic buildings, and artifacts.
- 16. Permittee must leave in place any hidden cultural values uncovered through authorized operations.

## NOTICES

The Privacy Act of 1974 and the language at 43 CFR 2.48(d) provide that you be furnished the following information.

**AUTHORITY:** 43 U.S.C. 1201; 43 CFR Group 2930.

**PRINCIPAL PURPOSE:** BLM will use the information you provide to determine whether or not to issue you a Special Recreation Permit. BLM will use some of the information will determine your qualifications for the permit and the other information to determine the merits of your proposal.

The Paperwork Reduction Act of 1995 requires us to inform you that:

BLM will use the information to determine whether or not to issue you a Special Recreation Permit.

Response to this request is required to obtain a benefit.

BLM would like you to know that you do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

**ROUTINE USES:** BLM will disclose the information according to the release information contained in the regulations at 43 CFR 2.56(d).

**EFFECT OF NOT PROVIDING INFORMATION:** Disclosing the information is necessary to receive a benefit. Not disclosing the information may result in BLM's rejecting your application.

## BURDEN HOURS STATEMENT

Public reporting burden for this form is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to U.S. Department of the Interior, Bureau of Land Management, (1004-0119), Bureau Information Collection Clearance Officer (WO-630), 1849 C Street, NW, Mail Stop 401 LS, Washington, D.C. 20240.

18. Certification of Information: I CERTIFY the information in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the BLM when the permit is issued.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

**FOR BLM USE ONLY**

Special Recreation Permit No. \_\_\_\_\_ is:  Commercial  Competitive Event  Organized Groups  Vending  Individual  
This application is hereby approved subject to the conditions and special stipulations on reverse and any attachments.

\_\_\_\_\_  
(Signature of BLM)

\_\_\_\_\_  
(Date)

**PERMITTEE MUST HAVE THIS PERMIT (OR LEGIBLE COPY) IN POSSESSION DURING USE IN PERMITTED AREAS.**

(Form 2930-1, page 3)

## **BUSINESS LICENSE REQUIREMENTS**

Anyone conducting business in Clark County is required to obtain the appropriate business license(s) and permits.

*For specifics on licensing type please visit our website at:*

<http://sandgate.co.clark.nv.us/businessLicense/businesslicense/checkListCategory2.asp>

*The Clark County Code can be accessed through the County website:*

<http://ordlink.com/codes/clarknv/index.htm>

**Do you have a City of Las Vegas or Clark County Business License? If yes, what us the business name and license number?**

**Business Name:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

### **Event Information**

**Event Location:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_ **Load In Date:** \_\_\_\_\_ **Load Out Date:** \_\_\_\_\_

**Address & Phone Number:** \_\_\_\_\_

**Is this a Parks & Recreation Location?** Yes \_\_\_ No \_\_\_

**Please indicate if you are providing or conducting any of the following activities:**

Clothing Sales, Gifts or Novelty Sales Yes \_\_\_ No \_\_\_

Promotion of Rock Concert Yes \_\_\_ No \_\_\_

Advertising or Public Relations services Yes \_\_\_ No \_\_\_

Admission fees or selling tickets Yes \_\_\_ No \_\_\_

Will animals be involved or part of your event Yes \_\_\_ No \_\_\_

Alcoholic beverage service Yes \_\_\_ No \_\_\_

Food service Yes \_\_\_ No \_\_\_

Is your company a charity or non profit business Yes \_\_\_ No \_\_\_

Is this a fundraising or school event Yes \_\_\_ No \_\_\_

\*\*\*Department use only \*\*\*

Date: \_\_\_\_\_

\_\_\_ General & Industrial

\_\_\_ Liquor & Gaming

\_\_\_ Regulated

Comments:

Approved by:

**Name & telephone number of the representative authorized to make decisions on behalf of the company:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name & Phone of person submitting this application (if different from above):**

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## PERMITS / STATE LICENSE REQUIREMENTS & BUSINESS LICENSE FACTS

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- **License Issuance**

Per Clark County Code 6.04.090, most licenses must be approved or denied within 45 working days from acceptance of a complete application by this department. Please be aware that all inspections must be completed with sufficient time for license approval. DUE TO INSPECTION REQUIREMENTS, WE ARE NOT ABLE TO ACCEPT GENERAL BUSINESS LICENSE APPLICATIONS UNTIL 45 WORKING DAYS PRIOR TO THE BUSINESS OPENING DATE.

### Permits/ State Licenses

- **Nevada Department of Taxation**

Nevada sales and use taxes are payable on sales of tangible personal property. If your business involves retail sales, proof of compliance from the Nevada Department of Taxation is required. You may visit their office at 555 E. Washington Avenue, Suite 1300, Las Vegas, NV. (702) 486-2300. You may also apply online at [www.nevadatax.nv.gov/web](http://www.nevadatax.nv.gov/web).

- **Nevada Secretary of State**

If you are a corporation, limited liability company, limited partnership, or limited-liability partnership, you must file (register) with the Nevada Secretary of State. You must provide our office with one of the following: a file stamped copy of your Articles of Incorporation, a Certificate of Good Standing, or a print out from their website at:

<https://esos.state.nv.us/SOSServices/AnonymousAccess/CorpSearch/CorpSearch.aspx>. Secretary of State, Commercial Filings Division, 555 E. Washington Avenue, Suite 4000, Las Vegas, NV. (702) 486-2880.

- **Nevada State License**

Proof of compliance with the Nevada State License Department is required. You may visit their office at 555 E. Washington Avenue, Suite 5200, Las Vegas, NV. (702) 486-2880. You may also apply online at [www.nvsos.gov](http://www.nvsos.gov).

- **Workers Compensation**

Affirmation of Compliance with Mandatory Industrial Insurance Requirements (form D-25) can be obtained from: <http://dirweb.state.nv.us/forms/d-25.pdf>. The link to the Division of Industrial Relations, Workers Compensation Section is: <http://dirweb.state.nv.us> or you may contact us at (702) 486-9080. All applicants should check with their worker's compensation insurance carriers.

**DEPARTMENT OF BUSINESS LICENSE ALCOHOL APPLICATION/PERMIT SPECIAL EVENT**

Charitable Organization

Current Liquor License

DATE OF APPLICATION: \_\_\_\_\_

NAME OF CHARITABLE ORGANIZATION \_\_\_\_\_ REGISTRATION # \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ LIQUOR LICENSE #: \_\_\_\_\_

DATE (S) OF EVENT: From: \_\_\_\_\_ To: \_\_\_\_\_ HOURS: From: \_\_\_\_\_ To: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

NAME OF PERSON IN CHARGE OF EVENT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

TYPE OF PERMIT REQUESTED:  BEER (\$50)  BEER & WINE (\$75)  FULL LIQUOR (\$150)

**LIST ALL EMPLOYEES SERVING OR SUPERVISING ALCOHOL DISTRIBUTION**

NAME	WORK CARD # AND EXP DATE	ALCOHOL AWARENESS TRAINING EXP DATE

APPLICANT'S PRINTED NAME/TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

CURRENT PLANNING: APPROVE/DISAPPROVE APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RESTRICTIONS: \_\_\_\_\_

\_\_\_\_\_

PARKS AND RECREATION: APPROVE/DISAPPROVE APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS LICENSE: APPROVE/DISAPPROVE DATE: \_\_\_\_\_ FEE: \_\_\_\_\_ (Not Required for Charitable Organization)

APPROVED BY: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**Any fees due must accompany the completed application at time of submission, payable directly to Clark County Business License.**  
A refund can be requested upon the withdrawal of permit application or cancellation of event in its entirety. Please allow a minimum of 6 - 8 weeks for processing after your refund request has been reviewed and approved by the Department . Alternatively, you can request the fees be credited to your underlying liquor license, which will allow for a more timely refund.

Please download the CCBL [Refund Request](#) form and return it to CCBL.



*BUSINESS NAME*

*CONTACT*

*ADDRESS*

*DATE:*

*Please accept this letter as our official request to sell alcohol at the following event: (NAME HERE), taking place at (LOCATION HERE) from (EVENT HOURS HERE).*

- Alcohol will only be served to event attendees 21+ with proper ID
- Alcohol will only be served from (TIME HERE)
- All alcohol sales will cease 1 hour prior to the events completion.
- All individuals serving alcohol will be TAM certified
- No glass containers will be distributed or provided
- Distribution of alcohol during approved selling hours will be handled through licensed and insured third party liquor/caterer's approved contracted by the renter.
- We understand per our contract that Clark County Parks & Recreation will retain 30% of net proceeds from alcohol sales to be paid within 10 business days upon completion of the event.

We understand we are subject to all park rules and will operate all sales in compliance with all liquor and gaming regulations.

If anything further is needed please contact (NAME HERE) at the following (PHONE/EMAIL HERE).

We look forward to a successful event!

Sincerely;

# **DISCLOSURE OF OWNERSHIP/PRINCIPALS INSTRUCTIONS**

## **Purpose of the Form**

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of County Commissioners ("BCC") in determining whether members of the BCC should exclude themselves from voting on agenda items where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

## **General Instructions**

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the appropriate Clark County government entity. Failure to submit the requested information may result in a refusal by the BCC to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

## **Detailed Instructions**

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

**Business Entity Type** – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting 'Other', provide a description of the legal entity.

**Non-Profit Organization (NPO)** - Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

**Business Designation Group** – Indicate if the entity is a Minority Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Small Business Enterprise (SBE), or Physically-Challenged Business Enterprise (PBE). This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose.

### **Minority Owned Business Enterprise (MBE):**

An independent and continuing business for profit, which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

### **Women Owned Business Enterprise (WBE):**

An independent and continuing business for profit, which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

### **Physically-Challenged Business Enterprise (PBE):**

An independent and continuing business for profit, which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

### **Small Business Enterprise (SBE):**

An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

**Business Name (include d.b.a., if applicable)** – Enter the legal name of the business entity and enter the "Doing Business As" (d.b.a.) name, if applicable.

**Corporate/Business Address, Business Telephone, Business Fax, and Email** – Enter the street address, telephone and fax numbers, and email of the named business entity.

**Local Business Address, Local Business Telephone, Local Business Fax, and Email** – If business entity is out-of-state, but operates the business from a location in Nevada, enter the Nevada street address, telephone and fax numbers, point of contact and email of the local office. Please note that the local address must be an address from which the business is operating from that location. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

**Number of Clark County Nevada Residents employed by this firm.**

**List of Owners/Officers** – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

**For All Contracts – (Not required for publicly-traded corporations)**

- 1) Indicate if any individual members, partners, owners or principals involved in the business entity are a Clark County full-time employee(s), or appointed/elected official(s). If yes, the following paragraph applies.

In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

- 2) Indicate if any individual members, partners, owners or principals involved in the business entity have a second degree of consanguinity or affinity relation to a Clark County full-time employee(s), or appointed/elected official(s) (reference form on Page 2 for definition). If YES, complete the Disclosure of Relationship Form. Clark County is comprised of the following government entities: Clark County, University Medical Center of Southern Nevada, Department of Aviation (McCarran Airport), and Clark County Water Reclamation District. Note: The Department of Aviation includes all of the General Aviation Airports (Henderson, North Las Vegas, and Jean).

A professional service is defined as a business entity that offers business/financial consulting, legal, physician, architect, engineer or other professional services.

**Signature and Print Name** – Requires signature of an authorized representative and the date signed.

**Disclosure of Relationship Form** – If any individual members, partners, owners or principals of the business entity is presently a Clark County employee, public officer or official, or has a second degree of consanguinity or affinity relationship to a Clark County employee, public officer or official, this section must be completed in its entirety.

# DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM

<b>Business Entity Type</b>						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
<b>Business Designation Group</b>						
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise			
<b>Corporate/Business Entity Name:</b>						
(Include d.b.a., if applicable)						
<b>Street Address:</b>				<b>Website:</b>		
<b>City, State and Zip Code:</b>				<b>POC Name and Email:</b>		
<b>Telephone No:</b>				<b>Fax No:</b>		
<b>Local Street Address:</b>				<b>Website:</b>		
<b>City, State and Zip Code:</b>				<b>Local Fax No:</b>		
<b>Local Telephone No:</b>				<b>Local POC Name Email:</b>		
<b>Number of Clark County Nevada Residents Employed:</b>						

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)
_____	_____	_____
_____	_____	_____
_____	_____	_____

*This section is not required for publicly-traded corporations.*

1. Are any individual members, partners, owners or principals, involved in the business entity, a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?  
 Yes     No    (If yes, please note that County employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
  
2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?  
 Yes     No    (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

List any disclosures below:  
 (Mark N/A, if not applicable.)

NAME OF BUSINESS OWNER/PRINCIPAL	NAME OF COUNTY* EMPLOYEE/OFFICIAL AND JOB TITLE	RELATIONSHIP TO COUNTY* EMPLOYEE/OFFICIAL	COUNTY* EMPLOYEE'S/OFFICIAL'S DEPARTMENT

\* County employee means Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District.

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

**For County Use Only:**

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name  
 Authorized Department Representative

***For County Use Only:***

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Authorized Department Representative

***For County Use Only:***

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

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Notes/Comments:

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Notes/Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Authorized Department Representative

# FEES & CHARGES FOR PARKS & RECREATION FACILITIES

**PARK RENTAL**

FEES AND CHARGES (check all fees that apply)

A.	Site Capacity	Fee Per Day	
		<u>Non Profit</u>	<u>Profit</u>
<input type="checkbox"/>	01 - 100	\$50	\$100.00
<input type="checkbox"/>	101 - 150	\$75	\$150.00
<input type="checkbox"/>	151 - 200	\$100	\$200.00
<input type="checkbox"/>	201 - 250	\$125	\$250.00
<input type="checkbox"/>	251 - 500	\$250	\$500.00
<input type="checkbox"/>	501 - 1,000	\$500	\$1,000.00
<input type="checkbox"/>	1001 - 3,000	\$800	\$1,600.00
<input type="checkbox"/>	3001 - 6,000	\$1600	\$3,200.00
<input type="checkbox"/>	6001 - 9,000	\$3200	\$6,400.00
<input type="checkbox"/>	9001+	TBD	
B.	Production Equipment		
	<input type="checkbox"/> Mobile Stage:	\$1750.00 per day <i>(requires separate contract)</i>	
	<input type="checkbox"/> Stage Extensions/Risers	\$350.00 (one-time fee if requested)	
	<input type="checkbox"/> Movie Projector		
	w/ screen & sound:	\$1000.00 per day	
	<input type="checkbox"/> Mobile Bleachers:	\$500.00 per unit first day (seats up to 260 persons) (50% multi-day discount applies for each additional day) (Includes set-up and tear down)	
	<input type="checkbox"/> Sound	\$900.00 per day	
C.	Staff		
	<input type="checkbox"/> Part-Time Staff	Based on event needs Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event	
D.	Transport		
	<input type="checkbox"/> Mobile Stage:	\$5 each additional mile over 40 miles	
	<input type="checkbox"/> Bleachers:	\$5 each additional mile over 40 miles	
E.	Vendors		
	<input type="checkbox"/> Vendor Fees:	\$80.00 per for-profit booth \$40.00 per non-profit booth	
F.	Damages		
	• Assessed Fees:	\$1000.00 (Will be invoiced upon completion of event, with payment due within 10 business days following the event)	

**II PAYMENT SCHEDULE:**

- A. All fees for basic rental must be paid in full in the form of cashiers check or money order only, no checks will be accepted to secure facility rental permit.
- B. Additional charges will be due within 10 business days following the event.

**III. CANCELLATION/REFUND POLICY:**

Cancelation given in writing thirty (30) business days prior to the date of use will get 100% of Parks fee refunded. If notice is under 30 business days prior to date of use 75% will be refunded, less than 14 days prior to the date of use – 50% will be refunded. The USER and the County shall be relieved of any further obligations under this rental form.

All payments are to be made to:  
and remitted to:

**Clark County Parks and Recreation**  
2601 E. Sunset Rd. Las Vegas, NV. 89120

Parks & Recreation Fees & Charges are subject to change by the Board of County Commissioners on an annual basis and are only valid per calendar year

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## FEES & CHARGES FOR PARKS & RECREATION FACILITIES

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### AMPHITHEATER

#### FEES AND CHARGES (check all fees that apply)

I. FEES AND CHARGES (check all fees that apply)

A. Facilities

- Amphitheater  
Base Rental Fee: \$1600.00 per day (commercial)  
\$800.00 per day (non profit or community)

B. Production Equipment

- Lighting \$750.00 per day
- Movie Projector  
w/ screen & sound: \$1000.00 per day
- Sound/PA System \$900.00 per day
- Truss Roof Cover \$300.00 per day

C. Vendors

- Vendor Fees: \$80.00 per for-profit booth  
\$40.00 per non-profit booth

D. Damages

- Assessed Fees: \$1000.00 (Will be invoiced upon completion of event, with payment due within **10 business days** following event)

II. STAFF CHARGES:

A. Set Up Staff

Base rental includes 1 County staff for 8 hours for site supervision; User is responsible for staff costs over 8 hours or for additional staff. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event

B. County Electrician

A County electrician may be required for set up and for a portion of the event hours determined by the electrical needs. USER may be billed for these hours in accordance with the hourly rate established by the County (currently \$50.00 per hour).

C. Theater Technicians

Department theater technicians must be present during use of County power on stage. User must pay rate of \$22 per hour for first 8 hours and \$33 per hour overtime. Stagehands are \$18 per hour for 8 hours and \$27 per hour overtime.

III. PAYMENT SCHEDULE:

- A. All fees for basic rental must be paid in full in the form of cashiers check or money order only, no checks will be accepted to secure facility rental permit.
- B. Additional charges will be due within 10 business days following the event.

IV. CANCELLATION/REFUND POLICY:

Cancellation given in writing thirty (30) business days prior to the date of use will get 100% of Parks fee refunded. If notice is under 30 business days prior to date of use 75% will be refunded, less than 14 days prior to the date of use – 50% will be refunded. The USER and the County shall be relieved of any further obligations under this rental form.

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CLARK COUNTY PARKS & RECREATION  
SPECIAL EVENT PERMIT PACKET

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**TERMS AND CONDITIONS**

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The applicant agrees, by signing this application, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this application.

**SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE**

**DOES NOT GUARANTEE EVENT WILL BE APPROVED.**

**BY SIGNING THIS APPLICATION I AGREE TO ADHERE TO ALL THE TERMS  
AND CONDITIONS SET FORTH AND ALL THE INFORMATION IN THIS  
APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Permit is only valid upon approvals by participating agencies and departments shown below.**

**Business Name:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Date(s) and Time(s):** \_\_\_\_\_

**Approvals**(as applicable):

<b>Zoning approval date:</b> <b>BY:</b> Please print name and sign	<b>Health Dept approval date:</b> <b>BY:</b> Please print name and sign
<b>Building approval date:</b> <b>BY:</b> Please print name and sign	<b>Parks &amp; Recreation approval date:</b> <b>BY:</b> Please print name and sign
<b>Fire Dept approval date:</b> <b>BY:</b> Please print name and sign	<b>Air Quality approval date:</b> <b>BY:</b> Please print name and sign
<b>Public Works approval date:</b> <b>BY:</b> Please print name and sign	<b>Metro Special Events approval date:</b> <b>BY:</b> Please print name and sign

**ATTESTATION:** Inspections are the sole responsibility of the business owner, who by signing below attests that inspections will be completed no later than the first day of the event. Failure to obtain the inspections required could result in civil penalty and/or citation.

\_\_\_\_\_  
**Business Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print name**



# CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION

4701 W Russell Rd ~ Las Vegas, NV 89118 ~ Phone: (702) 455-7100 ~ Fax: (702) 735-0775

## Temporary Operational Fire Permit

Website: <http://www.clarkcountynv.gov/building/fire-prevention>

Email: [permits@ClarkCountyNV.gov](mailto:permits@ClarkCountyNV.gov)

**Fee Payment:** Fee is payable in exact cash, check or money order (drawn on a US bank in US funds), Master Card or Visa presented in person with proper ID, or an established Fire Prevention escrow account. Checks are payable to CCDB-Fire Prevention. Please note escalating fees may apply upon completion of review. This form must be legible and all appropriate boxes check-marked. Multiple permits require separate application forms.

**Fire Inspection:** Inspections performed outside normal business days/hours for Temporary Operational Fire Permits will incur Overtime and/or Same Day fees and will be billed separately.

Submittal Date: \_\_\_\_\_ Pay by:  Cash  Check  Credit Card  Escrow Account #: \_\_\_\_\_

### Service Delivery:

<b>FDET/FTTT Range 1:</b> (0 - 14,999 SF)	<input type="checkbox"/> 10 business-day (1x escalated fee, \$90 due at submittal)	<input type="checkbox"/> 3 business-day (3x escalated fee, \$270 due at submittal)
	<input type="checkbox"/> 5 business-day (2x escalated fee, \$180 due at submittal)	<input type="checkbox"/> 0/1 business-day (5x escalated fee, \$450 due at submittal)

<b>FDET/FTTT Range 2:</b> (15,000 – 74,999 SF)	<input type="checkbox"/> 10 business-day (1x escalated fee, \$180 due at submittal)	<input type="checkbox"/> 3 business-day (3x escalated fee, \$540 due at submittal)
	<input type="checkbox"/> 5 business-day (2x escalated fee, \$360 due at submittal)	<input type="checkbox"/> 0/1 business-day (5x escalated fee, \$900 due at submittal)

<b>FDET/FTTT Range 3:</b> (75,000 - 149,999 SF)	<input type="checkbox"/> 20 business-day (1x escalated fee \$270 due at submittal)	<input type="checkbox"/> 3 business-day (3x escalated fee, \$810 due at submittal)
	<input type="checkbox"/> 10 business-day (2x escalated fee, \$540 due at submittal)	<input type="checkbox"/> 0/1 business-day (5x escalated fee, \$1,350 due at submittal)

<b>FDET/FTTT Range 4:</b> (150,000 SF and greater)	<input type="checkbox"/> 20 business-day (1x escalated fee \$360 due at submittal)	<input type="checkbox"/> 3 business-day (3x escalated fee, \$1,080 due at submittal)
	<input type="checkbox"/> 10 business-day (2x escalated fee, \$720 due at submittal)	<input type="checkbox"/> 0/1 business-day (5x escalated fee, \$1,800 due at submittal)

<b>All other Permits:</b>	<input type="checkbox"/> 20 business-day (1x escalated fee \$90 due at submittal)	<input type="checkbox"/> 3 business-day (3x escalated fee, \$270 due at submittal)
	<input type="checkbox"/> 10 business-day (2x escalated fee, \$180 due at submittal)	<input type="checkbox"/> 0/1 business-day (5x escalated fee, \$450 due at submittal)

### (Check one box for desired permit)

<input type="checkbox"/> Amusement Buildings (FABT)	<input type="checkbox"/> Filming (FDFT)	<input type="checkbox"/> Liquid/Gas Vehicle/Equip Assembly (FLQT)
<input type="checkbox"/> Asbestos Removal (FASB)	<input type="checkbox"/> Firewood Sales (FWFC)	<input type="checkbox"/> Mall Covered Kiosk (FMKT)
<input type="checkbox"/> Candles and Open Flames (FDCT)	<input type="checkbox"/> Flame Effects (FFET)	<input type="checkbox"/> Membrane, Bldg Structure, Tent or (FTTT) or Canopy – Outdoor ( <i>Tent &gt;400 SF, Canopy &gt;700 SF and Bldg &gt;4,500 SF</i> ) List total square feet: _____
<input type="checkbox"/> Carnivals and Fairs (FCFT)	<input type="checkbox"/> Flam/Comb Liquid Storage/Use (FFCT) (Includes: Aboveground tanks and components, Cabinets, Diesel Generators, Drums, Safety Cans, etc) List total gallons: _____	
<input type="checkbox"/> Compressed Gas (FDCG)		<input type="checkbox"/> Floor Finishing (FFFI)
<input type="checkbox"/> Cryogens Systems (FCST) (Includes fog effects)	<input type="checkbox"/> Hazardous Materials (FDHT)	<input type="checkbox"/> Open Burning Agricultural (FOBT)
<input type="checkbox"/> Exhibit and Trade Shows (FDET) List total square feet: _____	<input type="checkbox"/> Heliports, Helistops, and (FHHT) Emergency Landing Pads	<input type="checkbox"/> Special Activity Lot (FCTL)
<input type="checkbox"/> Explosive Materials (FEMT) List total magazines: _____	<input type="checkbox"/> Hot-Works ( <i>fixed, mobile, or combo</i> ) (FHFT)	<input type="checkbox"/> Spraying or Dipping (FSDT)
<input type="checkbox"/> Fireworks Booth(s) (FFBT)	<input type="checkbox"/> Liquefied Petroleum Gases (FPGT)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Fireworks Display Outdoor (FFDO) List total device count: _____		(Temporary operational permit type not listed)
<input type="checkbox"/> Fireworks/Pyro-Prox In/Outdoor (FFPT) List total device count: _____		

### PERMIT INFORMATION

Plans:  New  Revision  Correction Application # (If applicable): \_\_\_\_\_

Note: The original application number must be provided if this plan submittal is a revision or a correction.

Assessor Parcel Number (APN): \_\_\_\_\_

Property/Venue Address: \_\_\_\_\_ Bldg.-Suite#: \_\_\_\_\_

Major Property/Venue Name: \_\_\_\_\_

(i.e.: Name of development, building, project, hotel/casino, or other identifying information)

Sub-Property/Venue Location: \_\_\_\_\_

(i.e.: Name of business, shop, project, ballroom, hall, parking lot, or other identifying information)

Name of Event: \_\_\_\_\_

Event Move-In Date: \_\_\_\_\_ Event Move-Out Date: \_\_\_\_\_

\*\* Date & Time Event Will Be Set Up For Inspection: \_\_\_\_\_  AM  PM \*\*

Inspection Contact Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Inspection Contact Email Address: \_\_\_\_\_

### APPLICANT INFORMATION

Submitting Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Bldg.-Suite #: \_\_\_\_\_

City, State, Country, Zip Code: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

Company Phone #: \_\_\_\_\_ Company Fax #: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Applicant Name and Title \_\_\_\_\_

Applicant Signature \_\_\_\_\_



# CLARK COUNTY DEPARTMENT OF BUILDING

## Fire Prevention Bureau

4701 West Russell Road, Las Vegas, NV 89118  
(702) 455-7316 FAX (702) 455-7347

**OTC-015**

Effective Date: 03/05/2014

Revision Date:

**TITLE: OVER THE COUNTER (OTC) PLAN REVIEW**  
**Tents and other Membrane Structures (Temporary – 6 months or less)**

**SCOPE:** Over-the-counter plan review of tents in excess of 400 square feet and canopies in excess of 700 square feet and less than 15,000 square feet (Range 1). Where multiple tents/canopies (same property/same event) are on a single permit, the maximum aggregate size permitted over-the-counter is 15,000 square feet (Range 1).

Tents and other membrane structures consist of fabric or pliable material roof, with or without fabric or pliable material side walls. Tents and other membrane structures are permitted to be supported on a rigid frame, by air pressure, by cabling, or by other approved means, which can not include being supported by the contents within the tent or membrane structure.

**Exclusions:** Tents intended to be less than 20 feet away from buildings per Section 3103.8.2 of the Fire Code, tents intended for cooking operations per Section 3104.15.5 of the Fire Code, and tents intended for display and demonstration of motor vehicles per Sections 3104.18 and 3104.18.5 of the Fire Code, are not permitted to be submitted over-the-counter.

Any other associated uses, such as temporary generators, require a separate permit to be obtained.

The following is required for all submittals:

- Address, contact name and phone number for the location where the tent/canopy is to be erected.
- A copy of the insurance certificate. Certificate must be issued by a company authorized to conduct business in the State of Nevada, shall name the contractor insured, shall name "Clark County, its agents, employees and volunteers" as both certificate holder and additional insured, and shall show a minimum per occurrence amount of \$2,000,000.
- Plan showing the tent/canopy layout, with the closest property line, building and/or other tent/canopies shown. Plan to be scaled or provided with dimensions to clarify that a minimum of 20 feet clear space is provided from the tent/canopy to the nearest property line, building, and other tents/canopies.

Prepared By	Concurred By	Approved By
 Stephen J. D'Giovanni Fire Protection Engineer	 Girard Page Senior Deputy Fire Chief	 Ron Lynn Building Official
Reviewed By	Reviewed By	Reviewed By
 Kurt Gottschalk Deputy Fire Marshal	 Donna Starkes Deputy Fire Marshal	 Julia Staples Deputy Fire Marshal

- Indicate that open and exposed flames associated with heating, cooking or any other purpose are located a minimum of 20 feet from the tent/canopy
- Indicate the installation of signage to mark exits and to indicate “No Smoking”
- Indicate that fireworks will be separated from tents/canopies in accordance with NFPA 1123 requirements for clearance, with a minimum separation of 100 feet between the fireworks and the tent/canopy
  
- Provide evidence that the tops, sidewalls, and drops of the tent/canopy are composed of material meeting NFPA 701.
- Indicate that a minimum clearance of 3 feet is provided between any portion of the tent fabric and all interior contents
- Indicate that fire extinguishers are provided. A minimum 2A10BC extinguisher is required for each 3,000 square feet of tent/canopy area, distributed uniformly to provide a maximum travel distance of 75 feet to an extinguisher from any portion of the tent/canopy.
- Plan showing the locations and widths of exits when a tent with sidewalls is proposed. Exits are required to be distributed evenly around the perimeter of the tent in a manner that the interior travel distance is 100 feet or less from the most remote interior location to an exit. The minimum number and width of exits to comply with the Fire Code.

Occupant Load	Minimum Number of Exits	Minimum Width of Each Exit (ft)
10-199	2	6
200-499	3	6
500-999	4	8
1,000-1,999	5	10
2,000-2,999	6	10
Over 3,000 <sup>a</sup>	7	10

<sup>a</sup> When the occupant load exceeds 3,000, the total width of exits to be sized for 80 people per exit foot

- Indicate that exit paths will be illuminated to a minimum of 1 foot-candle at the floor level at all times the tent/canopy is occupied

## **A-4: Phoenix, AZ:**



# Phoenix Fire Department

## Fire Prevention

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### Tent/Canopy/Temp Membrane Structure Permit Application Packet

In this packet you will find the following:

- City of Phoenix Tent/Canopy/Temp Membrane Structure Permit Procedures
- Planning & Development Tent/Canopy/Temp Membrane Structure Sign-off Form
- Fire Department Tent/Canopy/Temp Membrane Structure Permit Application
- Fire Department Tent/Canopy/Temp Membrane Structure Submittal Checklist
- Fire Department Tent Staking & Ballasting Policy – *New June 15, 2012*

Department Contacts:

Planning & Development Department  
200 W. Washington St. 2<sup>nd</sup> Floor

- Zoning: 602-262-7131
- Minor Commercial Services: 602-262-7811

Fire Department  
150 S. 12<sup>th</sup> St.

- Fire Prevention: 602-262-6771



# Phoenix Fire Department

## Fire Prevention

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### Permit Procedures

The purpose of this procedure is to guide the customer through the application process. The attached Planning & Development Sign-Off form is for additional approvals required.

#### WHEN IS A PERMIT REQUIRED?

If you are erecting a tent in excess of 800 square feet, or a canopy in excess of 1,200 square feet, you must obtain a tent/canopy/temp membrane structure permit from the Fire Department. You are required to submit a detailed site plan of the tent/canopy/temp membrane structure location including interior use plans and tent staking or ballasting plan in accordance with the *IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage* and the *IFAI Pullout Capacity of Tent Stakes* with your permit application. **This must be submitted TEN days prior to the event.** If you have not already done so, you may use the "Tents/Canopy/Temp Membrane Structure Permit Checklist" to prepare your plans.

#### DETERMINING WHO YOU NEED TO TALK TO:

If you are planning to put up a tent, canopy, or temporary membrane structure, you will need approval from multiple City departments. The Planning & Development Department is located at 200 W. Washington Street on the 2<sup>nd</sup> floor of City Hall. The Fire Department is located at 150 S. 12<sup>th</sup> Street.

**STEP 1:** (Zoning) The Planning & Development Department Zoning Services Counter will need to approve the proposed location of the tent/canopy/temp membrane structure. The proposed tent/canopy/temp membrane structure cannot be erected in an area that will reduce required parking, be within required setbacks or violate any other provisions of the Zoning Ordinance. The Zoning Services Counter may administratively approve locations that are in compliance with the Zoning Ordinance. This may require an Administrative Temporary Use Permit (ATUP) as outlined in Section 706 of the Zoning Ordinance prior to approval of location of the tent/canopy permit. Locations requiring an ATUP should be submitted 45 days prior to the event. Procedures regarding the ATUP process can be found at: <http://phoenix.gov/PLANNING/zoninf14.pdf>.

**STEP 2:** (Minor Commercial Services) Electrical service is required to be provided for the tent/canopy/temp membrane structure. You must use a licensed electrical contractor and obtain an electrical permit for installation of any electrical service other than plugging into an existing outlet. To obtain an electrical permit, or if you are not sure if you need a permit, you will need to talk with a Planning & Development representative at the Commercial Plans Review counter. This is an "over-the-counter" permit, and requires field inspection and approval prior to the event. The Fire Department will not issue a tent/canopy/temp membrane structure permit without first obtaining an electrical inspection and green tag.

Bleachers and/or stages will be addressed at this step. You will need to submit engineered structural plans and calculations for bleachers and/or stages. The Fire Department will not issue a tent/canopy/temp membrane structure permit without first obtaining a structural inspection and green tag.

**STEP 3:** (Fire Application and Plan Submittal) Tent/Canopy/Temp Membrane Structure Packet will be submitted to the Fire Prevention office (150 S. 12<sup>th</sup> St) once Planning & Development approvals are received. Staff will review your submitted paperwork, total the applicable fees, and collect the amount owed and complete the review of your submitted site and interior use plan. The Inspector will contact you if additional information is required. The Fire Department on-site inspection will be conducted at the requested date/time. Upon successful completion of the on-site inspection and approval of staking & ballasting The Tent/Canopy/Temp Membrane Structure Permit issued.



# Phoenix Fire Department

## Fire Prevention

### Tent/Canopy/Temp Membrane Structure Planning & Development Sign-off Form

Please indicate if application is for:

**Tent**

**Canopy**

**Temp Membrane Structure**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Address where tent/canopy/temp membrane structure is to be erected:

\_\_\_\_\_ Phoenix, AZ

=====

**STEP 1: ZONING APPROVAL      Approved**

Date: \_\_\_\_\_

\_\_\_\_\_ Zoning Representative

Event Dates: \_\_\_\_\_ To: \_\_\_\_\_

=====

**STEP 2: CONSTRUCTION PERMITS**

Electrical:      Electrical service is required to the tent/canopy

Permit for Bleachers\*:              Required              Not Applicable

Permit for Stages\*:              Required              Not Applicable

\*Plans must be submitted to Planning & Development with the permit application and this checklist.





# Phoenix Fire Department

## Fire Prevention

### Plan Submittal Required

<input type="checkbox"/> First tent over 800 square feet F450	Permit Fee:	\$600		=
<input type="checkbox"/> First canopy over 1,200 square feet F451	Permit Fee:	\$600		=
<input type="checkbox"/> Each air-supported temporary membrane structure	Permit Fee:	\$600	x	=
<input type="checkbox"/> Each additional tent or canopy (at same site)	Permit Fee:	\$150	x	=
<input type="checkbox"/> Late Fee	# of days		x	\$25 =

**Total due on submittal of application =**

**Note:** Tent permit submittals shall be 10 business days in advance of the event. A late fee of \$25 per day progressive shall be assessed for permit applications submitted less than 10 business days prior to the event.

The following items are required to be submitted with this application. The complete packet is due at submittal. Partial submittals will not be accepted.

- Zoning / Construction Sign-off*
- Site and Interior Use Plan*
- Tent Manufacturer's Installation Instructions*

Business Information		
Name of Event:		
Name of Location:	Event Address:	
Tent Company:	Tent Co. Address:	
Tent Co. Phone:	Tent Co. Fax:	
Tent Contact Name:	Phone:	
Tent Contact Email:		
Event Date(s):	Event Times:	Set-Up Date:
On-site Event Contact:	Event Contact Email:	Cell Phone:
Desired Inspection Date:	Desired Inspection Time:	
<b>Payment is due at the time of application submittal. All fees are non-refundable.</b>		
Permit questions call: 602-495-7429 or online at <a href="http://www.phoenix.gov/fire/prevention">www.phoenix.gov/fire/prevention</a>		

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact Fire Prevention at (602) 262-6771 voice or (602) 495-5555 TTY.



# Phoenix Fire Department

## Fire Prevention

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### **TENT/CANOPY AND TEMPORARY MEMBRANE STRUCTURE Permit Checklist**

**Applies to:** Tents over 800 square feet, Canopies over 1,200 square feet aggregate and all Temporary Membrane Structures

- Planning & Development Sign-off Form with Zoning Approval and Construction Permits sign-offs
- Plans submitted to Phoenix Fire Department
- Tent/canopy/temp membrane structure manufacturer's installation instructions must be included with plan submittal
- Tent/canopy/temp membrane structure location and interior use plans

**Site plans and floor plan must reflect the following requirements and be submitted with application.**

- Occupant load sign is posted in a conspicuous location.
- Exit illumination – exits shall be lit at all times when occupied, with lighting not less than one foot candle at floor level.
- Emergency lighting is installed in all tents.
- Travel distance does not exceeding more than 100 feet to any exit.
- Appropriate fire extinguishers are provided. A minimum of two 2A:10BC extinguishers are required for 400 – 1000 square feet. Provide one additional extinguisher for each 2000 square feet. A minimum of one 2A:10BC extinguisher for kitchen or mess hall, and a minimum of one 40BC extinguisher for each generator or transformer. Max travel distance to be 75'.
- Aisle ways for seating shall not be less than 44 inches in width.
- Seating shall comply with Phoenix Fire Code Chapter 10.
- Heating and cooling equipment shall not be located within 10 feet of exits, aisles, passageways, or combustible materials.
- "No Smoking" signs shall be posted in conspicuous locations throughout the tent/canopy.

#### **Additional requirements.**

- Open flame devices are not permitted. Exception: When approved by the fire code official.
- Combustible materials such as hay, straw, sawdust, shavings or similar materials are prohibited inside unless flame retardant.
- All weeds and dry vegetation within 30 feet of tent/canopy have been removed.
- Hay, straw, trash, and other flammable material shall not be stored within 30 feet of any tent/canopy.
- Doorway to remain open or it must be covered by a flame retardant curtain of contrasting color, minimum height to be not less than 8 feet.
- Where LPG is used, flame shall be kept a minimum of 10 feet from LPG containers and LPG container shall be 10 feet from tent/canopy. Heating devices shall be kept a minimum of 10 feet from tent/canopy/temp membrane structure walls.



# Phoenix Fire Department

## Fire Prevention

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*Effective: June 15, 2012*

Beginning June 15, 2012 the Phoenix Fire Department will only approve tent and/or canopy permits and installations if the tent staking or ballasting plan is in accordance with the *IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage* and the *IFAI Pullout Capacity of Tent Stakes*.

The Tent or Canopy owner, or Tent or Canopy Rental Company that is responsible for the tent and tent installation must provide the installation instructions (documented in the IFAI Procedural Handbook for Safe Installation and Maintenance of Tentage) at the time of permit application. They must also provide documentation on how they plan on meeting those requirements before the permit is approved and issued.

# Phoenix Fire Department

## Fire Prevention



### Credit Card Payment Form\*

\* Credit card payments can only be accepted via fax, postal mail or in person.  
This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use for Records Requests	
Address Researched:	
Company Requesting Research:	
What are you paying for?: Records, Job Name, Event, or Permit Number:	
Business, Event, or Job Address:	
Name of Event (if applicable):	
Credit Card Number:	Expiration Date:
Cardholder Name:	Amount to be Charged:
Credit Card Billing Address:	Billing Zip:
Contact Name:	Phone Number:
Other Instructions (i.e. fax/email receipt):	
Payment is due at the time of application submittal. All fees are non-refundable.	
<b>Credit card payments will not be accepted by email or by phone.</b> Credit card payments may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm, or mailed. For permit questions or to speak to a Fire Inspector call: 602-262-6771. For more information see <a href="http://www.phoenix.gov/fire/prevention">www.phoenix.gov/fire/prevention</a>	

Please note: This form will be destroyed once payment has been processed.

Phoenix Fire Department ~ Fire Prevention Division  
150 South 12<sup>th</sup> Street Phoenix, AZ 85034



## City of Phoenix

FIRE DEPARTMENT  
FIRE PREVENTION DIVISION

***Effective: June 15, 2012***

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## **Tent, Canopy or Temporary Membrane Structures Permit**

This guide outlines the steps necessary to obtain a Tent, Canopy or Temporary Membrane Structure permit. (F450) Applications will not be accepted without all required information at the time of submittal per A.R.S. § 9-836.

### **WHEN IS A PERMIT REQUIRED?**

A permit is required to install a tent, canopy or temporary membrane structure. Tent, canopy or membrane structure permits are only valid for 180 days.

### **PERMIT PROCESS**

- Step 1:** Obtain Zoning approval for the location of the tent, canopy or temporary membrane structure. Obtain electrical permit if electrical service will be provided and a structural permit if applicable. Only complete application packages will be accepted.
- Step 2:** Complete the Fire Department application and request your preferred time of Inspection.

**Step 3:** Submit the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Permit Application | <input type="checkbox"/> Zoning Approval            |
| <input type="checkbox"/> Site Plan          | <input type="checkbox"/> Staking or Ballasting Plan |
| <input type="checkbox"/> Wind Calculations  | <input type="checkbox"/> Permit Fee                 |

Submittal may be mailed, faxed or delivered in person, Phoenix Fire Department – Fire Prevention Division, 150 South 12th Street, Phoenix, Arizona 85034-2301 Fax 602-495-7429. Office Hours; 8:00 AM to 4:00 PM Monday – Friday.

Note: Payment due upon acceptance of your application.

The application shall be submitted 30 days in advance of the event date or be subject to a \$25 per day late fee.

- Step 4:** Your application will be reviewed by a Fire Prevention Inspector for approval. You will be contacted if any addition information is required.

Review time will not exceed 90 days.

- Step 5:** The Inspector will contact you and schedule a general inspection of your facility. Upon completion of the inspection and code compliance your occupant load will be set and the permit will be issued.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.

## **A-5: City of Denver, CO: No Attachments**

## **A-6: Indianapolis, IN:**



# Tents, Canopies, and Membrane Structures

## 1. Purpose and Disclaimer

This document has been compiled by the City of Indianapolis Department of Code Enforcement (DCE). The purpose of this document is to provide guidance for the users and installers of temporary tents, canopies, and membrane structures. This is not an exhaustive manual for the procurement, design, permitting, installation, and operation of temporary tents, canopies, and membrane structures. Rather, this should be seen as a guide regarding permit requirements and inspection criteria in the City of Indianapolis. This supplements any instructions, requirements, and warnings that are provided by manufacturers, engineers, and the Indiana codes.

## 2. Pilot Program

Due to the passage of the new special events ordinance and the activities associated with Super Bowl XLVI, the Department of Code Enforcement (DCE) issued structural permits and limited duration licenses for temporary tents, canopies and membrane structures. These were typically fully enclosed, heated structures that contained food service or cooking equipment, alcohol service, and assembly type use. To provide the same level of life-safety, structural, and fire protection review, DCE will continue to issue structural permits for tents and similar structures.

The Building Standards and Procedures of the Consolidated City of Indianapolis (Chapter 536 of the Revised Code) was not developed to account for the lesser review necessary for these types of structures as compared to permanent structures. Therefore, it is necessary to amend the ordinance to ensure that the DCE's regulation is not overly broad. Until this ordinance can be amended, DCE will utilize the pilot program outlined below to ensure that life-safety and structural integrity are being maintained without overly burdening residential or small business activity.

The provisions of this pilot program only apply to temporary tents, canopies, and membrane structures. Temporary is defined as being erected on a single premise for less than 30 days within a 12 month period. This is the maximum duration of time that a temporary tent, canopy, or membrane structure can be erected and be classified as temporary per Section 2403.5 of the 2008 Indiana Fire Code.

Section 536-201 of the Revised Code requires that DCE issue a structural permit for any structure exceeding 120 square feet in size. This distinction, while prudent for permanent structures, is not necessarily relevant to the use of similarly sized temporary tents, canopies, and membrane structures. As such, the following shall be exempt from permitting requirements:

- (1) Tents or membrane structures of less than 200 square feet in size and not containing an open or exposed flame. This is the minimum threshold that requires compliance with Chapter 24 of the 2008 Indiana Fire Code;
- (2) Canopies of less than 400 square feet in size and not containing an open or exposed flame. This is the minimum threshold that requires compliance with Chapter 24 of the 2008 Indiana Fire Code; and
- (3) Tents and membrane structures between 200 and 3200 square feet in size and not containing an open or exposed flame that comply with the notification requirements. This does not exempt the structure from compliance with Chapter 24 of the 2008 Indiana Fire Code.
- (4) Canopies between 400 and 3200 square feet in size and not containing an open or exposed flame that comply with the notification requirements. This does not exempt the structure from compliance with Chapter 24 of the 2008 Indiana Fire Code.

### 3. Notifications

Temporary tents or membrane structures between 200 and 3200 square feet in size or canopies between 400 and 3200 square feet in size that do not contain an open or exposed flame do not require a permit if the notification requirements are followed.

The notification requirements include:

- (1) Submission of a DCE Temporary Structure Notification. The form is available via the DCE website at [www.indy.gov/dce](http://www.indy.gov/dce). The form must be received by DCE 48 hours prior to the erection of the temporary structure. If the installation is a rental, the entity renting the temporary structure must receive a copy. The notification should be posted on the site at the commencement of installation activity. Notification forms may be emailed to [tents@indy.gov](mailto:tents@indy.gov) or mailed to ATTN: Tents; 1200 Madison Ave., Suite 100; Indianapolis, IN 46225.
- (2) Contractors installing the temporary structure may utilize the notification form if they are in good standing with DCE. A contractor may lose the ability to provide notifications if required licensure is expired or excessive violations or stop work orders have been issued. Absent the notification process, a permit is required.
- (3) Property owners or renters may utilize the notification form if they, their employees, or volunteers are installing the temporary structure. A property owner or renter may lose the ability to provide notifications if excessive violations or stop work orders have been issued. Absent the notification process, a permit is required.

### 4. Permits

Tents or membrane structures exceeding 200 square feet without a notification, canopies exceeding 400 square feet without a notification, all temporary tents, canopies, or membrane structures exceeding 3200 square feet in size, or any size of structure containing an open or exposed flame would require a structural permit and inspection. In order to obtain a structural permit an applicant will be required to submit an application, provide drawings or plans in accordance with Section 536-205(b) of the Revised Code, and pass an inspection prior to occupancy/use.

The permit requirements include:

- (1) Submission of a DCE Temporary Structure Permit Application. The form may be found on the DCE website at [www.indy.gov/dce](http://www.indy.gov/dce) and required fees must be submitted with the application.
- (2) Submission of construction documents.
  - (a) Required: A scaled site plan with the location of temporary structures, anchors, guywires, property lines, structures, parked vehicles, trailers, and any other permanent or temporary structures that could not be moved during an inspection.
  - (b) Required: A scaled interior layout plan with the location of tables, chairs, platforms, and exits. Indicate on plans number of exits, exit sizes, means of egress, and occupant load.
  - (c) Required: Operational management plans including identification of emergency decision-making personnel and plans and criteria for evacuation.
  - (d) Optional: Construction documents and details stamped by an Indiana registered architect or engineer for utilization of structures in wind speeds exceeding 30 miles per hour.
- (3) Beginning September 4, 2012, a structural permit fee will be required for all permitted tents, canopies, and membrane structures. The fee for a structural permit is listed in Section 131-501 of the Code. The fee includes an application fee (currently listed at \$32.00) and a general construction permit fee (currently listed at \$170.00). The permit fee includes the initial inspection.

#### 5. Additional Permitting and Notification Requirements and Exclusions

- A. Temporary tents, canopies, and membrane structures would not be required to obtain an Improvement Location Permit or a Certificate of Appropriateness.
- B. Multiple temporary tents, canopies, or membrane structures associated with a single event and/or located on a single property may only be required to obtain one (1) structural permit for the event and/or property. This shall only be permissible if all temporary structures associated with the event and/or located on a single property are ready for inspection at a single point in time.
- C. The applicant is responsible for notification and applications to other government entities including, but not limited to, the Indianapolis Fire Department (or other local fire jurisdiction) and the Indiana Department of Homeland Security.

#### 6. Posting of Permits and Notifications

All permits and notifications must be posted on the property where the tents, canopies, and membrane structures are installed. The permits and notification must be visible to the general public.

## 7. Scheduling Inspections

All permitted tents, canopies, and membrane structures require an inspection prior to occupancy and use. Inspections may be requested for structures not requiring a permit. Inspections must be scheduled 2 business days prior to the requested inspection. A phone number and email address are provided on the permits and notification forms.

## 8. Review and Inspections for Compliance with Indiana Codes

- A. Contractors, installers, owners, and renters would be advised to make themselves familiar with the codes adopted by the State of Indiana. Tents, canopies, or membrane structures are subject to Chapter 24 of the 2008 Indiana Fire Code (IFC), which is an amended version of the 2006 International Fire Code.
- B. Installations may be reviewed and/or inspected for compliance with the IFC and other state codes as applicable. A tent is defined as having side panels, screening, or other enclosures, fencing, or structures that impact egress on over 25% of the perimeter. If the membrane structure is constrained on 25% or less of the perimeter, it is a canopy. If panels are provided for installation in case of inclement weather, then it is treated as a tent.
- C. All tents and canopies must meet all related code requirements (e.g. electrical, fuel, other chapters of IFC). The grounds where the tents and canopies are located must have access roads for fire apparatus.
- D. Scope tents or membrane structures (defined as a tent 200 square feet in size or less ) and scope canopies (defined as a canopy of 400 square feet or less) are exempt from IFC chapter 24 except for section 2404. The requirements and exemptions for scope tents and canopies include, but are not limited to:
  - (1) Flame Propagation Performance Treatment (FPPT) is not required for scope tents and canopies.
  - (2) Open flame devices (including cooking devices) are permitted provided that a 10' clearance between the tent and canopy and other items, including other buildings, vehicles, and other tents and canopies. The clearance is measured from the stakes.
  - (3) Smoking is permitted under scope tents and canopies.
- E. Tents or membrane structures that exceed 200 square feet and canopies that exceed 400 square feet must meet the requirements of IFC chapter 24. The requirements include, but are not limited to:
  - (1) Tents and canopies must receive FPPT and have a permanent FPPT label affixed.
  - (2) Open flames or LP tanks are not allowed under or within 10 feet of the canvas or stakes.
  - (3) Tents and canopies must meet egress requirements including aisle width and clearance. Tents must, also, meet egress requirements for number of exits, exit widths, and illuminated exit signage.
  - (4) "No Smoking" signs, emergency illumination, and fire extinguishers must be installed.
  - (5) A 3' interior perimeter clearance must be maintained.
  - (6) Space heaters must be UL listed.

- (7) Vehicles for display under tents and canopies must have the battery disconnected, fuel removed, and the fuel cap locked and taped.
- F. A single tent, canopy, or membrane structure that is 15,000 square feet or greater must, also, have a 50' separation from structures and other tents (unless tents are connected by corridor).
- G. Tents, canopies, and membrane structures with an aggregate area of 15,000 square feet or greater must, also, have a 20' separation from structures, scope tents & canopies, and vehicles.

#### 9. Review and Inspections for Compliance with Industry Standards

Contractors, installers, owners, and renters should make themselves familiar with the standards identified by the Tent Rental Division of the Industrial Fabrics Association International, including but not limited to the *IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage* and *IFAI Pullout Capacity of Tent Stakes*. Tents, canopies, or membrane structures should be built in compliance with these standards.

#### 10. Review and Inspections for Compliance with Engineering Standards

Contractors, installers, owners, and renters should make themselves familiar with the wind load standards identified by *ASCE/SEI 7-05 Minimum Design Loads for Buildings and Other Structures*. Tents, canopies, or membrane structures should be built in compliance with these standards. In calculating the anchorage load for tents, canopies, and membrane structures, the following safety factors shall be added as applicable:

- A. Anchored by stake: 1.5 for frame supported structures; 2.0 for pole supported structures
- B. Anchored by concrete: 2.0 for frame supported structures
- C. Anchored by water container: 4.0 for frame supported structures
- D. Guywires attached to top of concrete or water container (maximum 3' above ground) for frame supported structures: 1.5

#### 11. Inspections for Compliance During Occupancy

Contractors, installers, owners, and renters should make themselves familiar with the submitted and approved Construction Documents, including the Operational Management Plans. Tents, canopies, and membrane structures should be operated in compliance with the plans. These structures may receive inspections during occupancy to ensure compliance with the plans as well as the continued compliance with codes and standards.

#### 12. Administrative Fees

- A. Beginning July 30, 2012, an administrative fee will be assigned to violations including but not limited to installation without notifications or permits, and failing to obtain an inspection prior to occupancy.

- B. The administrative fee is listed in Section 131-501 of the Code (currently listed at \$215.00).
- C. Beginning July 30, 2012, inspection requests that are submitted without a 48 hours notice will be subject to accelerated inspection fees as identified in Section 131-502 of the Code.
- D. For inspections described in 2.E) would be subject to a \$154.00 general construction inspection fee.

## Tent Staking and Ballast Requirements

Tent A:			
Stakes		Ballast	
Tent Size (sq.ft.):	0	Tent Size (sq.ft.):	0
Est. wind load (lbs):	0	Est. wind load (lbs):	0
Pullout Capacity:	0	Ballast Factor:	0
<small>(See Chart)</small>		Ballast Mounted T/B	0
Staking Factor:	0		
<small>(See Below)</small>			
<u>Correction Factor:</u>			
Embedment:	1	Concrete per cu. ft.:	75 lbs
Fastening Hgt:	1	Water per gallon:	8.34 lbs
Staking Inclination:	1	Water per cu. ft.:	62.43 lbs
Load Angle:	1		
Staking Diameter:	1		
Group Configuration :	1		
Stakes Required:	#DIV/0!	Ballast gal. Required:	0
		Ballast lbs. Required:	0

<u>Staking Factor</u>		<u>Ballast Factor</u>	
Pole Supported:	2	Concrete Ballast:	2
Frame Supported:	1.5	Water Ballast :	4
		Ballast Top Mounted:	1.5
		Ballast Bottom Mounted:	1

$$P = P_b \times C_e \times C_f \times C_i \times C_l \times C_d < 2500 \text{ lbs.}$$

Group Configuration	Effectiveness Factor
Double Staking	1.22
Three Stakes installed in a line perpendicular to direction of pull	2.76
Three Stakes installed in a line perpendicular to direction of pull are inclined at 15 degrees	2.46
Six Stakes installed in a line perpendicular to direction of pull	4.68
Four Stakes installed in two columns and two rows and connected with a gang plate	3.48
Six Stakes installed in two columns and three rows and connected with a gang plate	4.56

Note: Table 2 requires the stakes in the group to satisfy the conditions set for the baseline case

Correction Factor for Embedment	
Stake Embedment (in.)	C <sub>e</sub>
36	1.00
34	0.92
32	0.84
30	0.76
28	0.69
26	0.61
24	0.54

Correction factor for Stake Inclination	
Stake Inclination	C <sub>i</sub>
For stake angle from 0 to 15 degrees	1.00
For stake angle = 30 degrees	0.77

Correction factor for Stake Diameter	
Stake diameter (in.)	C <sub>d</sub>
1.000	1.0
1.125	1.1

Correction factor for Load Angle	
Angle of Pull (from horizontal)	C <sub>l</sub>
45 degrees (1H:1V)	1.00
53 degrees (2H:3V)	0.85

Consistency	Field Identification*		Pullout Capacity for Baseline Case, P (lbs.)
	Soil Resistance	Stake Penetration Resistance <small>(Inches per blow**)</small>	
Hard <small>(Very Dense)</small>	Indented with difficulty by thumbnail	less than 0.2"	2500
Very Stiff <small>(Dense)</small>	Readily indented by thumbnail	0.2-0.5"	1600
Stiff <small>(Medium-Dense)</small>	Readily indented by thumb but penetrated only with great effort	0.5-1.5"	800
Medium <small>(Medium)</small>	Can be penetrated several inches by thumb with moderate effort	1.5-3"	400
Soft <small>(Loose)</small>	Easily penetrated several inches by thumb	3-6"	200
Very Soft <small>(Very Loose)</small>	Easily penetrated several inches by thumb	greater than 6"	100

\*Note: Field identification is subjective. For fine-grained soils, use both the verbal description and the inches per blow to select the appropriate consistency of soil to select the baseline capacity. For coarse-grained soils, use the penetration per blow to assess soil consistency.

\*\*Note: Stake Penetration Resistance is based on the average penetration of the stake per blow with a 16 lb. sledge hammer with a normal swing.

# TENT & CANOPY STRUCTURES INSPECTION CHECKSHEET

Based on size of individual tents in square feet; separations are measured from guywires and anchoring.



Permit #: \_\_\_\_\_ Address: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_ Structure: \_\_\_\_\_

DCE Requirements	Section (InFC)	Tents ≤ 200 Canopies ≤ 400	200 < Tents ≤ 3200 400 < Canopies ≤ 3200	3200 < Tents ≤ 15,000 3200 < Canopies ≤ 15,000	15,000 < Tents And Canopies
Permit Posted		N/A			
Permit Posted (if open flame is under membrane)			Not Permitted	Not Permitted	Not Permitted
Notification Posted (in lieu of Permit)		N/A		Not Permitted	Not Permitted
Site Plan for Permit	2403.6	N/A			
Interior Layout Plan for Permit	2403.6	N/A			
Operational Management Plan for Permit	404.3.1, 404.3.2	N/A			
Engineered Documents for Permit (for event operations in winds in excess of 30 miles per hour)	2403.6, 2403.9				
Anemometer for Permit (for event operations in winds in excess of 30 miles per hour)					
IFPBS Commission Variances on site					
Indiana Fire Code Requirements	Section (InFC)	Tents ≤ 200 Canopies ≤ 400	200 < Tents ≤ 3200 400 < Canopies ≤ 3200	3200 < Tents ≤ 15,000 3200 < Canopies ≤ 15,000	15,000 < Tents And Canopies
Duration of use (30 days in 12 months)	2403.5	N/A			
FPPT Label (material type & flame treatment)	2404.2	N/A			
Fire department access (20 ft. width, 13.5 ft. height) within 150 ft. of all portions of the structures	2403.8.1	N/A			
50 ft. separation from other tents, structures	2403.8.3	N/A	N/A	N/A	
12 ft. wide connecting corridors with exits at each end and 12 ft. wide exits opposite of each other on each side	2403.8.4	N/A	N/A	N/A	
IF AGGREGATE FLOOR AREA EXCEEDS 10,000 sq. ft.: 20 ft. wide separation from buildings	2403.8.2	N/A			
IF AGGREGATE FLOOR AREA EXCEEDS 15,000 sq. ft.: 12ft. wide fire break separation around membrane structures	2403.8.5	N/A			
IF AGGREGATE FLOOR AREA EXCEEDS 15,000 sq. ft.: 20 ft. wide separation from lot lines, tents, canopies, membrane structures, parked vehicles, internal combustion engines	2403.8.2	N/A			
Existing structure(s) egress maintained	2403.8.2.3				
Number of exits	Table 2403.12.2	N/A			
Exit width required	Table 2403.12.2	N/A			



# TENT & CANOPY STRUCTURES INSPECTION CHECKSHEET

Based on size of individual tents in square feet; separations are measured from guywires and anchoring.



Permit #: \_\_\_\_\_ Address: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_ Structure: \_\_\_\_\_

Indiana Fire Code Requirements (continued)	Section (InFC)	Tents ≤ 200 Canopies ≤ 400	200 < Tents ≤ 3200 400 < Canopies ≤ 3200	3200 < Tents ≤ 15,000 3200 < Canopies ≤ 15,000	15,000 < Tents And Canopies
Exits spaced @ equal intervals	2403.12.1	N/A			
Exits 100 ft. from all points	2403.12.1	N/A			
Exit doors (curtains contrasting or open)	2403.12.3	N/A			
Exit doors (swing)	2403.12.4	N/A			
Exit signs (self-luminous or electrical illumination)	2403.12.6	N/A			
Exit Sign Illumination - Occ. Load < 300 / 2 separate circuits	2403.12.6.1	N/A			
Exit Sign Illumination - Occ. Load > 300 / 2 separate power sources	2403.12.6.1	N/A			
Egress illumination	2403.12.7	N/A			
Exits, aisles and passageways maintained properly/obstructions	2403.12.8	N/A			
Seating aisle widths – .2” per occupant; minimum 44”	2403.11/ 1025.6.1	N/A			
Employee-only aisle widths – minimum 24”	2403.12.5	N/A			
Fire extinguishers provided in conspicuous, unobstructed, unobscured locations off of floor – minimum 1 plus additional within 30” of commercial cooking equipment	2404.12/ 906	N/A			
Location of generators (20 ft. separation)	2404.19	N/A			
Generators secured from public access	2404.19	N/A			
Generator grounding (portable and vehicle mounted generators)	250.34	N/A			
LP gas located outside; protected & secured	2404.16.2 / 2404.16.3	N/A			
10 ft. from fuel operated devices	2404.16.2	N/A			
Valves pointed away from tent	2404.16.2	N/A			
Flammables/combustibles liquid 50 ft.	2404.17.1 / 2401.17.2	N/A			
Cooking inside, open or exposed flame (10 ft. setback from tent)	2404.15.5		Not Permitted	Not Permitted	Not Permitted
Cooking inside, no open flame (sterno included)	2404.15.5	N/A			
10 ft. separation from exits & combustibles	2404.15.3	N/A			
Tents 10 ft. from other tents, buildings, cars, etc.	2404.15.3	N/A			
Warming devices approved (solid)	2415.15.4	N/A			
Cooking outside (10 ft. from tents, buildings, cars, exits, & combustibles)	2404.15.6				

# TENT & CANOPY STRUCTURES INSPECTION CHECKSHEET

Based on size of individual tents in square feet; separations are measured from guywires and anchoring.



Permit #: \_\_\_\_\_ Address: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_ Structure: \_\_\_\_\_

Indiana Fire Code Requirements (continued)	Section (InFC)	Tents ≤ 200 Canopies ≤ 400	200 < Tents ≤ 3200 400 < Canopies ≤ 3200	3200 < Tents ≤ 15,000 3200 < Canopies ≤ 15,000	15,000 < Tents And Canopies
No open or exposed flames (except secured/protected candles)	2404.7	N/A			
No smoking signs posted	2404.6	N/A			
Combustibles over 20 ft. from tent	2404.5	N/A			
Trash receptacles maintained	2404.5	N/A			
Aisles clear	2403.12.5.1	N/A			
3 ft. perimeter clearance on inside	2404.11	N/A			
Fireworks over 100 ft. from tent	2404.8	N/A			
Motor Vehicles on display (battery disconnected, no more than 5 gallons of fuel, gas cap locked and sealed); demonstrations and competitions exempted (2404.18.5)	2404.18	N/A			
Curtains, drapes, suspended decorations (flame propagation)	807.1				
Compressed gas cylinders	3003.5.1				
Stake covers in high traffic areas (fairs, carnivals)	316.3.5				
Anchorage Requirements	2403.9	Pilot Req.'t			
Electrical Requirements	Section (InFC)	Tents ≤ 200 Canopies ≤ 400	200 < Tents ≤ 3200 400 < Canopies ≤ 3200	3200 < Tents ≤ 15,000 3200 < Canopies ≤ 15,000	15,000 < Tents And Canopies
Service panels	605.3				
Combustible storage	315.2.3				
Electrical hazards	605.1, 605.6				
Extension cords	605.5, 605.5.1				
Multiplug Adapters	605.4				
Relocatable power taps	605.4.1, 605.4.3				
Temporary wiring	605.9 & 605.9.1				
Temporary Installations	590 (IEC)				
Generators (installation)	445 (IEC)				

# TENT & CANOPY STRUCTURES INSPECTION CHECKSHEET

Based on size of individual tents in square feet; separations are measured from guywires and anchoring.



Permit #: \_\_\_\_\_ Address: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_ Structure: \_\_\_\_\_

Mechanical Requirements	Section (InFC)	Tents ≤ 200 Canopies ≤ 400	200 < Tents ≤ 3200 400 < Canopies ≤ 3200	3200 < Tents ≤ 15,000 3200 < Canopies ≤ 15,000	15,000 < Tents And Canopies
Hoods and venting for commercial food heat-processing appliances	2404.15.1, 2404.15.2, 904.11.6.3 >904.11.6.5				
Inspections & testing	901.6 > 901.6.2				
Extinguishers (cooking)	904.11.5				
Unit heaters	920 (IMC)				
Infrared Radiant Heaters	912 (IMC)				
Other Indiana Code Requirements	Code	Tents ≤ 200 Canopies ≤ 400	200 < Tents ≤ 3200 400 < Canopies ≤ 3200	3200 < Tents ≤ 15,000 3200 < Canopies ≤ 15,000	15,000 < Tents And Canopies
Accessibility	ICC/ANSI-A117.1-203				
Platforms (stages)	InBC 410				
IFAI Installation and Engineering Requirements	Source	Tents ≤ 200 Canopies ≤ 400	200 < Tents ≤ 3200 400 < Canopies ≤ 3200	3200 < Tents ≤ 15,000 3200 < Canopies ≤ 15,000	15,000 < Tents And Canopies
Soil pullout capacity/ballast requirements identified	IFAI				
Canvas, hardware, ropes, poles, sidewalls, etc. in good condition	IFAI				
Guywires and anchors properly installed	IFAI				
Guywires and ropes properly tensioned	IFAI				
Installed in compliance with engineered reports					

Additional Notes:

# Tents, Canopies, and Membrane Structures

## 1. Purpose and Disclaimer

This document has been compiled by the City of Indianapolis Department of Code Enforcement (DCE). The purpose of this document is to provide guidance for the users and installers of temporary tents, canopies, and membrane structures. This is not an exhaustive manual for the procurement, design, permitting, installation, and operation of temporary tents, canopies, and membrane structures. Rather, this should be seen as a guide regarding permit requirements and inspection criteria in the City of Indianapolis. This supplements any instructions, requirements, and warnings that are provided by manufacturers, engineers, and the Indiana codes.

## 2. Pilot Program

Due to the passage of the new special events ordinance and the activities associated with Super Bowl XLVI, the Department of Code Enforcement (DCE) issued structural permits and limited duration licenses for temporary tents, canopies and membrane structures. These were typically fully enclosed, heated structures that contained food service or cooking equipment, alcohol service, and assembly type use. To provide the same level of life-safety, structural, and fire protection review, DCE will continue to issue structural permits for tents and similar structures.

The Building Standards and Procedures of the Consolidated City of Indianapolis (Chapter 536 of the Revised Code) was not developed to account for the lesser review necessary for these types of structures as compared to permanent structures. Therefore, it is necessary to amend the ordinance to ensure that the DCE's regulation is not overly broad. Until this ordinance can be amended, DCE will utilize the pilot program outlined below to ensure that life-safety and structural integrity are being maintained without overly burdening residential or small business activity.

The provisions of this pilot program only apply to temporary tents, canopies, and membrane structures. Temporary is defined as being erected on a single premise for less than 30 days within a 12 month period. This is the maximum duration of time that a temporary tent, canopy, or membrane structure can be erected and be classified as temporary per Section 2403.5 of the 2008 Indiana Fire Code.

Section 536-201 of the Revised Code requires that DCE issue a structural permit for any structure exceeding 120 square feet in size. This distinction, while prudent for permanent structures, is not necessarily relevant to the use of similarly sized temporary tents, canopies, and membrane structures. As such, the following shall be exempt from permitting requirements:

- (1) Tents or membrane structures of less than 200 square feet in size and not containing an open or exposed flame. This is the minimum threshold that requires compliance with Chapter 24 of the 2008 Indiana Fire Code;
- (2) Canopies of less than 400 square feet in size and not containing an open or exposed flame. This is the minimum threshold that requires compliance with Chapter 24 of the 2008 Indiana Fire Code; and
- (3) Tents and membrane structures between 200 and 3200 square feet in size and not containing an open or exposed flame that comply with the notification requirements. This does not exempt the structure from compliance with Chapter 24 of the 2008 Indiana Fire Code.
- (4) Canopies between 400 and 3200 square feet in size and not containing an open or exposed flame that comply with the notification requirements. This does not exempt the structure from compliance with Chapter 24 of the 2008 Indiana Fire Code.

### 3. Notifications

Temporary tents or membrane structures between 200 and 3200 square feet in size or canopies between 400 and 3200 square feet in size that do not contain an open or exposed flame do not require a permit if the notification requirements are followed.

The notification requirements include:

- (1) Submission of a DCE Temporary Structure Notification. The form is located on the DCE website at [www.indy.gov/eGov/City/DCE/pages/home.aspx](http://www.indy.gov/eGov/City/DCE/pages/home.aspx). The form must be received by DCE 48 hours prior to the erection of the temporary structure. If the installation is a rental, the entity renting the temporary structure must receive a copy. The notification should be posted on the site at the commencement of installation activity. Notification forms may be emailed to [tents@indy.gov](mailto:tents@indy.gov) or mailed to ATTN: Tents; 1200 Madison Ave., Suite 100; Indianapolis, IN 46225.
- (2) Contractors installing the temporary structure may utilize the notification form if they are in good standing with DCE. A contractor may lose the ability to provide notifications if required licensure is expired or excessive violations or stop work orders have been issued. Absent the notification process, a permit is required.
- (3) Property owners or renters may utilize the notification form if they, their employees, or volunteers are installing the temporary structure. A property owner or renter may lose the ability to provide notifications if excessive violations or stop work orders have been issued. Absent the notification process, a permit is required.

### 4. Permits

Tents or membrane structures exceeding 200 square feet without a notification, canopies exceeding 400 square feet without a notification, all temporary tents, canopies, or membrane structures exceeding 3200 square feet in size, or any size of structure containing an open or exposed flame would require a structural permit and inspection. In order to obtain a structural permit an applicant will be required to submit an application, provide drawings or plans in accordance with Section 536-205(b) of the Revised Code, and pass an inspection prior to occupancy/use.

The permit requirements include:

- (1) Submission of a DCE Temporary Structure Permit Application. The form is located on the DCE website at [www.indy.gov/eGov/City/DCE/pages/home.aspx](http://www.indy.gov/eGov/City/DCE/pages/home.aspx). Required fees must be submitted with the application.
- (2) Submission of construction documents.
  - (a) Required: A scaled site plan with the location of temporary structures, anchors, guywires, property lines, structures, parked vehicles, trailers, and any other permanent or temporary structures that could not be moved during an inspection.
  - (b) Required: A scaled interior layout plan with the location of tables, chairs, platforms, and exits. Indicate on plans number of exits, exit sizes, means of egress, and occupant load.
  - (c) Required: Operational management plans including identification of emergency decision-making personnel and plans and criteria for evacuation.
  - (d) Optional: Construction documents and details stamped by an Indiana registered architect or engineer for utilization of structures in wind speeds exceeding 30 miles per hour.
- (3) Beginning September 4, 2012, a structural permit fee will be required for all permitted tents, canopies, and membrane structures. The fee for a structural permit is listed in Section 131-501 of the Code. The fee includes an application fee (currently listed at \$32.00) and a general construction permit fee (currently listed at \$170.00). The permit fee includes the initial inspection.

#### 5. Additional Permitting and Notification Requirements and Exclusions

- A. Temporary tents, canopies, and membrane structures would not be required to obtain an Improvement Location Permit or a Certificate of Appropriateness.
- B. Multiple temporary tents, canopies, or membrane structures associated with a single event and/or located on a single property may only be required to obtain one (1) structural permit for the event and/or property. This shall only be permissible if all temporary structures associated with the event and/or located on a single property are ready for inspection at a single point in time.
- C. The applicant is responsible for notification and applications to other government entities including, but not limited to, the Indianapolis Fire Department (or other local fire jurisdiction) and the Indiana Department of Homeland Security.

#### 6. Posting of Permits and Notifications

All permits and notifications must be posted on the property where the tents, canopies, and membrane structures are installed. The permits and notification must be visible to the general public.

## 7. Scheduling Inspections

All permitted tents, canopies, and membrane structures require an inspection prior to occupancy and use. Inspections may be requested for structures not requiring a permit. Inspections must be scheduled 2 business days prior to the requested inspection. A phone number and email address are provided on the permits and notification forms.

## 8. Review and Inspections for Compliance with Indiana Codes

- A. Contractors, installers, owners, and renters would be advised to make themselves familiar with the codes adopted by the State of Indiana. Tents, canopies, or membrane structures are subject to Chapter 24 of the 2008 Indiana Fire Code (IFC), which is an amended version of the 2006 International Fire Code.
- B. Installations may be reviewed and/or inspected for compliance with the IFC and other state codes as applicable. A tent is defined as having side panels, screening, or other enclosures, fencing, or structures that impact egress on over 25% of the perimeter. If the membrane structure is constrained on 25% or less of the perimeter, it is a canopy. If panels are provided for installation in case of inclement weather, then it is treated as a tent.
- C. All tents and canopies must meet all related code requirements (e.g. electrical, fuel, other chapters of IFC). The grounds where the tents and canopies are located must have access roads for fire apparatus.
- D. Scope tents or membrane structures (defined as a tent 200 square feet in size or less ) and scope canopies (defined as a canopy of 400 square feet or less) are exempt from IFC chapter 24 except for section 2404. The requirements and exemptions for scope tents and canopies include, but are not limited to:
  - (1) Flame Propagation Performance Treatment (FPPT) is not required for scope tents and canopies.
  - (2) Open flame devices (including cooking devices) are permitted provided that a 10' clearance between the tent and canopy and other items, including other buildings, vehicles, and other tents and canopies. The clearance is measured from the stakes.
  - (3) Smoking is permitted under scope tents and canopies.
- E. Tents or membrane structures that exceed 200 square feet and canopies that exceed 400 square feet must meet the requirements of IFC chapter 24. The requirements include, but are not limited to:
  - (1) Tents and canopies must receive FPPT and have a permanent FPPT label affixed.
  - (2) Open flames or LP tanks are not allowed under or within 10 feet of the canvas or stakes.
  - (3) Tents and canopies must meet egress requirements including aisle width and clearance. Tents must, also, meet egress requirements for number of exits, exit widths, and illuminated exit signage.
  - (4) "No Smoking" signs, emergency illumination, and fire extinguishers must be installed.
  - (5) A 3' interior perimeter clearance must be maintained.
  - (6) Space heaters must be UL listed.

- (7) Vehicles for display under tents and canopies must have the battery disconnected, fuel removed, and the fuel cap locked and taped.
- F. A single tent, canopy, or membrane structure that is 15,000 square feet or greater must, also, have a 50' separation from structures and other tents (unless tents are connected by corridor).
- G. Tents, canopies, and membrane structures with an aggregate area of 15,000 square feet or greater must, also, have a 20' separation from structures, scope tents & canopies, and vehicles.

#### 9. Review and Inspections for Compliance with Industry Standards

Contractors, installers, owners, and renters should make themselves familiar with the standards identified by the Tent Rental Division of the Industrial Fabrics Association International, including but not limited to the *IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage* and *IFAI Pullout Capacity of Tent Stakes*. Tents, canopies, or membrane structures should be built in compliance with these standards.

#### 10. Review and Inspections for Compliance with Engineering Standards

Contractors, installers, owners, and renters should make themselves familiar with the wind load standards identified by *ASCE/SEI 7-05 Minimum Design Loads for Buildings and Other Structures*. Tents, canopies, or membrane structures should be built in compliance with these standards. In calculating the anchorage load for tents, canopies, and membrane structures, the following safety factors shall be added as applicable:

- A. Anchored by stake: 1.5 for frame supported structures; 2.0 for pole supported structures
- B. Anchored by concrete: 2.0 for frame supported structures
- C. Anchored by water container: 4.0 for frame supported structures
- D. Guywires attached to top of concrete or water container (maximum 3' above ground) for frame supported structures: 1.5

#### 11. Inspections for Compliance During Occupancy

Contractors, installers, owners, and renters should make themselves familiar with the submitted and approved Construction Documents, including the Operational Management Plans. Tents, canopies, and membrane structures should be operated in compliance with the plans. These structures may receive inspections during occupancy to ensure compliance with the plans as well as the continued compliance with codes and standards.

#### 12. Administrative Fees

- A. Beginning July 30, 2012, an administrative fee will be assigned to violations including but not limited to installation without notifications or permits, and failing to obtain an inspection prior to occupancy.



- B. The administrative fee is listed in Section 131-501 of the Code (currently listed at \$215.00).
- C. Beginning July 30, 2012, inspection requests that are submitted without a 48 hours notice will be subject to accelerated inspection fees as identified in Section 131-502 of the Code.
- D. For inspections described in 2.E) would be subject to a \$154.00 general construction inspection fee.

# What's wrong with water barrels?

By Maura Paternoster



When you mention water barrels within earshot of tent safety experts or insurance representatives, they noticeably cringe. Why is that? For the insurance folks, it's about liability. If a tent manufacturer's instructions don't include water barrels as an option for anchoring a tent, and a water-barreled tent comes down, there is no question that the rental store is liable.

Historically, tent manufacturers have instructed customers to stake tents into the ground to anchor them. Instructions specified the number and size of stakes to use, and the stakes themselves may have been included when the tent was purchased. Recently, however, some manufacturers have begun indicating required holding power for their tents in terms of weight. Since water is essentially weight, doesn't that mean water barrels are adequate for anchoring tents? For tent safety experts, it's a matter of mathematics.

Experts recommend installing tents so that the holding power is 1 ½ to 2 times the forces imposed on the tent. In 45 mile-per-hour wind – much less than that produced during a severe thunderstorm – a tent withstands about nine pounds of force per square foot of area. For a 20-foot by 20-foot frame tent, that's 400 square feet and 3600 pounds of force, so the minimum holding power needed is 5400 pounds.

A gallon of water weighs 8.34 pounds, so a plastic 55-gallon barrel full of water weighs approximately 480 pounds, including the barrel itself. So, how many barrels would it take to achieve a holding power of 5400 pounds – 11, right? Nope.

As a fairly smooth material, plastic's friction coefficient is only .4, so the effective weight of a full water barrel is only 40 percent of its actual weight, or 192 pounds. The number of barrels needed for our example tent increases to 28, but we're not done yet.

When tents are staked, the guy lines are attached close to the ground. When they're attached at a height of three feet, as with water barrels, the anchors lose about a third of their holding power. You need a third more barrels to secure the tent, or a total of 37 in our example.

Sure, water barrels are adequate for securing tents, if you're willing to use enough of them. But if you must use weight instead of stakes, consider concrete – a block the same size as a water barrel weighs 3600 pounds and has double the friction coefficient of plastic.

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For more information on this or other safety measures for your rental operation, call Maura Paternoster, ARA Insurance Services at 800/821-6580.



## **A-7: Mecklenburg County, NC:**

# **Special Events Permitting and Inspections**

## **City of Charlotte and Mecklenburg County**

There are four separate tracks for Special Events based on the length of time the event will be held and whether the event will be held inside an existing building or outside in an open space.

The requirements for the track you choose will be the same whether your event is on private property or in the public right-of-way.

Once you have established your event time frame and location follow the instructions listed in **A** through **D** below.

### **A. Choose from one the following 4 tracks then follow the specific instructions for your event track.**

(If you have any questions call the contact number beside your track.)

**Track 1:** My event will be held in an open space for less than 7 days (contact City of Charlotte Fire Dept. at 704-336- 2101 if inside the City of Charlotte or Mecklenburg County Fire Marshal at 704-336-2154 if outside the City)

**Track 2:** My event will be held in an open space from 7 to 179 days (contact City of Charlotte Fire Dept. at 704-336-2101 if inside the City of Charlotte or Mecklenburg County Fire Marshal at 704-336-2154 if outside the City; **and also** contact Mecklenburg County Technical Assistance Center [CTAC] at 704- 336-3076)

**Track 3:** My event will be held in an open space for 180 days or longer (Contact Plan Review Coordinators Staff for Mecklenburg County Code Enforcement at 704-336-3837)

**Track 4:** My event will be held in an existing building (Contact Plan Review Coordinators Staff for Mecklenburg County Code Enforcement at 704-336-3837)

### **B. Filling out the Application**

- **AN APPLICATION MUST BE FILLED OUT 30 DAYS IN ADVANCE OF YOUR EVENT**
- For application information use the contact phone numbers in **A.** above or the web site information provided in the hyperlinks in **D.** on page 4 of this document.
- When coming in for a scheduled appointment or if you are a walk in customer please bring as much information about your event as possible.

Examples: Information on addressing, site locations and property lines, vendor information or manufacturer design data, and /or structural information on bleachers, stages, scaffolding and tents is very helpful in expediting your event.

## **C. Specific requirements for your Event**

**The key question for a Special Event is: will any Tents or Temporary Structures (stages, shelters, seating, etc.) be constructed for the event?**

**No.** If the answer to this question is **no** you should follow the instructions of the appropriate agency based on their web site information. (Ref. hyperlinks in **D.** on page 4.)

**Yes.** If the answer to this question is **yes** the specific information for your track is provided below.

**Track 1.** My event will be held **less than 7 days in an open space** and will have tents and/or temporary structures.

- Submit your application for review
- Customer to contact City of Charlotte Fire Department if inside the City of Charlotte or Mecklenburg County Fire Marshal if outside the City. They will require you to show compliance with Section 102.8 and 102.9 of the North Carolina State Fire Code as referenced in Chapter 24 for Tents.
- A Pre Construction Meeting must be scheduled with the Charlotte Fire Department or County Fire Marshal by the Host Event organizer.
- Tents and Temporary Structures (stages, shelters, seating, etc.) shall comply with the NC Fire Prevention Code and Section 3103 of the NC State Building Code. The Fire Inspectors will also enforce the egress requirements of Chapter 10 and electrical equipment, wiring and hazards in Section 605.
- Permits are issued and all inspections are made by a **Fire Inspector.**
- Mecklenburg County Code Enforcement Staff will assist the Fire Inspector making the inspection upon request.

**Track 2:** My event will be held **more than 7 but no more than 179 days in an open space** and will have tents and/or temporary structures.

- Submit your application for review
- Customer to contact the appropriate City of Charlotte Fire Department **or** Mecklenburg County Fire Marshal **and** the Mecklenburg County Technical Assistance Center (CTAC)
- The Host Event organizer must schedule a meeting with the appropriate Fire Department Inspector (City or County) and CTAC personnel.
- Tents and Temporary Structures (stages, shelters, seating, etc.) shall comply with the NC Fire Prevention Code and Section 3103 of the NC State Building Code.
- Section 3103 of the NC State Building Code requires: a permit, construction documents, placement of the Temporary Structure in compliance with Table 602 (Building Code), and compliance with the means of egress requirements of Chapter 10 with a maximum exit access travel distance of 100 feet.
- Projects will be reviewed by CTAC, On-Schedule, or a Special Projects review team.
- Permits will be issued for the Special Event when all plan reviewers have approved the design plans.
- Inspections will be done by a Fire Inspector and MCCE B/E/M/P inspectors where applicable.

**Track 3:** My event will be held 180 days or longer and will have tents and/or temporary structures.

- Submit your application for review
- Host Event Organizer or their designee to Schedule a preliminary review through one of Mecklenburg County's Plan Review Coordinators.
- Outdoor Special Events and Temporary Structures shall comply with all the provisions of the North Carolina State Codes including Fire Prevention, Building, Electrical, Mechanical, Plumbing, and Fuel Gas.
- Submit plans for approval
- All appropriate permits are required (\* see note 1)
- Inspections will be performed by a Fire Inspector and MCCE B/E/M/P inspectors where applicable.

**Track 4:** My event will be held inside a permanent building and will contain temporary structures erected and/or modifications made inside permanent buildings for an indoor special event.

- Submit your application for review
- Host Event Organizer or their designee to Schedule a preliminary review through one of Mecklenburg County's Plan Review Coordinators
- Indoor Special Events regardless of the time period shall comply with all the provisions of the North Carolina State Building Code including Fire Prevention, Building, Electrical, Mechanical, Plumbing, and Fuel Gas.
- Submit Plans for approval
- All appropriate permits are required (\*see note 1)
- Inspections will be performed by a Fire Inspector and MCCE B/E/M/P inspectors where applicable.

**Exception 1:** Temporary Theatrical Events (concerts, shows, etc.) held in existing Assembly buildings, using only approved temporary wiring methods (Plug and Play) will be handled similar to Outdoor Events –Less than 7 days and require inspections and permitting by the City Fire Department or County Fire Marshal only.

\* **Note 1** Any installations of electrical, mechanical, fuel gas and plumbing systems included in any of these structures must comply with the applicable provisions of the NC State Electrical, Mechanical, Fuel Gas and/or Plumbing Codes. All appropriate permits are required.

**Exception 2: applies to all Tracks**

Where building and/or electrical component installations require Code Enforcement input, if caused by deviating from manufacturer's installation instructions, the Department will accept only the event organizer retaining a NC Licensed PE to provide on-site observation, installation instructions and written verification that the installation is safe. Similarly, if input is requested by CFD or MCFM or the project includes the use of alternate methods and materials, the Department has the discretion to stipulate PE involvement.

Examples:

- Electrical: Installations using anything other than listed plug in equipment.
- Building: staging or other structures, with assembly deviating from the manufacturer's instructions.

## **D. Special Events and Temporary Structures agency and web site references.**

The following web sites will be helpful in researching the permitting and inspection processes currently in place for the various agencies involved in Special Event approvals for the City of Charlotte and Mecklenburg County.

1. City of Charlotte Fire Department

<http://charmeck.org/city/charlotte/Fire/Divisions/FirePreventionBureau/Pages/TentGuidelinesandPermittingRequirements.aspx>

2. Mecklenburg County Code Enforcement

<http://charmeck.org/mecklenburg/county/CodeEnforcement/Pages/SpecialEvents.aspx>

3. City of Charlotte, Engineering Department (Department of Transportation)(704-336-5531)

<http://charmeck.org/city/charlotte/Transportation/ClosingsandEvents/Pages/Home.aspx>

- 4.. Mecklenburg County Fire Marshal

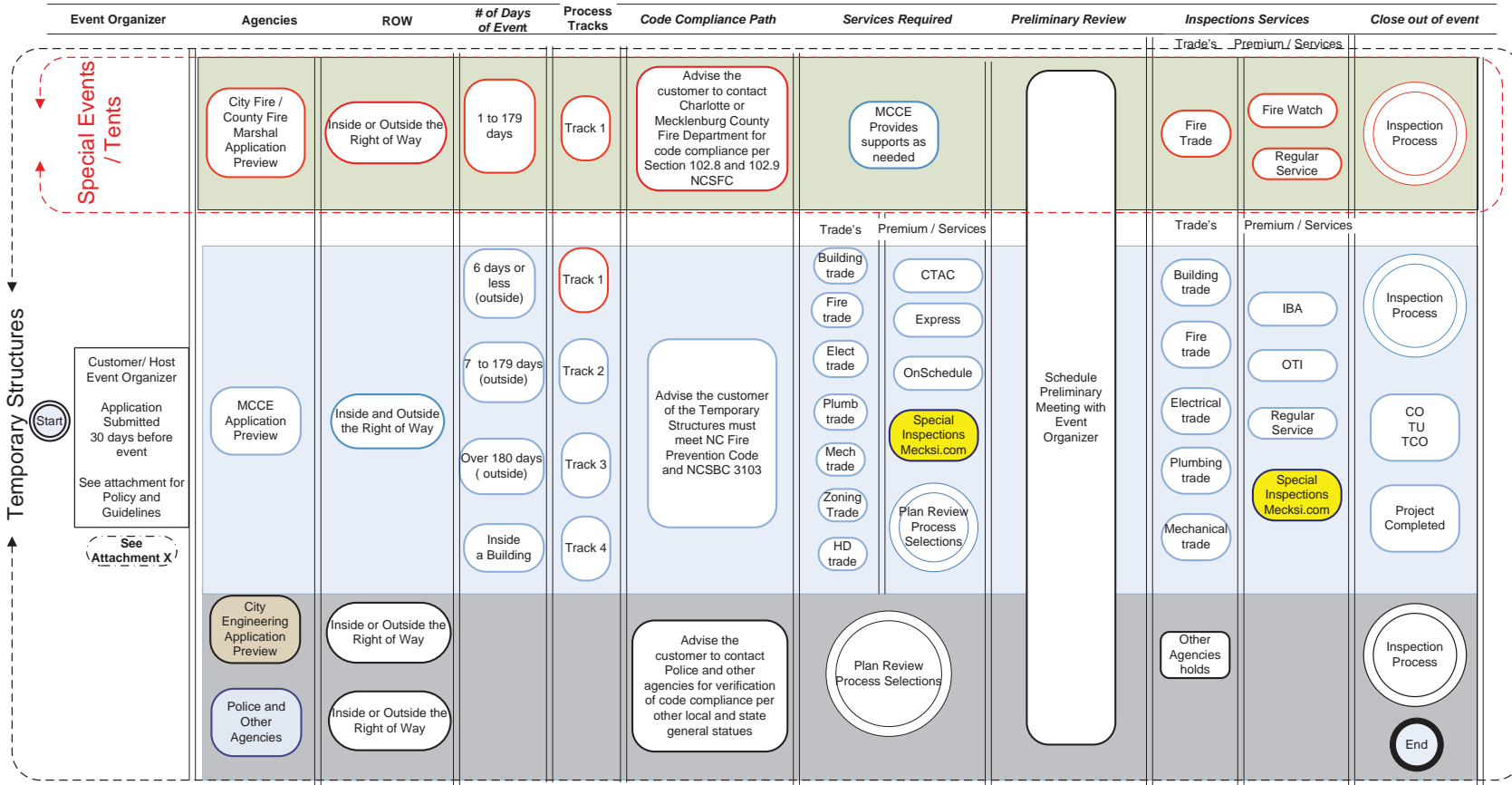
<http://charmeck.org/mecklenburg/county/CodeEnforcement/FireMarshal/Pages/default.aspx>

# Key Agencies Attributes for Special Events

Processing and Permitting ▶

▶ Inspections

A



- Step 1**  
The customer will need to download the form and fill out the Special Event Application (SEV) with the pertinent information related to the event. The application should be filled out 30 days before the event.
- Step 2**  
The application can either be sent via email to [CTAC@mecklenburgcountync.gov](mailto:CTAC@mecklenburgcountync.gov) and other agencies, or hand delivered to our Commercial Technical Assistance Center Department located at 700 N. Tryon Street. Any attachments you can provide such as site plans outlining how the event will be laid out with the streets or property line locations, vendor information or manufacturer design data on the bleachers, stages and scaffolding would be beneficial. Attachments are welcome and help us understand your event and what is necessary for the safety of the persons attending the event.
- Step 3**  
The department will contact the Host Event Organizer to schedule a Preliminary Review meeting to explain the event and determine where Mecklenburg County Code Enforcement and other agencies might have jurisdiction in reviewing, permitting and inspections.
- Step 4**  
If a permit is required for the Host Event Organizer or if trade work (Electrical, Mechanical and Plumbing) is being performed, the permit will be issued per the State Statutes and Mecklenburg County Ordinance.
- Step 5**  
Before the event, the inspections team (City and County) will be looking over the aspects of structures or systems for code compliance and to ensure other safety issues are adhered to. These inspections will work with the Host Event Organizers to meet the life safety requirements for those items that are covered in the North Carolina State Building Code and other agencies requirements.

**LEGEND**

MCCE- Mecklenburg County Code Enforcement	OTI- Over time Inspections	TU- Temporary Utilities	NCSFC- North Carolina State Fire Code
CTAC- Customer Technical Assistance Center	OnSchedule – Plan Review service	OnSchedule – Plan Review service	NCSBC- North Carolina State Building
ROW – Right of Way	Fire Watch- City / County Fire Premium Inspections	Fire Watch- City / County Fire Premium Inspections	
Express Review- Premium service for Plan Review	HD- Health Department	HD- Health Department	
IBA- Inspection by Appointment	CO – Certificate of Occupancy	CO – Certificate of Occupancy	File: Key_agencie_attributes-9-18-12.vs1 PGG

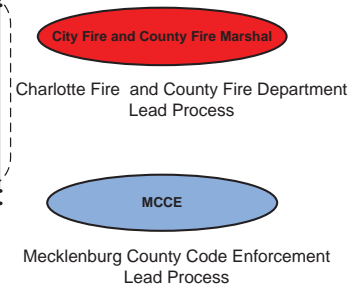
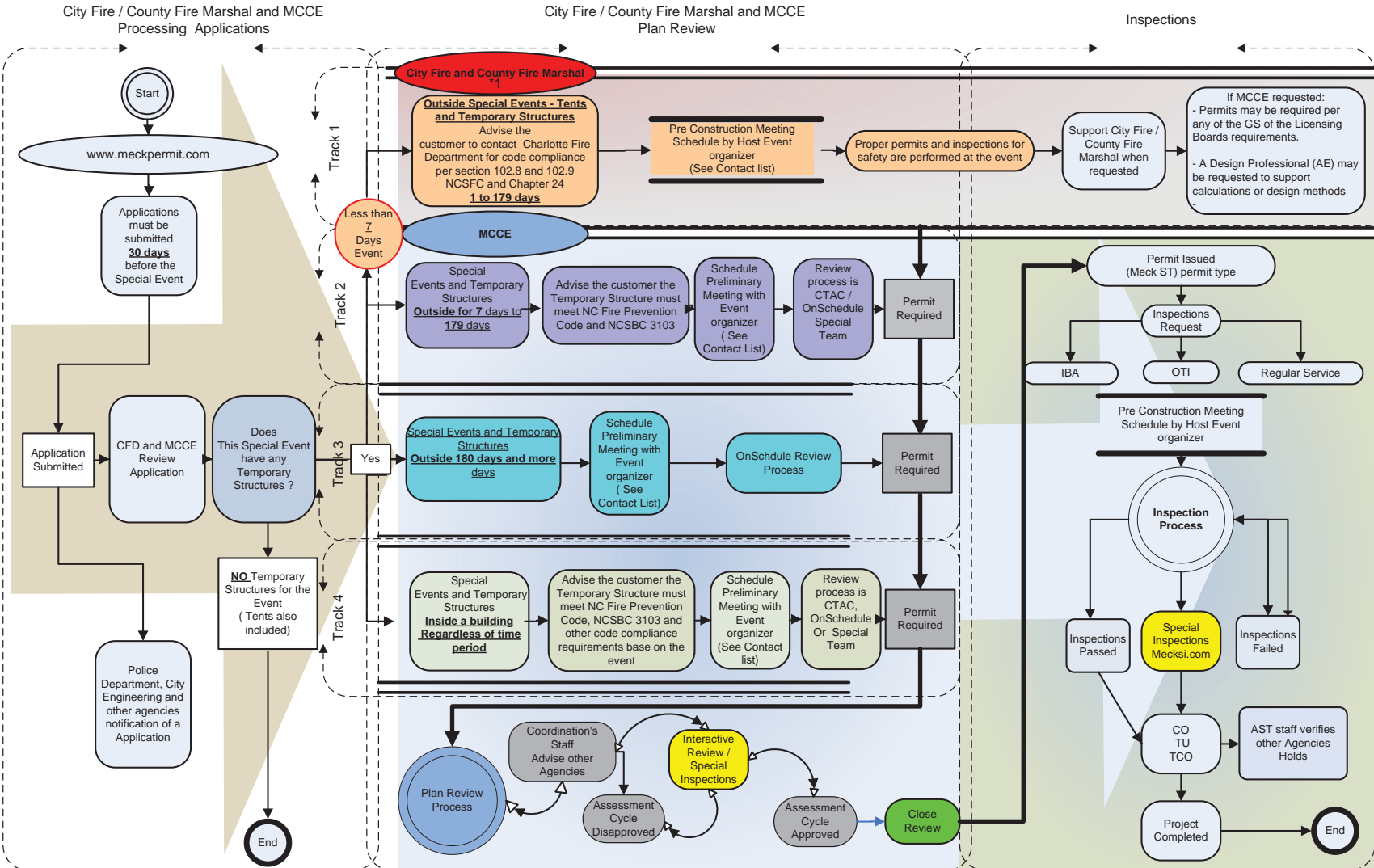
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# Special Event Work Flow Processing

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B



**CONTACTS**

Charlotte Fire Department – 704-336-2101
County Fire Marshal Department - 704-336-2156
CTAC – 704-336-3829 Option 4
OnSchedule - 704-336-3837
Health Department- 704-336-5500

**LEGEND**

CFD- Charlotte Fire or County Fire Marshal Depart
MCCE- Mecklenburg County Code Enforcement
ROW- Right of Way
IBA- Inspections by Appointment
OTI- Over time Inspections
TCO- Temporary Certificate of Occupancy
TU- Temporary Utility
CO- Certificate of Occupancy
File: Detail Flow ChartSEProcess 9-18-12vs1.vsd
NCFC- North Carolina Fire Code
AST- Administration Support Team
Mecksi- Mecklenburg Special Inspections
AE- Architectural or Engineer Professional
GS- General Statues

\* Footnote 1- May reach out for other resources or regulator agencies ( Elect, Mech, Plumbing, Health etc.)

**A-8: Nashville, TN: No attachments**

## **A-9: Orlando, FL:**



## City of Orlando Guide to Permitting Outdoor and Special Events

This Document has been composed as a guide to Permitting Special Outdoor Events within the City of Orlando. The following is a list of Structures and Operations which must be Permitted and Approved prior to any Special Event:

- **Tents (Erected for a period less than 180 days) under 12,000 square feet in area without walls, doors, or windows.**
  - Tents 225 square feet and under do not require a building permit.
  - A Building Permit Application (BLD) through the Office of Permitting Services is required. A site plan showing the tent location and orientation on the property, a certificate of flame resistance, fire extinguisher locations, and furniture layout within the tent must be provided with the permit application. Four sets of plans are required.
  - For Tents or Membrane Structures over 1,500 square feet in area used for Assembly Occupancies (Gathering, eating, drinking, games, etc...), a Temporary Place of Assembly Permit must be attained from the City of Orlando Fire Department.
  - After permit issuance, a fire inspection must be called in to the City of Orlando's Fire Marshal's office at: (407) 246-3144.
  - Average turn-around time for review on this type of permit is typically one day. First submission approval is not guaranteed.
  
- **Temporary Tents or Membrane Structures (Erected for a period less than 180 days) with walls, doors, or windows; or tents 12,000 square feet and greater in area.**
  - A Building Permit Application (BLD) through the Office of Permitting Services is required. A site plan showing the tent location and orientation on the property, a certificate of flame resistance, fire extinguisher locations, and furniture layout within the tent must be provided with the permit application. A Life Safety Plan from a State of Florida Licensed Architect may be required. Four sets of plans are required.

*.....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.*

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### **ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES**

CITY HALL•400 SOUTH ORANGE AVENUE•FIRST FLOOR•P.O. BOX 4990•ORLANDO, FLORIDA 32802-4990  
PHONE 407.246.2271•FAX 407.246.2882

Visit our web site at: [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits)

- It is recommended that a Licensed Architect be employed to work on this at least several months prior to the event date.
  - Details such as stair treads, stair risers, stair and ramp landing dimensions, stair and ramp widths, ramp slopes, guard heights and dimensions, handrail heights and dimensions, aisle widths and lengths, aisle access way widths and lengths, door dimensions, and any other pertinent means of egress components must be shown on the plans.
  - Any structural work within the tent such as ramps, stairs, walls, platforms, stages, and grandstands must have construction documents attached to the tent Building Permit and must be signed and sealed by a State of Florida Licensed Structural Engineer.
  - If the structure is a Membrane-Covered Frame Structure, it must be designed by a State of Florida Licensed Structural Engineer to withstand wind velocities of 75 mph in accordance with the Florida Building Code, 2010 Edition, Section 3105.4. The plans must be signed and sealed by the Structural Engineer.
    - It is recommended that a Licensed Structural Engineer be employed to work on this at least several months prior to the event date.
  - For Tents or Membrane Structures over 1,500 square feet in area used for Assembly Occupancies (Gathering, eating, drinking, games, etc...), a Temporary Place of Assembly Permit must be attained from the City of Orlando Fire Department.
  - For Tents or Membrane Structures 4,500 square feet and greater in area used for Assembly Occupancies (Gathering, eating, drinking, games, etc...), a full Fire Watch through the City of Orlando Fire Department must be provided.
    - **Exception:** Tents less than 12,000 square feet may be provided with an independent Fire Watch if approved by the Fire Marshal.
    - **Exception:** Tents 12,000 square feet and greater, and without walls, doors, or windows may be provided with an independent Fire Watch if approved by the Fire Marshal.
    - **Exception:** Tents that meet all the requirements for the currently adopted Florida Fire Prevention Code and Florida Edition of the Life Safety Code will not require a Fire Watch.
  - Average turn-around time for review on this type of permit is typically five days. First submission approval is not guaranteed.
  - Only a licensed General Contractor may pull these permits.

- **Fences**

- A Fence Permit (BLD Permit) is required for each fixed fence on site for special outdoor events.
- A site plan must be provided with this permit which shows how Fire Department Access will be maintained for all structures on site. The Site Plan must also show where all hydrants and other fire

*.....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.*

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**ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES**

CITY HALL•400 SOUTH ORANGE AVENUE•FIRST FLOOR•P.O. BOX 4990•ORLANDO, FLORIDA 32802-4990  
PHONE 407.246.2271•FAX 407.246.2882

Visit our web site at: [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits)

department apparatus are located. Access to Fire Hydrants or other Fire Department Apparatus must not be blocked by fences. Four sets of plans are required.

- This permit will be reviewed by Fire and Engineering Plans Review and typically has a one day turnaround. First submission approval is not guaranteed.

- **Outdoor Stairs, Ramps, Docks, Bridges, Open Platforms, and Open Stages**

- These will each require a Building and Engineering Permit (BLD and ENG). A Licensed Civil Engineer must sign and seal any earthwork that is to be done. A Licensed Structural Engineer must sign and seal any structures that are to be occupied. Four sets of plans are required.
- Details such as stair treads, stair risers, stair and ramp landing dimensions, stair and ramp widths, ramp slopes, guard heights and dimensions, handrail heights and dimensions, aisle widths and lengths, aisle access way widths and lengths, door dimensions, and any other pertinent means of egress components must be shown on the plans.
- Average turn-around time for review on this type of permit is typically five days. First submission approval is not guaranteed.
- Only a licensed General Contractor may pull these permits.

- **Plumbing Work**

- Any temporary (or permanent) plumbing that involves tapping or cutting any existing permanent plumbing may only be done with a Plumbing Permit (PLB). Four sets of plans are required.
- Average turn-around time for review on this type of permit is typically five days. First submission approval is not guaranteed.
- Only a Licensed Plumbing Contractor may pull a Plumbing Permit.

- **Electrical Work**

- Any temporary (or permanent) electrical work will require Electrical Permits (ELE). Even if there is a temporary listed outdoor generator, a Temporary Power Electrical Permit (ELE) is required so that Permitting Services' Electrical Inspection Team may conduct inspections to verify compliance with the National Electrical Code's requirements for Site Installations. Four sets of plans are required (Except for Temporary Power Permit).
- Average turn-around time for review on this type of permit is typically five days or one day for a Temporary Power Permit (ELE). First submission approval is not guaranteed.
- Only a Licensed Electrical Contractor may pull an Electrical Permit (ELE).
  - Exception: A Temporary Power Electrical Permit that does not involve any actual electrical work (placing generators and plugging in appliances) will not require a Licensed Electrical Contractor.

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- **Cooking Equipment**
  - A Permit is required for any Temporary and Permanent Cooking Equipment used in Concessions, Tents, or any other type of roofed structure. A Fire Permit is required for the Wet Chemical Suppression System (FIR) and a Mechanical Permit is required for the Grease Hood (MEC). The Cooking equipment must comply with the current editions of the Florida Fire Prevention Code and NFPA 96. Three sets of plans are required for the fire permit (FIR) and four sets of plans are required for the mechanical permit (MEC).
  - Average turn-around time for review on these types of permits is typically one day. First submission approval is not guaranteed.
  - The Wet Chemical Fire Suppression system Fire Permit may only be pulled by an appropriately licensed Fire Protection System Contractor (Fire Contractor III).
  - The Grease Hood system Mechanical Permit may only be pulled by an appropriately licensed Mechanical Contractor.
  
- **Outdoor LP (Propane Tank) or other Outdoor Flammable/Hazardous Material Storage**
  - Must attain a Hazardous Materials Permit from the Orlando Fire Department.
  - If located within a building or tent that was not initially designed for hazardous storage, a building permit is required (BLD) (Change of use) and plans are to show location and quantity of Flammable/Hazardous Materials. Four sets of plans are required.
  - Flammable/Hazardous Material Storage may not be allowed in Tents and Membrane Structures.
  - Propane tanks may not be allowed in any Assembly Occupancy.
  
- **Permit Applications**
  - Permit applications must be filled out by the contractor applying for a permit. Their State License Number and Notarized Signature must be on the application. Any fees must be paid at time of application submission.
  - Property owner must provide Notarized Signature on the application. (This would be an authorized City of Orlando Representative.)

**\*This Document is only a guide and does not have every detailed requirement for Event Approval. A detailed review for Code Compliance will be done at time of Permitting. It is recommended that Permitting Plan Approval be completed four weeks prior to Event to allow sufficient time for any required inspections. It is also recommended to coordinate all site work in progress with Permitting Services' Inspection Team to remedy any on site issues prior to Final Inspections.**

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## **A-10: Tampa, FL:**





# Special Event Permit Application

## Dates to Remember

Applications may be submitted no more than 365 days, but not less than 60 or 90 days prior to the event date. To ensure approval, event organizers are encouraged to apply as early as possible.

Events with Street Closures and/or Alcohol	Events in Parks/No Alcohol
<p><b>Minimum 90 Days</b></p> <ul style="list-style-type: none"> <li>• Special Event Application &amp; Fees</li> <li>• Site Plan</li> <li>• Pre-planning Meeting with City of Tampa Staff</li> <li>• 501( c )3 &amp; Certificate of Exemption – if applicable</li> </ul> <p><b>Minimum 60 Days</b></p> <ul style="list-style-type: none"> <li>• Proof of Liquor Liability Insurance</li> <li>• Tampa Police Extra Duty Application</li> <li>• Tampa Fire Prevention</li> <li>• Emergency Medical Service</li> <li>• Transportation/Stormwater</li> <li>• Park &amp; Recreation Services</li> </ul> <p><b>Minimum 30 Days</b></p> <ul style="list-style-type: none"> <li>• Commercial General Liability Insurance</li> <li>• Special Use for Alcohol Permit to Ma</li> <li>• Final Site Plan</li> <li>• Event Timeline &amp; On-site Contacts</li> <li>• Payment of Costs</li> <li>• Submit Signed Permit</li> </ul> <p><b>Post-Event – Minimum 30 Days</b></p> <ul style="list-style-type: none"> <li>• Final Payment, if applicable</li> <li>• After Action Meeting with Special Events Staff</li> <li>• Secure Future Dates with a New Application</li> </ul>	<p><b>Minimum 60 Days</b></p> <ul style="list-style-type: none"> <li>• Special Event Application &amp; Fees</li> <li>• Shelter Rental Fees</li> <li>• Site Plan</li> <li>• Pre-planning Meeting with City of Tampa Staff</li> <li>• 501( c )3 &amp; Certificate of Exemption - if applicable</li> </ul> <p><b>Minimum 45 Days</b></p> <ul style="list-style-type: none"> <li>• Tampa Extra Duty Application</li> <li>• Tampa Fire Prevention</li> <li>• Emergency Medical Service</li> <li>• Transportation/Stormwater</li> <li>• Park &amp; Recreation Services</li> </ul> <p><b>Minimum 30 Days</b></p> <ul style="list-style-type: none"> <li>• Commercial General Liability Insurance</li> <li>• Final Site Plan</li> <li>• Event Timeline &amp; On-site Contacts</li> <li>• Payment of Costs.</li> <li>• Submit Signed Permit</li> </ul> <p><b>Post-Event – Minimum 30 Days</b></p> <ul style="list-style-type: none"> <li>• Final Payment, if applicable</li> <li>• After Action Meeting with Special Events Staff</li> <li>• Secure Future Dates with a New Application</li> </ul>

## Applicant and Host Organization Information

**Host Organization Name** - The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

Host Organization Name: \_\_\_\_\_

**Chief Officer** - The Chief Officer of the Host Organization must be identified and sign the permit application. Typically, the Chief Officer is the Chief Executive Officer, President, Executive Director or Board Chair of the Host Organization.

Chief Officer: \_\_\_\_\_

Host Organization website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**For Profit:** \_\_\_\_\_

**Non-Profit:** \_\_\_\_\_

If yes, you must attach to this application a copy of your Florida Consumer's Certificate of Exemption or your IRS 501(c) 3 Determination Letter.

**Applicant/Primary Contact** - Please list any person, professional event organizer, event service provider hired by you that is authorized to work on your behalf to plan this event.

First: \_\_\_\_\_ Last: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

A written communication from the Chief Officer of the Host Organization authorizing the applicant to apply for this Special Event Permit on their behalf must be submitted with your permit application.

# Event Information

**Name of Event:** \_\_\_\_\_

Is this an annual event?  No  Yes If yes, how many years has it been held? \_\_\_\_\_

**Anticipated Attendance** – The estimated number of people who will attend or watch your event.

Total \_\_\_\_\_ Per Day x \_\_\_\_\_ Number of event days = \_\_\_\_\_ Grand Total

**Anticipated Participants** – The estimated number of participants (staff, volunteers, vendors, etc.) should be based on the number of the total number of people you anticipate will participate in the event or provide support services to the event.

Total \_\_\_\_\_ Per Day x \_\_\_\_\_ Number of event days = \_\_\_\_\_ Grand Total

**Event Description** – Information you provide in this section of your permit application may be used for promotional purposes by the City of Tampa.

## Event Category

Organized Run/Walk  Neighborhood Block Party  Festival/Celebration  
 Street Festival  Concert/Performance  Cycling Event  
 Parade/Procession/March  Other, please specify: \_\_\_\_\_

## Event Location

Al Lopez Park  Cotanchobee Fort Brooke Park  MacFarlane Park  
 Curtis Hixon Waterfront Park  Lowry Park and/or Band Shell  Picnic Island Park  
 Lykes Gaslight Square Park and/or Franklin Street Mall  Julian B. Lane Riverfront Park  
 River Tower Park  Rowlett Park  Ybor Centennial Park  
 Streets or ROW, please specify: \_\_\_\_\_  
 Other, please specify: \_\_\_\_\_

## Date/Time

### Setup

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Event Dates

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Move-out

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

# Site Plan/Route Map Information & Event Components

## Site Plan/Route Map

Your site plan/route map must be submitted along with your completed application. Applications without site plans/route maps are incomplete and will be rejected and returned to the applicant. Park maps and approved 5K routes are posted on our website: [tampagov.net/specialevents](http://tampagov.net/specialevents).

Please attach a clear and legible site plan or map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
3. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), merchandize vendors, food concessions, food trucks, sponsors, tents, signs, barricades, portable restrooms, vehicles, picnic shelters, fireworks shoot site, etc.
4. Location of temporary alcohol sales including where both sales and consumption occur, plus dimensions and type of fencing to be used.
5. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
6. Generator locations and/or source of electricity.
7. Placement of vehicles and/or trailers.
8. Exit locations for outdoor events that are fenced.
9. Accessible viewing area.
10. Parking and Disabled parking areas.

**Is the event open to the public?**  Yes  No

**Is there an admission fee?** If yes, please provide amounts:  Yes  No

**Does your event involve the use of alcoholic beverages?**  Yes  No

If yes, please check all that apply:

Beer Sales

Beer & Wine Sales

Beer, Wine & Distilled Spirits Sales

Host & Alcohol Sales

**Please Note:** Alcoholic beverages cannot be sold, distributed, nor consumed on City property without appropriate zoning. If you answered yes to any of the above, please also complete and attach an Alcoholic Beverages (Temporary) Sales Form and submit it along with this application.

**Are there musical entertainment features related to your event?**  Yes  No

If yes, complete the following information and attach a listing of all stage performance schedules.

Size and Number of Stage(s): \_\_\_\_\_

How much electric (in amps) does your stage need? \_\_\_\_\_

Will a sound check be conducted prior to the event?  Yes  No

If yes, Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

**Will there be merchandise vending at your event?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete the following information and attach a list of all vendors and be sure to indicate vending and electrical requirements on your site plan.

How many vendors? \_\_\_\_\_

How many will need electric? \_\_\_\_\_

How much electric (in amps) does your vending area need? \_\_\_\_\_

**Will you hire a private security company?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide the name of the company and the schedule:

---

**Please Note:** The Tampa Police Department will review your special event application to make a final determination as to the number of officers, vehicles and/or equipment you will be required to have in order to make sure your event is conducted safely).

**Does your event require overnight security?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Does your event require the use of picnic shelters (if applicable)?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Will inflatables (moon bounce) be used at your event?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide the name of company: \_\_\_\_\_

**Will your event include fireworks or other pyrotechnics?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe: \_\_\_\_\_

Name of company: \_\_\_\_\_

**Does your event include food concession and/or preparation areas?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe how food will be served and/or prepared on site:

**Please note:** Temporary food service for events must meet all State and local guidelines and requirements.

**Do you intend to cook food at your event?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify method:

\_\_\_\_\_ Gas

\_\_\_\_\_ Electric

\_\_\_\_\_ Fryers – Name of grease removal contractor: \_\_\_\_\_

\_\_\_\_\_ Date & time of pickup: \_\_\_\_\_

\_\_\_\_\_ Other, please specify: \_\_\_\_\_

**Do you intend to have food trucks at your event?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many? \_\_\_\_\_

**Will your event require potable water?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe where and for what:

**Do you plan to provide portable rest room facilities at your event?**

If yes, Total number of toilets: \_\_\_\_\_

Number of ADA accessible toilets: \_\_\_\_\_

Number of hand sinks: \_\_\_\_\_

Restroom Company: \_\_\_\_\_

Equipment Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

*(Please reference the Solid Waste Matrix provided in the Customer's Guide to Special Event. 10% of your restrooms must be accessible).*

**Will your event involve the use of a parking and/or shuttle plan?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe: \_\_\_\_\_

**Will your event be marketed, promoted or advertised?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe:

**Will there be live media coverage during the event?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe where you plan on parking the media: \_\_\_\_\_

**Accessibility Plan**

Please describe your plan for people with special needs participation, parking, and viewing:

**Sanitation & Recycling**

You are responsible for leaving the venue clean and clear of debris. Please describe your plan for cleanup and removal of waste, recyclable goods and garbage during and after your event.

Number of trash cans: \_\_\_\_\_

Number of recycling containers: \_\_\_\_\_

Number of dumpsters: \_\_\_\_\_

Sanitation Company: \_\_\_\_\_

Equipment Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Recycling Company: \_\_\_\_\_

Equipment Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Mitigation of Impact

Due to the nature of your event, the City of Tampa may require you, at your expense, to officially notify residents, business; places of worship, schools and other entities that may be directly impact by your event.

## Insurance Requirements

You are required to procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities. This insurance must name the City of Tampa as an additional insured in any and all policies. Due to the nature of your event, additional insurance may be required.

## Affidavit of Applicant & Hold-Harmless Acknowledgement

By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with City of Tampa Code of Ordinances and all City rules, regulations and policies. Should the City grant approval and a Special Event Permit be issued, you also agree to comply with any other rules and requirements provided by law.

In consideration of the privileges that may be granted by issuance of a Special Event permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, representatives or any subcontractor or its employees. The Host Organization acknowledges that the provisions of this paragraph apply to and include any liability resulting for incidents involving the streetcar electrified cables. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees.

I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Tampa.

Print Name of Host Organization: \_\_\_\_\_

Printed Name of Chief Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for completing your Special Event Application.**

**Please submit your completed application along with a detailed site plan to your Event Manager or by email: [SpecialEvents@tampagov.net](mailto:SpecialEvents@tampagov.net) or Fax: (813) 274-7744.**

**Incomplete, illegible, and/or unsigned applications will not be accepted.**

*Submission of a Special Event Application constitutes a request to use City property for the purpose of an event and does not guarantee event approval.*

# FIRE PREVENTION PERMIT REQUEST

Date: \_\_\_\_\_

Type of Permit Requested: \_\_\_\_\_  
(Example: Tent, Temporary Assembly, Exhibition, Open Flame, Open Burn, Pyrotechnics)

Will Food Trucks participate in your event:  Yes  No

Will Alcohol be served at this event?  Yes  No

**NOTE:** *Alcoholic beverages require a Temporary Wet Zoning Permit and Fire Watch*

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Event Date: \_\_\_\_\_ Event hours: \_\_\_\_\_

Type of event: \_\_\_\_\_ Number of guests: \_\_\_\_\_  
(Picnic, party, sale, parade, etc.)

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Total number of Tents: \_\_\_\_\_

Tent Size(s): \_\_\_\_\_ Set-up: \_\_\_\_\_ Take down: \_\_\_\_\_

Tent Company/Supervisor: \_\_\_\_\_ Cell: \_\_\_\_\_

Sponsoring organization or individual: \_\_\_\_\_

Party responsible for charges: \_\_\_\_\_

Billing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell: \_\_\_\_\_

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## PAYMENT FOR PERMITS:

- Payments for permits should accompany application.
  - Payments can be made in cash, by personal check, or money order.
  - ALL PAYMENTS MUST LIST **"CITY OF TAMPA"** AS THE PAYEE.
- 

## MAIL REQUEST AND PAYMENT TO:

Tampa Fire Rescue  
Attn: Permits  
808 E. Zack Street  
Tampa, FL 33602

## FAX: (813) 274-7144

Office location:  
3402 W. Columbus Drive  
Columbus Municipal Office Building  
Tampa, FL 33607





# CUSTOMER GUIDE TO SPECIAL EVENTS

# CITY OF TAMPA OFFICE OF SPECIAL EVENTS



Welcome to the City of Tampa Office of Special Events.

Special Events help build a sense of belonging and community pride. The Office of Special Events exists to serve the community and to guide event planners through the special event permitting process. All reservations for special events, such as festivals, runs / walks, parades, block parties and citywide holiday celebrations that occur on public property are initiated with our office.

We have created a user-friendly, one-stop process to facilitate a successful event. Our **Customer's Guide to Special Events** is designed to provide you with the necessary information about permitting, planning and producing your event.

Our dedicated, professional Special Events Management Team is your resource on all aspects of event production. We recommend that all event organizers contact the Office of Special Events early in the planning process. We will be happy to provide guidance and answer your questions.

We strive to deliver outstanding customer service to ensure your event's success.

Sincerely yours,

City of Tampa  
Office of Special Events

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### Mission Statement

The Office of Special Events will provide a knowledgeable, customer focused management team, committed to leading you through the event process while helping create memorable events.

## Dates to Remember

Applications may be submitted no more than 365 days, but not less than 60 or 90 days prior to the event date. To ensure approval, event organizers are encouraged to apply as early as possible. The following dates provide you with a schedule to guide you through the special event process. Please adhere to the following schedule both pre- and post- event.

Events Requiring Street Closures or Alcohol	Events in Parks No Alcohol
<b>Minimum 90 Days Before the Event</b>	<b>Minimum 60 Days Before the Event</b>
<ul style="list-style-type: none"> <li>• Special Event Application &amp; Fees</li> <li>• Site Plan</li> <li>• Pre-planning meeting with City of Tampa Staff</li> <li>• IRS non-profit letter of determination and Florida Tax Exemption Certificate - if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Special Event Application &amp; Fees</li> <li>• Street Closure Application &amp; Fees</li> <li>• Shelter Rental Fees</li> <li>• Site Plan</li> <li>• Pre-planning meeting with City of Tampa Staff</li> <li>• IRS non-profit letter of determination and Florida Tax Exemption Certificate - if applicable</li> </ul>
<b>Minimum 60 Days</b>	<b>Minimum 45 Days</b>
<ul style="list-style-type: none"> <li>• Proof of Liquor Liability Insurance</li> <li>• Tampa Police Extra Duty Application</li> <li>• Tampa Fire Prevention</li> <li>• Emergency Medical Service</li> <li>• Park &amp; Recreation Services</li> <li>• Transportation/Stormwater</li> <li>• Solid Waste Department Services</li> <li>• Parking Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Tampa Police Extra Duty Application</li> <li>• Tampa Fire Prevention</li> <li>• Emergency Medical Service</li> <li>• Transportation/ Stormwater</li> <li>• Park &amp; Recreation Services</li> <li>• Solid Waste Department Services</li> <li>• Parking Requirements</li> </ul>
<b>Minimum 30 Days</b>	<b>Minimum 30 Days</b>
<ul style="list-style-type: none"> <li>• Commercial General Liability Insurance</li> <li>• Special Use Permit to Mayor</li> <li>• Final Site Plan</li> <li>• Event Timeline &amp; On-site Contacts</li> <li>• Payment of Costs</li> <li>• Submit Signed Permit</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial General Liability Insurance</li> <li>• Final Site Plan</li> <li>• Event Timeline &amp; On-site Contacts</li> <li>• Payment of Costs</li> <li>• Submit Signed Permit</li> </ul>
Post-Event	Post-Event
<b>Minimum 30 Days</b>	<b>Minimum 30 Days</b>
<ul style="list-style-type: none"> <li>• Final Payment, if applicable</li> <li>• After Action Meeting, if applicable</li> <li>• Secure Future Dates with a New Application</li> </ul>	<ul style="list-style-type: none"> <li>• Final Payment, if applicable</li> <li>• After Action Meeting, if applicable</li> <li>• Secure Future Dates with a New Application</li> </ul>

## Special Events

A special event is defined as a pre-planned event, whether publicly and/or privately sponsored expected to draw 301 or more people at any one time as participants or spectators, which is proposed to be held on public property, including, but not limited to parks, streets and/or sidewalks. All special events require a Special Event Permit issued by the City of Tampa Office of Special Events. Special events include, but are not limited to:

### Procession/Parade

*Procession* means a public or private march, run, cortege, walk, cavalcade, autocade, parade of any kind, or other gathering of persons that occurs upon public right-of-way, park or both that is used for vehicular traffic permitted by Code of Ordinances Chapter 28

### Public Assembly

*Public Assembly* means any public gathering, demonstration, picket, rally, gala, ceremony, celebration, or other gathering of persons upon right-of-way, park space, or both that does not occur upon areas of the right-of-way used for vehicular traffic permitted by Code of Ordinances Chapter 28

### Organized Competitive Event

*Organized Competitive Event* means any planned race, walk, derby, or event, whether human powered or otherwise, that involves a contest of skill(s) and/or strength and takes place upon public right-of-way, park, or waterway, permitted by Code of Ordinances Chapter 28

### Road Festival

*Road Festival* means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specific time (Code of Ordinances Chapter 28), and confined to a designated area that requires an admission fee to enter and participate.

### Block Party

*Block Party* means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specified time and place between the hours permitted by Code of Ordinances Chapter 28.

## Special Event Permits

A Special Event Permit is the official document authorizing the performance of an event on city property. To obtain a Special Event Permit, applicants must submit a completed Special Event Application and a non-refundable application fee to the City of Tampa Office of Special Events. Submission and acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit may be denied.

## Tax Exemption

All organizations eligible to receive tax exemption must submit a copy of the Florida State Exemption Certificate along with the Special Event Application. The applicant's name and address must match the name and address on the Florida State Exemption Certificate.

## Non-Profit Organizations

A corporation actively registered through the State of Florida Division of Corporations as a non-profit corporation is entitled to a discount on the park rental fee. A copy of the IRS non-profit letter of determination must be submitted along with the Special Events Application to receive the discount. The applicant's name and address must match the name and address on the IRS non-profit letter of determination.

## Event Managers

The Office of Special Events will assign an Event Manager to each applicant upon receipt of the Special Event Application. The Event Manager will assist the applicant through the entire permitting process and will act as a liaison for all required city services. The Event Manager will schedule a pre-event meeting with the applicants and all applicable city departments to review the Special Event Application, site plan and timelines.

## Site Map

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application and include following elements:

1	North, indicated by a directional arrow symbol.
2	Name of the area (Neighborhood, Park, etc.) you intend to use including surrounding streets with one-way streets indicated.
3	The overall event area including any requested street closures, plus the location and number of meters or parking spaces to be reserved highlighted.
4	The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portolets, vehicles, shelters, and shelter numbers, fireworks shoot site, etc.
5	Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used.
6	Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
7	Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.
8	Any other details you think are helpful in the physical description of your event.

Compliance with the Americans With Disabilities Act of 1990 and any and all amendments thereto are the sole responsibility of the applicant and the applicant shall defend and hold the City harmless from any expenses or liability arising from the applicant's non-compliance.

## Street Closures and Use of Right-of-Way

Events requiring the temporary closure of a city street(s), highway, portion of a highway, or sidewalk, or any other traffic management issues must be approved by the City of Tampa Transportation Division. The Office of Special Events will coordinate on behalf of the applicant with relevant government authorities, including but not limited to: Tampa City Council, Florida Department of Transportation, CSX Railroad, U. S. Coast Guard (bridge closings), and execute the permit application.

## Insurance Requirements

The applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities. **The City of Tampa must be named as an additional insured.** The certificate will be reviewed and additional coverage or wording may be required by the City of Tampa to match the needs of the event.

**Additional insurance may be required, including, but not limited to:**

- **Automobile Liability Insurance**

Any event involving the use of automobiles must maintain automobile liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$500,000 for each occurrence.

- **Liquor Liability Endorsement**

All special events that involve the sale and consumption of alcoholic beverage must provide a coverage with a minimum of \$1,000,000 for each occurrence.

- **Hazardous Materials Endorsement**

Any activities involving the use of hazardous materials should provide a coverage limit with a minimum of \$2,000,000 combined single limit per occurrence and annual aggregate with no deductible.

- **Worker's Compensation Insurance and Employer's Liability Insurance**

Any event involving the hiring of employees by the applicants must maintain workers' compensation insurance or employer's liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$1,000,000 for each occurrence.

- **Boats and Planes Endorsement**

Any special events involving the use of motorcycles, powered model cars, boats, planes, non standard personal cars and jet or inducted fan propulsion watercraft should provide a coverage with a minimum of \$2,000,000 for each occurrence and annual aggregate with no deductible.

- **Participant Liability Insurance**

Any walks, runs, parades, amateur sports, boxing matches and tournaments require participant liability insurance with a \$1,000,000 limit per occurrence.

## Cost Estimates

A cost estimate for city services will be prepared by the Office of Special Events for each event based on information submitted in the Special Event Application. Upon the applicant's agreement to pay all associated event costs, the event coordination and permit process will begin. A non-refundable application fee is required to submit a Special Event Application.

Based on the type of event, a security/damage deposit may be required. The deposit will be refunded upon verification by city staff that the rental area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to park facilities, equipment, furnishings, grounds and right-of-ways, including but not limited to labor, materials and equipment required to complete repairs.

## Marketing and Public Relations

Conditional approval of a Special Event Permit is given upon receipt of a applicant's application fee, deposit and signed Cost Estimate sheet and the event may be marketed at the applicant's own risk. However, if a permit is not granted and the event is therefore canceled, the applicant may not hold the City responsible or liable for any of the costs incurred from marketing. Acceptance of a Special Event Permit Application does not guarantee the date and location or an automatic approval of your event.

## Denial or Rejection of a Special Event Permit Application

The Office of Special Events may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the time periods outlined in Ch. 28 of the Tampa City Code, The Special Events Ordinance.
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The applicant owes the City of Tampa money from another event, services provided or damages to city property.
- The Office of Special Events has already received a completed application and given preliminary approval for the same date and or space.
- If the use or the event would conflict with previously planned programs organized and conducted by the city or non-governmental agencies previously scheduled for the same time and place.
- The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
- If the applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
- If the use or event is prohibited by law.



## Event Cancellation or Postponement

If the Host Organization cancels or postpones a scheduled event with a minimum 30 day notice to the first permitted day (including move-in) they will be entitled to a complete refund excluding application fee, deposit, planning fees and refund processing fee. No refunds will be issued for cancellations or postponements made 29 days or less prior to the first permitted day of the event.

The City of Tampa may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the City or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. Full credit will be given for events scheduled within 12 months of City's notice of cancellation.

The City of Tampa will not confirm a future date until both application fee and deposit are paid in full.

## Tampa Police Department Extra Duty Officers

The Tampa Police Department (TPD) is Tampa's law enforcement agency whose mission is to protect the lives, property, and constitutional rights of the public by maintaining and promoting community order and respect for the law. The Tampa Police Department provides a supplementary service to special events through uniformed extra duty officers.

TPD will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

Events requiring road closures or involving alcohol are required to hire extra duty officers for the safety of the attendees. If extra duty officers are required, the applicant must complete the Tampa Police Extra Duty application. Questions regarding the application or the extra duty process, should contact the Tampa Police Extra Duty Coordinator at 813-276-3385 for further assistance.

A Security Services Personnel Matrix has been provided on the next page to assist with the planning process.

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## Security Services Personnel Staffing Matrix

Attendees and Participants	Security Services Personnel Passive Attendee Event	Supervisors and Managers Passive Attendee Event	Security Services Personnel Active Attendee Event	Supervisors and Managers Active Attendee Event	Decrease in Security Services Personnel based on 28-27(a) on Passive Event	Increase in Security Services Personnel based on 28-27(a) on Active Event
200-500	1-2	0	2-5	0	0	10+1spv
500-1000	3-5	0	4-7	1+0	2	14+2spv
1001-2500	5-7	1+0	7-10	1+0	3	20+3spv
2501-5000	7-9	1+0	10-13	1+0	4	26+3spv
5001-7500	9-12	1+0	13-17	2+0	5	34+4spv+1mgr
7501-10,000	12-15	2+0	17-22	3+0	6	44+5spv+1mgr
10,001-15,000	15-18	2+0	22-35	4+1	7+1spv	70+8spv+2mgr
15,001-25,000	18-24	3+0	35-60	6+1	9+1spv	120+12spv+3mgr
25,001-35,000	21-24	3+0	60-80	7+2	10+1spv	160+16spv+4mgr
35,001-50,000	24-30	3+1	80-110	8+2	12+1spv	220+22spv+5mgr
50,001-65,000	30-35	3+1	110-140	11+3	15+1spv+1mgr	280+28spv+7mgr
65,001-80,000	35-45	4+1	140-170	14+3	16+2spv+1mgr	340+34spv+8mgr
80,001-95,000	45-60	5+1	170-225	17+4	22+2spv+1mgr	450+45spv+11mgr
95,001-Over	60+	1:10+1:7	225+	1:7+1:4	-50% of passive	+50% of active

Above figures do not include:

Maintenance of Traffic (MOT) and/or Wet zone staffing personnel which may increase total staffing

## Emergency Medical Services

Tampa Fire Rescue (TFR) provides Advanced Life Support emergency medical services in the City of Tampa. TFR provides a supplementary service to special events through uniformed extra duty paramedics.

TFR will determine if and how many paramedics will be required to be hired for the proposed event. Tampa Fire Rescue will make the determination based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

An Emergency Services Personnel Matrix has been provided below to assist with the planning process.

<b>Emergency Services Personnel Matrix</b>	
<b>Attendees and Participants (Combined)</b>	<b>Emergency Services Personnel</b>
200-1,000	2-3
1,001-2,500	3-5
2,501-5,000	5-8
5,001-7,500	8-11
7,501-10,000	11-13
10,001-15,000	13-15
15,001-25,000	15-18
25,001-35,000	18-21
35,001-50,000	21-24
50,001-65,000	24-27
65,001-80,000	27-30
80,001-90,000	30-33
95,001 and over	37 plus 2 for each additional 1000

## Fire Prevention Services

### Assembly Permits

The City of Tampa Fire Marshal requires an assembly permit for all temporary events or activities where there is a gathering of 50 persons or more. The event description should be submitted for review with dates and times along with a site or building floor plan of the event, including details of the area or streets to be utilized for the event shall be shown. A permit application submitted for review must include the permit fee and a return envelope. The copy of the receipt or approved permit application shall be posted in a conspicuous location adjacent to the main entrance.

OCCUPANCY LOAD CLASS FOR ASSEMBLY PERMIT	
Class C* Assembly 50 to 299	*May require Fire Watch/Fire Inspector staffing
Class B Assembly 300 to 1000	Occupant Loads 50 – 600: 1 Fire Inspector Over 600: 1 Fire Inspector
Class A Assembly over 1000	Over 1000: 2 Fire Inspectors or more as determined

### Fire Watch

The Fire Marshal may require the applicant to employ approved Fire Watch personnel whenever it is essential for public safety in any place of assembly or any other place where people congregate due to the nature of a performance, exhibition, or display. The following are activities that require Fire Watch personnel to be assigned from the Fire Marshal’s Office:

- Displays involving pyrotechnical devices
- Use of smoke or fog generators
- Open cooking demonstrations without suppression systems
- Open flame activities
- Assembly events with vehicle movements
- Vehicle displays with three or more vehicles
- Events blocking or hampering Tampa Fire Rescue emergency vehicle access to buildings
- Deactivation of any fire protection systems
- Displays exceeding the fire protection system’s design criteria
- Displays which involve hazardous materials or processes
- Assembly events warranting crowd control

## Tent Permits

A tent with a square footage in excess of 100 square feet (10' x 10') requires a tent permit from the Fire Marshal. The following must be provided when applying for a tent permit:

- A site plan showing the property lines and the location of the tent along with measurements.
- A floor plan showing what is under the tent along with measurements.
- A letter from the property owner stating that permission has been granted for the tent to be erected on the property.
- The dates that the tent will be put up and taken down and a contact number for our office to schedule an inspection.
- A copy of any occupational licenses.
- A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up-to-date inspection tag. Other fire extinguishers may be required depending on what is under the tent. A tent greater than 1,200 square feet shall have the exits marked with electric exit signs that have battery backup, and the tent shall have emergency lighting.

The tent permit shall be for no more than 30 days unless approved by the Fire Marshal's Office and the City of Tampa Zoning Department.

Any tents or structures in excess of 100 total square feet may be subject to the Construction Services permit process.

## Fireworks/Pyrotechnic Permits

The use of pyrotechnics of any type requires a special permit from the Fire Marshal's Office. Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices. In addition, applicants should provide an insurance certificate approved by the City of Tampa Risk Management, and a Fire Watch will be required. A diagram of the area or stage showing product placement, a list of the product to be used, and the material safety data sheets for each product must be supplied and must be submitted along with the application.

## Event Attendants – Parks Only

The City of Tampa Parks and Recreation Department may determine that an Event Attendant(s) is required for events with an anticipated attendance of 301 or more people that are held in city parks. The Event Attendant(s) is required to be on duty 30 minutes prior to the beginning of the event until the close of the event and is at the applicant's expense. The Event Attendant(s) will be charged at the prevailing hourly rates and provided in the cost estimate sheets.

## Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of Tampa. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices.

## Food & Beverage

Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Inspectors from the State of Florida may be in attendance at any event held within the City of Tampa. Food vendors are required to meet the minimum standards of the State and be prepared to purchase a temporary food service license from the inspector.

The applicant must notify the Florida Department of Business and Professional Regulation of the following items no less than three business days prior to the scheduled event:

1. Type of food service proposed,
2. Time and location of the event,
3. Complete list of food service vendor owners and operators participating, and
4. Current license number of each public food service establishment participating.

Applicants may complete notification requirements by telephone at (850) 487-1395, in person at the appropriate district office or in writing. For more information, please visit:

<http://www.myfloridalicense.com>.

## Temporary Alcoholic Beverage Sales

Florida registered non-profit organizations may apply for a Special Use I (S1) for Temporary Alcoholic Beverage Sales through the City's Land Development Coordination Division to sell and/or serve alcohol on city Right-of-Way or in certain parks.

## Waste Management/Recycling

The Solid Waste Matrix is provided to assist with the planning process.

<b>Solid Waste Matrix</b>					
	<b>Number of Attendance</b>	<b>Receptacle Box Type</b>	<b>Dumpsters/ Roll Off</b>	<b>Labor Requirements</b>	<b>Disposal Fee Per Ton Charge</b>
<b>1</b>	0-2,500	10	N/A	3-5	\$71.00
<b>2</b>	2,500-5,000	15	N/A	5-10	\$71.00
<b>3</b>	5,000-10,000	30	N/A	10-15	\$71.00
<b>4</b>	10,000-15,000	45	N/A	15-17	\$71.00
<b>5</b>	15,000-20,000	60	N/A	17-20	\$71.00
<b>6</b>	20,000-25,000	75	N/A	20-25	\$71.00
<b>7</b>	25,000-50,000	150	1-8 yd	25-30	\$71.00
<b>8</b>	50,000-100,000	300	2-8 yd	30-40	\$71.00
<b>9</b>	100,000-250,000	500	4-8 yd	40-50	\$71.00
<b>10</b>	250,000+	750+	4-20 yd	50+	\$71.00

The applicant is responsible for cleaning the rental area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event planner to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the planner's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event planner.

For events taking place in city parks, applicants may contract for "clean as you go" service through your Event Manager.

Applicants may also contract for "clean as you go" service through the City of Tampa's Department of Solid Waste & Environmental Protection Management. In addition, this department has trash boxes and liners that can be purchased and dumpsters and recycling containers available for rent. In an effort to become a more sustainable City, we encourage event planners to incorporate recycling at their events. Recycling also offers a cost savings as there is no disposal fee for recycled materials. For more information please call the City of Tampa, Department of Solid Waste & Environmental Program Management at (813) 348-1146.

## Electrical Services

The existing electrical service at a park or in the city right-of-way may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the applicant. Please refer to this link for conversion purposes: <http://www.supercircuits.com/resources/tools/Volts-Watts-Amps-Converter>.

## Portable Restrooms

The Florida Department of Health has detailed requirements specifying the number of portable restroom units needed at special events based on the anticipated number of attendees. Additionally one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily. The Florida Department of Health chart below will assist in the planning process.

**Number of Portable Restrooms Required for Special Events**

Assumes servicing once per day										
	Number of people per day number of hours for event per day									
	1	2	3	4	5	6	7	8	9	10
250	2	2	2	2	2	3	3	3	3	3
500	2	3	4	4	4	4	4	4	4	4
1000	4	5	6	7	7	8	8	8	8	8
2000	6	10	12	13	14	14	14	15	15	15
3000	9	14	17	19	20	21	21	21	21	22
4000	12	19	23	25	28	28	28	30	30	30
5000	15	23	30	32	34	36	36	36	36	36
6000	17	28	34	38	40	42	42	42	44	44
7000	20	32	40	44	46	48	50	50	50	50
8000	23	38	46	50	54	57	57	58	58	58
9000	26	42	52	56	60	62	62	62	64	64
10,000	30	46	57	63	66	70	70	72	72	72
12,500	36	58	72	80	84	88	88	88	88	92
15,000	44	70	84	96	100	105	105	110	110	110
17,500	50	80	100	110	115	120	125	125	126	126
20,000	57	92	115	125	132	138	138	144	144	150
25,000	72	115	144	154	168	175	175	176	176	184
30,000	88	138	168	192	200	208	208	216	216	216



## Parking

Each applicant should arrange for adequate parking for the event and should have a parking and traffic plan that addresses traffic control, safety and security for the proposed event.

### Parking Meters

On-street parking meters may be rented by contacting the Parking Division at 813-274-8179, with the following information, at least 72 hours before the event: Name of event; dates of event; dates of meter/space rental; meter/space numbers; contact name; and contact phone number. Applicants will be responsible for bagging the meters they have requested.

### Garages and Lots

Special Event Validation (Chaser) tickets are available for use at all of the City of Tampa Parking garage locations. These tickets are used for single or multiple day events to cover all parking charges for your event guests. Chaser ticket will have the name of the event and the date it was printed on the bottom of the ticket. You will only be billed for the tickets used during your event not on the number of tickets issued.

To request Chaser tickets go to: [http://www.tampagov.net/dept\\_parking](http://www.tampagov.net/dept_parking)

and click on the Events/Validation button.

## Marine/Water Events

Events taking place on Tampa's waterways, (i.e., Hillsborough River, Garrison Channel, Seddon Channel, Tampa Bay, etc.) may require Tampa Police Marine Officers and equipment as well as additional coordination through the governing agency and additional fees may apply.

### Tampa Marine Unit

The Tampa Police Department Marine Unit is responsible for law enforcement and rescue activities on the waterways in and around the City of Tampa. The Unit will review applications involving use of Tampa's waterways in order to determine if specific ordinances and laws are being met to provide permits to conduct an event on the waterways.

### Coast Guard Patrol

Depending on the nature and scope of the event the U.S. Coast Guard will potentially assist and provide support for water events. In order to use the U. S. Coast Guard patrol, the applicant coordinates directly through the local U. S. Coast Guard Office:

U.S. Coast Guard, Waterways Management Division  
155 Columbia Drive, Tampa, FL 33606  
813-228-2191

## Riverwalk Banner Program

The Riverwalk Banner Program provides a unique opportunity to promote special events taking place in downtown Tampa. The program encompasses 76 poles in three parks creating a unique and dynamic message for events. Banners may be installed for a minimum of 30 days and a maximum of 60 days

## Use of City Logo

The City of Tampa has also created a logo for special use to help brand the city. The logo is different from the official City of Tampa Seal, but requires authorization. Use of the logo requires prior approval from the Event Manager. Permission for the logo is granted for a one-time use.



## Park Capacities

All park facilities and properties have maximum capacities set by the City of Tampa Parks and Recreation Department and the Tampa Fire Marshal based on safety code regulations, seating capacities, parking provisions and intended park use. The City of Tampa reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.

## Park Rules & Regulations

Applicants must comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations. Chapter 16 of the Tampa City Code provides the following rules and regulations:

1. The City of Tampa Parks and Recreation Department Director shall have the authority to designate areas in city parks for specific activities and to prohibit other activities within designated areas.
2. Authorized park officials/personnel and law enforcement officers shall have the right at all times to enter the premises of any building, structure, or enclosure of any city park including such grounds, buildings, structures, or enclosures as may be leased, permitted, or set aside for the private or exclusive use of any individual or group.
3. No person, except authorized personnel or law enforcement officers, shall enter upon any part of any city park that is in an unfinished condition or under construction or withheld from general public usage in the interest of public safety, health, and/or welfare
4. It is unlawful for any person to make a material misrepresentation with the intent to obtain a permit. Any applicant who has made a material misrepresentation will be subject to denial or revocation of the permit and may be prohibited from obtaining permits for a period of not less than two (2) years. Each misrepresentation shall constitute a separate offense.
5. Park officials/personnel shall have the authority to revoke a permit upon finding a violation of any of the provisions of this Chapter, or any Department rule or regulation, or any condition or requirement of a permit, or upon finding that a material misrepresentation was made on the permit application
6. Operating hours for all department managed lands are between sunrise and sunset, unless otherwise specified. It is unlawful for any person, other than law enforcement officers or authorized personnel, to go upon or remain in any department managed land at any time the same is closed to the public. The provisions of this section shall not pertain to persons having a written facility use or special event permit issued by the Department allowing them to be or remain in any part of any department managed land beyond normal operating hours. Failure of any person to leave a department managed land after direction and request has been made by a law enforcement officer or authorized park official/personnel shall constitute a trespass.
7. The Department may establish exceptions to the operating hours as set forth above for certain uses and when it is otherwise in the interest of the public health, safety, or welfare. Any such exceptions shall be posted at the department managed land entrance and obeyed accordingly. Any department managed land, or any part thereof, may be closed to the public by the Department at any time and for any interval of time, whether temporarily or at regular and stated intervals (daily or otherwise), either entirely or for certain uses, as the Department shall find reasonably necessary.
8. No person shall park or permit to remain parked any vehicle on any driveway, parkway, parking area, or other department managed land between sunset and sunrise on the following day or as otherwise posted, except for areas designated as twenty-four (24) hour launching areas.

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9. No person shall engage in horseback riding or any activities involving horse-drawn buggies or wagons within any department managed land except in areas designated by the Department for such activities by clearly marked bridle paths, trails, and other necessary features. In areas designated for horseback riding, horses must be thoroughly broken, properly restrained, and prevented from grazing and straying unattended. All riders must carry proof of the horse's negative Coggin's test.
10. Except in designated areas, it shall be unlawful for any person to play or practice golf, or any part of the game, in any department managed land, playground, right-of-way, easement, or recreational area, without a permit from the Department.
11. No person shall take off in or land any aircraft, glider, balloon, model airplane, or parachute in or upon any department managed land without contractual authority or a permit from the Department.
12. No person shall bring into any department managed land any wild or livestock animals, including but not limited to, cattle, mules, swine, sheep, goats, fowl, or reptiles, without prior written approval from the Director.
13. No person shall sleep, camp, lodge, or park a vehicle overnight within any department managed land except in areas designated by the Department for such purpose
14. No person shall bring in to, launch, or operate any watercraft, vessel, or vehicle on any City park property, watercourses, bays, lagoons, lakes, canals, rivers, ponds, or sloughs except at such places that are designated by the Department for such use or purpose.
15. Any person, entity, group, or organization engaging in speech, expression, or assembly, which is protected by the First Amendment of the United States Constitution or by Article I, Section 4 of the State of Florida Constitution, may do so in any department managed land, subject to reasonable time, place, and manner regulations as established by the Department.
16. The following activities are prohibited in and on any department managed lands; in addition to the provisions set forth in Chapter 27, Zoning Code, no person shall erect or cause to be erected any tent, shelter, entertainment equipment, or structure on or in any beach, water area, or any other department managed land in such a manner that requires guy-wire, rope, extension, brace, or support connected or fastened from any such tent, shelter, entertainment equipment, or structure to any other structure, tree, stake, rock, or other object without a permit from the Department.
17. No person shall conduct games of chance such as: raffles, bingo games, or card games for money; or hold drawings for prizes; or participate in any other forms of gambling in any department managed land.
18. No person shall engage in any activity in any department managed land that is or may be dangerous to the health, safety, or welfare of themselves or others.
19. No person shall engage in any activity in any department managed land that interferes with the use and enjoyment of the recreation facility by others.

**CITY OF TAMPA  
OFFICE OF SPECIAL EVENTS**

20. It is unlawful for any person to use, distribute, or possess with intent to use or distribute any glass containers in a department managed land.
21. No person shall post or affix to any tree, shrub, plant, fence, building, structure, monument, wall, table, apparatus, bridge, post, bench, corral, gate, or any other physical object any sign, poster, or other printed or written matter in any department managed land without a permit from the Department. Compliance with all permit criteria must be met.
22. Unless such property is zoned and permitted for the sale of alcoholic beverages pursuant to law, no person shall sell, distribute, possess, or consume alcoholic beverages as defined in Florida Statutes, Section 561.01(4), or any amended or successor statute, in any department managed land. Regardless of whether the property is zoned and permitted for the sale of alcoholic beverages, no person shall enter a department managed land or remain there in a state of intoxication or under the influence of illegal drugs.
23. No person shall use any loudspeaker or other electrical amplifying equipment nor shall any person play upon any electrically amplified musical instrument in any department managed land unless such activity is conducted as an incidental activity to a public meeting or assembly for which a permit is issued. Compliance with all Department rules and regulations and permit requirements or conditions must be met.
24. No person within a department managed land shall disturb the peace of others by violent, tumultuous, offensive, or obstreperous conduct, or by loud or unusual noises, or by profane, vulgar, obscene, or offensive language or conduct, or assault, strike, or fight another, or in any way breach the peace.
25. No person, except law enforcement officers, shall carry, possess, or use firearms or any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile, gas, or liquid, or any other form of weapon or trapping device on or in any department managed land without prior written approval from the Department.
26. No person shall bring in to, possess, set off, or otherwise cause to explode, discharge, or burn in any department managed land any firecrackers, torpedoes, rockets, cannons, or other fireworks or explosives of or containing flammable material or any substance, compound, mixture, or article which, in conjunction with any other substance or compound, may explode, discharge, or burn, without prior written approval from the Department.
27. No person shall smoke or use tobacco products in any indoor recreation facility or youth athletic area, playground area, or aquatic facility except in designated areas.

CITY OF TAMPA  
PARKS AND RECREATION

**OFFICE OF SPECIAL EVENTS**

3402 W. Columbus Drive, MC250D  
Tampa, FL 33607  
813.274.8019

**[www.tampagov.net](http://www.tampagov.net)**



# CITY OF TAMPA

Bob Buckhorn, Mayor

Planning and Development Department

Construction Services Division

## GUIDELINES FOR SPECIAL EVENTS: PERMITTING AND INSPECTION OF TEMPORARY STRUCTURES

### SCOPE

City of Tampa Building and Fire requirements for the permitting and inspection of Temporary Assembly Structures (which exceed 5000 square feet, individually or aggregate) classified as temporary membrane structures, canopies, special amusement buildings, free-standing platforms, stages or bleachers. These provisions apply to outdoor temporary structures inclusive of stages, platforms and bleachers used in the special event, convention, and exhibition industry for less than 180 days.

### BASIC PERMIT REQUIREMENTS

- Florida licensed engineer or architect, signed and sealed plans.
- Live and dead loads to be indicated on drawings.
- Details on the structure indicating tie-downs and manufacturer's installation instructions.
- Wind loads indicated in Florida Building Code for membrane structures.

### SPECIFIC PERMIT REQUIREMENTS

#### *Site Plan*

A scaled diagram of the site for each structure that includes:

- Location of all structures on the site and all other equipment including portable restrooms, generators etc.
- Accessible route details and accessible restroom locations to be shown
- Dimensions of all fire access lanes
- Fire hydrants
- All points of the building exterior must be within 150' of fire truck access

Temporary Structure shall have exterior routes for pedestrian traffic so that personnel being evacuated from the building may have safe routes.

### *Floor Plan*

A scaled floor plans for each level showing:

- Floor plan w/ seating (furniture layout) must be shown on the plan
- Occupant type listed and occupant load posted on drawings, (based on 15 sq ft per person)
- Provide egress plan, Life/Safety plan (scaled)
- Aisles between tables/seating shall comply with NFPA 101, 12.2.5.5 and 12.2.5.6
- Verify type of flooring to be used
- Show disabled chair location in the assembly areas
- Provide certification of flame spread for all interior finishes in compliance with NFPA 101, 10.2
- If structure will be enclosed provide location of all doors on the plan. A door must be within 50' of fire truck access
- Dimensions of egress elements
- Portable fire extinguishers must be provided and must comply with NFPA 10
- Locate exit signs – in enclosed temporary structures, exit signs are required to be illuminated
- No Smoking signs
- Emergency lights must be provided

## **INSPECTION REQUIREMENTS**

### *Fire*

A preliminary setup inspection to review general scope and layout of event is required. A final fire inspection is required before occupancy.

### *Building*

A final building inspection is required before occupancy. An electrical and plumbing final inspection may be required if those trades are included in scope of work.





# CITY OF TAMPA

Bob Buckhorn, Mayor

Tampa Fire Rescue

Thomas Forward, Fire Chief

April 29, 2013

## Food Trucks/ Tents

FOOD TRUCK VENDORS SHOULD HAVE THE FOLLOWING DOCUMENTATION IN ORDER TO PARTICIPATE

- A. Proof of General and Automotive Liability with a policy number (no binders) that shows an expiration date that has not yet occurred.
- B. A copy of the truck's State of Florida, Department of Business Regulations, Division of Hotels and Restaurants License. (Must be current)
- C. A copy of the truck's Business Tax documentation. This may be from any City or County within the State of Florida. (Must be current).
- D. A copy of the truck owners Food Safety/Professional Manager Certification from the State of Florida

## THE FOLLOWING REQUIREMENTS ARE FROM THE CITY OF TAMPA FIRE MARSHAL

\*Food trucks are subjected to a safety inspection from the Fire Marshal's Office at any time during their operations.

- All trucks are required to have a up-to-date 2A10BC Fire Extinguisher
- If producing GREASE LADEN VAPORS, a Commercial Hood System is required with up-to-date servicing and inspection tags. And BOTH a 2A10BC Fire Extinguisher and a Class K extinguisher with up-to-date inspection tag; on hand in the truck.

The State of Florida, Department of Business Regulations, Division of Hotels and Restaurants, requires proof of an association to a commissary if the unit needs to conduct any food preparation or washing. The commissary must be a Department of Agriculture licensed food service. If the truck only needs water and dump wastewater services from the commissary, the commissary must be a commercial establishment approved to take fats, oils, and grease wastewater disposal.

## CHECKLIST FOR VENDORS OPERATING IN TENTS WITHIN THE CITY LIMITS

### 1. Tents—

#### A. Larger than 10 x 10

\*Must be permitted through the Fire Marshal's Office. 813-274-7000.

\*Must provide appropriate number of 2A10BC, tagged and serviced extinguishers for the square footage.

\*If cooking produces grease laden vapors, must provide tagged and serviced Class K extinguisher.

\*Propane must be 5 feet from any heat source or tent

\*If open to the public, Exit and Emergency Lighting may be required depending on size of tent.

\*Must provide Flame Retardant Certification for each tent.

#### B. 10 x 10 and smaller

\*Cannot be tied together.

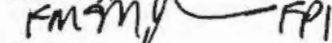
\*If tents are tied together then a tent permit and flame retardant certification will be required those tents tied together that exceed 10x10.

\*Minimum 2' of separation between tents and 10 feet from closest structure

\* If cooking produces grease laden vapors must provide tagged and serviced Class K extinguisher.

\* If cooking or using and heat source, must provide 2A10BC, tagged and serviced, extinguisher

Sincerely,

A handwritten signature in black ink, appearing to read 'FM Jenkins', with a horizontal line extending to the right.

Milton Jenkins

Fire Marshal

Tampa Fire Rescue

## **A-11: Jacksonville, FL:**



August 27, 2010

**MEMORANDUM**

**Bulletin G- 06-10  
(Revision of previous Bulletins G-16-99 and G-21-02)**

**TO:** All Permit Applicants

**FROM:** Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division

**RE:** **Tent Permit Processing**

There are varying procedures depending on which of the three (3) categories your tent falls into:

- **Category A** - Tents less than 800 square feet that are not used for cooking, fireworks, or storage or sales of combustible material (see Bulletin G-07-01.). **No Permit Required**
- **Category B** – Tents over 800 square feet, not used for cooking, fireworks, or storage or sale of combustible material, and not considered an assembly occupancy per the Florida Building Code (FBC).
- **Category C** –Tents over 800 square feet and are to be considered an assembly occupancy per the FBC; or any tent used for cooking, fireworks, or storage or sale of combustible material.

Below are the requirements for issuance of permits for tents for Categories B and C.

**CATEGORY B**

1. **Site plan showing location of tent (two copies).**
2. **Completed Building permit application.**
3. **Affidavit for electrical work signed by owner. (Must be signed by property owner, and notarized).**
4. **Zoning’s approval on Building permit application.**
5. **Fire Marshal’s approval on Building Permit application.**
6. **Process application at Plan Review counter.**
7. **Pay Tax Collector for permit.**

**Details**

1. The applicant will need to complete a Building permit application obtained from the building counter on the 2<sup>nd</sup> floor, 214 North Hogan Street, Jacksonville, Florida. On the application under Type of Improvements use “Other”, then print “tent” under BRIEF DESCRIPTION OF WORK, and put the start date and stop date. The electrical affidavit statement states that you need an electrical permit for any electrical lighting or electrical service to the tent. The affidavit needs to be attached to the permit when submitted
2. Verify the zoning designation of property. Zoning will only allow tents for outside activity in a CCG2 zoning designation. Please have both the address and RE# if possible.

3. The applicant will then need to go to the Fire Marshal's Office, located next to the building counter for the Fire Marshal's approval. They are open 7-4, Monday-Friday. The Fire Marshall will need the Certificate of Flame Resistance for the tent in order to sign off on the permit.
4. Next to last stop is Building Permits counter to have the permit application processed and typed. Here you will be given a transmittal, which you take to the Tax Collector's Office (located in the same building, same floor, out by the escalator) and pay the \$100.00 fee. The Tax Collector's Office will give you the permit.
5. The tent permit will be valid for a maximum of 30 days or within the lesser date range as noted on the application. The process will need to be repeated for each renewal.

**CATEGORY C** (First four items same as Category B)

1. **Site plan showing location of tent (two copies).**
2. **Completed Building permit application.**
3. **Affidavit for electrical work signed by owner. (Must be signed by property owner, and notarized).**
4. **Zoning's approval on Building permit application.**

**If the tent is considered an assembly occupancy, the permit application and plans must be submitted to the building counter for review, this will NOT be a walk-thru permit. The counter will generate a plan review fee transmittal which must be paid prior to the plans being reviewed. The project will follow the traditional plan review/permit issuance process as any typical building.**

**If the tent is not considered an assembly occupancy, continue the steps below.**

5. **Process the application at the Plan Review counter to obtain a permit number.**
6. **Proceed to Fire Marshal's office for approval on Building Permit application.**
7. **Complete processing application at Plan Review counter.**
8. **Pay Tax Collector for permit.**

**Details**

1. First four items same as Category B.
2. Proceed to one of the Plan Review counters to have permit information entered and receive a temporary permit number.
3. The applicant will then need to go to the Fire Marshal's Office, located next to the building counter for the Fire Marshal's approval. They are open 7-4, Monday-Friday. The Fire Marshall will need the Certificate of Flame Resistance for the tent in order to sign off on the permit.
4. Return to the Plan Review counter to have any additional permit information added. Here you will be given a transmittal, which you take to the Tax Collector's Office (located in the same building, same floor, out by the escalator) and pay the permit fee. The Tax Collector's Office will give you the permit.
5. The tent permit will be valid for a maximum of 30 days or within the lesser date range as noted on the application. The process will need to be repeated for each renewal.

**AFFIDAVIT FOR ELECTRICAL WORK IN OR AROUND A TENT**

**B -** \_\_\_\_ - \_\_\_\_ . \_\_\_\_  
(permit number)

To: City of Jacksonville, Building Inspection Division  
214 N. Hogan Street, Second Floor  
Jacksonville, FL 32202

From:

Before me the undersigned, personally appeared \_\_\_\_\_  
(name of owner)

Who being first duly sworn deposes and says:

1. That the tent to be erected at \_\_\_\_\_ will not have any electric lighting or electric service. This includes electric running off of a generator.
2. If an electric service or generator is used for lighting or electric power it will be installed in accordance with the National Electric Code.
3. All electric work will be performed by a licensed electrical contractor and permitted through the Building Inspection Division.

I understand that if any electric service is used that has not been permitted that I am subject to the City of Jacksonville revoking my tent permit and ordering the premises immediately vacated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Before me this \_\_\_\_ day of \_\_\_\_\_ in the county of Duval, State of Florida,

has personally appeared \_\_\_\_\_  
herein by himself/herself and affirms that all statements and declarations herein are true and accurate.

\_\_\_\_\_  
Notary Public at Large, State of \_\_\_\_\_, County of \_\_\_\_\_

Personally Known \_\_\_\_ or Produced Identification \_\_\_\_

ID Type \_\_\_\_\_



## SPECIAL EVENTS APPLICATION PROCESS M E M O R A N D U M

Pursuant to Municipal Code Chapter 191, a special event is defined as a preplanned single gathering, event or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, education, political, religious or sporting nature expected to draw 500 or more persons as participants and/or spectators at any time within the duration of the event, and sponsored by an individual or entity, whether private or governmental, which is proposed to be held on public property\*.

A special event does not include any activities on private property, except as specifically provided in Section 191.102. If the event is to be held on property that has a license or lease with the City of Jacksonville, please contact Risk Management at (904) 630-1312 prior to completing an application.

To proceed in organizing a special event in the City of Jacksonville, a Special Events Permit is required. There should be no advertising, promotion or staging of a special event without a conditional approval.

The Special Events Permit Application is due at least 90 days and not more than 365 days prior to a proposed event date. A delay in submitting an application for permit could result in higher costs for City of Jacksonville personnel (i.e. JSO, JFRD, etc.) and could also affect the availability of staffing, or application could not be approved.

A non-refundable application fee is also due with the Special Events Permit Application. Cashier's check or money order payable to the City of Jacksonville. No Personal/Business Checks are accepted.

A complete application packet should include the following:

- Application and necessary forms
- Site map or layout of event
- Scope and description of event
- Certificate of Insurance and acknowledgment of insurance requirements
- Hold Harmless & Indemnification Statement
- Street closure request (if applicable) and map of the proposed street closures with detours
- Application fee - check payable: City of Jacksonville - Cashier's check or money order only

The Office of Special Events serves as a resource in the Special Events Permit application process, and is available to assist with event coordination questions.

Office of Special Events  
117 W Duval Street, Suite 280  
Jacksonville, FL 32202  
Office (904) 630-3690  
Fax (904) 630-3693/ (904) 630-4744

Office of Risk Management  
Office (904) 630-1312  
Fax (904) 630-2100

*\* Events held on private property with 500 or more people that will occupy adjacent public streets or public property are also considered.*

### OFFICE OF SPECIAL EVENTS - ECONOMIC DEVELOPMENT

117 W. Duval St., Ste. 280 | Jacksonville, FL 32202 | Phone: 904.630.3690 | Fax: 904.630.3693 | [www.coj.net](http://www.coj.net)



## City of Jacksonville Special Event Permit Application

(pursuant to ordinance 2013-695-E)

**Definition:** Special event means a preplanned single gathering, event or series of related consecutive daily gatherings or events, expected to draw five hundred (500) or more persons at any session as participants or spectators, which is proposed to be held on public property. Events on private property shall be considered special events if 500 or more people participating in the event will occupy adjacent public streets or public property during the event.

**Application Fee:** Each applicant shall submit a non-refundable fee along with completed application at least **90 days and no more than 365 days** prior to proposed event date. No applications will be processed or considered without payment of the fee. The fee shall be \$100.00 for the first calendar day, plus \$50.00 for each whole or partial subsequent calendar day, not to exceed a maximum amount of \$200.00. **A cashier's check or money order should accompany this application, payable to the City of Jacksonville and delivered / mailed to the address at the bottom of this page.**

*Submission and acceptance of this application is not to be construed as an approval of your request for a permit. If any information provided in this application is false or if the applicant does not comply with timeframes, deadlines and requirements the permit may be denied. It is unlawful and a class D offense to conduct, stage, or promote a special event without a permit or make a false statement on the application.*

Name of Entity or Individual(s) seeking to conduct the special event:		
Address:		
City, State & Zip Code:		
Phone number(s):	Cell number:	Fed ID #
Fax number:	E-mail address:	Tax ID #
Dates of proposed event:		Hours of proposed event:
Name of Event and Proposed Location: <i>(list facility, area, street or parking requested to use for event)</i>		
Description of event. Type of entertainment planned. <i>Attach additional page if necessary.</i>		
*Expected daily attendance:	Provide a written statement of the basis for the estimate:	
Is this a first time event?	*** If no, ticket price or entrance fee(s):	
If previously held, list last two years attendance number's		
Will this event be free to the public?	*** If no, ticket price or entrance fee(s):	
Name of business, organization, or non-profit organization that is financially responsible for the event if different from applicant.		
Circle if organization is <b>profit</b> or <b>nonprofit</b> <i>(if nonprofit, attach copy of tax exempt certificate)</i>		
<input type="checkbox"/>	<input type="checkbox"/>	

*Applicant's Initials* \_\_\_\_\_

*Office of Special Event – City Hall at St. James  
117 West Duval Street, Suite 280  
Jacksonville, Florida 32202  
(904) 630-3690*

**FOR ADMINISTRATIVE USE ONLY**



<b>CITY OF JACKSONVILLE SPECIAL EVENT PERMIT APPLICATION</b> (pursuant to ordinance 2013-695-E)					
*****How will this event be promoted? ( <i>radio, tv, print advertising</i> ) List the names of each media if known.					
Are you requesting permission to close city streets for the event? <input type="checkbox"/> YES <input type="checkbox"/> NO ( <i>if a street is closed for your event you will be required to provide a possible detour route to be approved by JSO</i> )					
For street closure, complete the separate street closure request and attach a map of the requested closures along with detours for traffic. ( <i>if the street you are trying to close belongs to the Florida Department of Transportation or includes a bridge your application will take longer to process</i> ).					
A diagram drawn to an understandable and readable scale of the areas to be used and/or affected by the special event must be attached to this application. Label the uses of each area: i.e. vendors, rides, parking for vendors, etc.					
If event is a parade, estimate the number of units in each of the following categories:	Bands:	Floats:	Cars:	Marching units:	Other:
Indicate time and location of assembling prior to start of parade:			Indicate time and location of disbanding following parade:		
Will a stage(s) be built for the event?			How many?		
Will you request use of city owned mobile stage? YES <input type="checkbox"/> NO <input type="checkbox"/>			Size(s):		
Will tents be erected at proposed event?			How many?		
			Size(s):		
Who will provide the tents?			Who will provide the stages?		
Will you need electricity at the event?	Date(s):		Time(s):		
Use:	Location(s):		Amperage required:		
In order to ensure a clean, sanitary environment during and after events held on public property, clean up services will be provided by the City or its designated representative. The cost for these services is the responsibility of the event organizer, and is dependent on the scope and size of the proposed event. This in no way exempts the organizer / producer from keeping the area clean. Outline your plan to keep the area clean during the event as well as at the conclusion of your event.					
Describe plans for security, crowd control and traffic control. ( <i>The Jacksonville Sheriff's Office ["JSO"] must be the primary provider of personal safety and property security</i> ).					
List specific law enforcement needs: include any issues or concerns. ( <i>money being collected, alcoholic beverage sales, special escorts, etc.</i> )					
Will you need outdoor vehicular or pedestrian traffic regulation or control?					
Describe plans for fire and emergency medical services protection. ( <i>The Jacksonville Fire and Rescue Department ["JFRD"] must be the provider of fire and EMS protection, including transportation, unless JFRD determines it cannot do so, in which case, the provisions of Section 191.113 (b) shall apply</i> ).					
Will you have fireworks display(s) during the event?			If so, please give details about the location(s), duration, and company hired to do the show. (Please note that if the display requires a Coast Guard permit, the permit application to the Coast Guard needs to be submitted up to 135 days prior to the event).		
Date(s)	Time(s)				

**Applicant's Initials** \_\_\_\_\_

**CITY OF JACKSONVILLE SPECIAL EVENT PERMIT APPLICATION** (pursuant to ordinance 2013-695-E)

Will there be amplified music at the event?		Number of loud speakers and types of sound amplification devices: Location(s)	
Date(s)	Time(s)		
Do you plan to have vendors?		List types of vendors (all organizations must have a vending permit to sell food and drinks).	
Rides & amusement - including but not limited to bounce houses , rock walls and similar devices ( <i>mechanical amusement devices shall comply with the requirements of Chapter 160 Ordinance code</i> )			
Are you requesting to sell alcoholic beverages? If so, describe your plans for alcohol beverage control:			
Name entity that will provide alcoholic beverage license permit & liability insurance. ( <i>All applicable requirements of state beverage laws must be met</i> ).			
Will you utilize automobile(s), watercraft(s) or aircraft(s) at the event? If so please explain when, where and how they will be utilized.			
Will cranes or heavy equipment be used for any activity associated with the special event? If so, please explain their purpose and dates and times in which they will be used.			
Will you provide child care in connection with the event?			
Will you be hanging banners:		Quantity:	Verbiage
Location(s)		Sizes(s):	
Additional information you wish the city to consider:			

**\*Please note that if attendance substantially exceeds the amount estimated on this application, JSO may terminate the event and future event permit applications may be forfeited. Events with more than 50,000 attendees will require a written coordinated public safety plan to be created and provided by the Chief of Special Events.**

\*\*No glass containers will be allowed.

\*\*\*If applicable, a report on ticket sales must be delivered or provided via facsimile or e-mail to the Office of Special Events at least 10 days prior to the event.

\*\*\*\*Applicant will be required to sign an agreement providing full responsibility and liability for expenses incurred by the city within 10 days of conditional approval (see attachment).

\*\*\*\*\*Applicant cannot advertise that a particular performer will appear at a special event until a contract for the performer's appearance has been executed and a copy of the contract is provided to the Special Events office. Such contracts may have pricing information and pricing provisions redacted

***By signing this application, you are stating that you understand the information in this application to be true to the best of your knowledge, and that you agree to comply with the Ordinances and Codes of the City of Jacksonville. Should the City grant approval and a permit be issued, you agree to comply with any other requirements provided by law.***

Applicant Signature	Date
---------------------	------

CITY OF JACKSONVILLE  
SPECIAL EVENTS  
INSURANCE REQUIREMENTS

**Special Event Insurance Requirements (Section 191.106)**

Within ten business days of receiving conditional approval of a special event application as provided in Section 191.108 (a) the applicant shall:

(a) Without limiting Applicant's liability, the Applicant shall procure and maintain at its sole expense, insurance of the types and in the minimum amounts for the Certificate Holder as stated below:

**Certificate Holder:** City of Jacksonville  
(Mailing Address) 231 E. Forsyth St. Ste 470  
Jacksonville, FL 32202

**Coverage Requirements:** Insurance Carrier(s) must meet AM Best A- VII Rating

**General Liability:** (No more restrictive than ISO Form CG0001 including property damage, personal injury, products/comp. ops. agg., premises operations and blanket contractual liability)  
\$1,000,000 Each Occurrence  
\$2,000,000 Products & Completed Ops Aggregate  
\$1,000,000 Personal Injury and Advertising  
\$2,000,000 General Aggregate  
*City of Jacksonville, it's members, officials, officers, employees and agents as Additional Insured under the above General Liability Coverage*

*Applicant will provide evidence of workers' compensation insurance or exemption as required by Florida Workers Compensation Law as defined in Chapter 440, Florida Statutes. Such insurance will include coverage for any appropriate Federal Acts (Longshore and Harbor Workers Compensation Act, 33 USC §§ 901-952, and the Jones Act, 46 USC §§ 688 et seq.) where activities include exposures for events or occurrences covered by these Federal statutes. Such evidence will include evidence of employer's liability insurance for the following minimum limits of coverage:*

**Workers' Compensation:** Statutory  
**Employers' Liability:** \$100,000 Each Accident  
\$500,000 Disease, Policy Limit  
\$100,000 Disease, Each Employee

*In the event alcoholic beverages will be served, sold, consumed or otherwise allowed at the event:*

**Liquor:** \$1,000,000 Combined Single Limit

*Unless a separate ordinance is specifically applicable to the automobiles in use, the amount and type of insurance below is required in the event the use of motor vehicles is an integral part of the special event as determined by Risk Management:*

**Automobile Liability:** \$500,000 Combined Single Limit

*Automobile Liability (all automobiles-owned, hired or non-owned)*

**Professional Liability (Errors & Omissions):** *In the event that any services or activities of a professional nature are provided and Risk Management determines the coverage is necessary:*  
\$1,000,000 Each Occurrence / Claim

*In the event the use of watercraft is an integral part of the special event event:*

**Watercraft Liability:** \$1,000,000 Combined Single Limit  
*Watercraft Liability (all watercraft- owned, hired or non-owned)*

*In the event that children will be supervised in connection with the event and Risk Management determines the coverage is necessary:*

**Sexual Molestation:** \$1,000,000 Each Occurrence / Claim

CITY OF JACKSONVILLE  
SPECIAL EVENTS  
INSURANCE REQUIREMENTS

(b) *Participants* – The Applicant shall assume all responsibility for obtaining insurance from the event's contributing participants and subcontractors (such as caterers, vendors, production companies, entertainers, sponsors) in the types and amounts necessary to adequately protect the City and the City's members, officials, officers, employees and agents.

(c) *Primary and Non-Contributory* – The Applicant's insurance will apply on a primary basis and will not require contribution from any insurance or self-insurance maintained by the City.

(d) *Deductibles* – The deductibles of the insurance policies applicable to the special event shall be deemed customary and the responsibility of the Applicant and any named insureds.

(e) *Additional Insured* – The Applicant's insurance, except workers' compensation and any additional coverages where it is unavailable, will name the **City of Jacksonville and City's members, officials, officers, employees and agents, as additional insureds under all insurance coverages required for the special event.**

(f) *Reporting Provision* – The Applicant's insurance shall be provided on an occurrence form. In the event that coverage is only available on a claims made form, the Applicant shall agree to maintain an extended reporting coverage for a minimum of two years past the expiration of the annual policy term.

(g) *Duration* – Notwithstanding anything to the contrary, the Applicant's liabilities intended to be covered by the insurance coverage(s) required under this section shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of particular policies for insurance coverages.

(h) *Sovereign Entities* – State and federal agencies eligible for sovereign immunity may submit a statement of self-insurance for liability as allowed by the applicable state or federal statute. Such statement will be acceptable in place of insurance requirements defined herein.

(i) *Financial Responsibility* – Applicant shall obtain insurance by an insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes, or a company that is declared as an approved Surplus Lines carrier under Chapter 626, Florida Statutes. Such insurance shall be written by an insurer with an A.M. Best Rating of A-VII or better. **Applicant must maintain continuation of the required insurance throughout the special event, which includes load-in, setup, tear down, and load-out.**

(j) **Evidence of Financial Responsibility – Applicant must provide a certificate of insurance to the City's Division of Risk Management, demonstrating the maintenance of the required insurance including the additional insured endorsement, no later than 10 days after the conditional approval.** Upon written request, the Applicant shall make its insurance policies and endorsements available to the City's Division of Risk Management. The City's Division of Risk Management shall approve the Applicant's insurance if it complies with this section's requirements, including, if any, additional insurance coverages deemed necessary by the Division of Risk Management. No material alteration or cancellation, including expiration and non-renewal of Applicant's insurance, shall be effective until 30 days after receipt of written notice by the City from the Applicant or the Applicant's insurance company.

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Date

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Authorized Representative Signature



## Hold Harmless and Indemnification Agreement (Section 191.105)

By signing the below the:

Applicant releases and forfeits any right of action against the City or its members, officials, employees and agents from any liabilities, claims for damages, losses, and costs which arise out of or in connection with the special event and to the fullest extent permitted by law, indemnifies, defends and saves the City and City's members, officials, officers, employees and agents harmless:

(1) against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property for every cause in any way connected with the special event irrespective of negligence, actual or claimed, upon the part of the City, its agents and employees, except where caused by the willful and wanton acts of City officials, officers, employees and agents, and

(2) from all expenses incurred by the City for police protection, fire protection and emergency medical services, restoration and clean up, sanitation and maintenance costs and expenses that are required to preserve public order and protect public health, welfare and safety at the special event in accordance with the requirements of Sections 191.113, 191.114, 191.115, 191.116 and 191.117.

The Applicant shall also agree to indemnify the City and City's members, officials, officers, employees and agents against all charges, expenses and costs, including the reasonable value of the services of the Office of General Counsel, incurred on account of or by reason of any such injuries, damages, liability, claims, suits or losses and all damages growing out of the same.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Applicant or Authorized Representative Name*

\_\_\_\_\_  
*Applicant or Authorized Representative Signature*

\_\_\_\_\_  
*Event Name*

\_\_\_\_\_  
*Event Date*

DEPARTMENT OF PUBLIC WORKS



**TO:** Traffic Operations Office  
Right of Way & Stormwater Maintenance Division  
1007 Superior Street  
Jacksonville, FL 32254

**SUBJECT: MARKING OF PAVEMENT/CLEAN-UP FOR SPECIAL EVENT**

I understand that I am not allowed to apply any paint / markings / decals on any roads or sidewalks for the event named below unless I receive permission from the Traffic Operations Office.

If permission is granted, I understand that I am responsible for the complete removal of any markings upon conclusion of the event.

Additionally, I understand that I am responsible for proper removal and disposal of all trash resulting from this event, or I will provide the city with adequate funding to cover the associated cost of the clean-up.

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

Rev 02/2014



# CITY OF JACKSONVILLE – DEPARTMENT OF PUBLIC WORKS REQUEST FOR TEMPORARY CLOSING OR SPECIAL USE OF CITY ROAD

**DO NOT USE THIS FORM** IF YOUR EVENT INVOLVES THE CLOSURE OF A STATE ROAD AND/OR  
LOCKDOWN OF THE MAIN STREET OR ORTEGA DRAWSPAN  
PLEASE SUBMIT THE "TEMPORARY CLOSING OF STATE ROAD" PERMIT

DATE SUBMITTED: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_

NAME OF ORGANIZATION/EVENT SPONSOR		APPLICANT/CONTACT NAME	CONTACT PHONE
CONTACT E-MAIL ADDRESS			CONTACT FAX
TITLE OF EVENT			
HAS THE JACKSONVILLE SHERIFF'S OFFICE BEEN CONSULTED ABOUT THIS CLOSURE? _____ YES _____ NO			
NAME OF OFFICER(S) THAT PROVIDED INPUT: _____			
WILL THIS BE A HOLD-AND-RELEASE EVENT? (NO CLOSURES REQUIRING BARRICADES AND TRAFFIC DETOURS) _____ YES _____ NO			
IS THE JACKSONVILLE SHERIFF'S OFFICE PROVIDING TRAFFIC CONTROL? _____ YES _____ NO		IF NO, PLEASE NAME PARTY HANDLING TRAFFIC CONTROL: _____	
EVENT DURATION <i>Example: 4 hours, 8 a.m. until 12 p.m.</i>	IF ROAD CLOSURE(S) INVOLVED:		
	CLOSURE START TIME (INCL. SET UP/BARRICADES)	CLOSURE END TIME (BARRICADES REMOVED)	
PLEASE DESCRIBE ROAD(S) TO BE CLOSED AND/OR THE EVENT ROUTE <b>AND ATTACH MAP (REQUIRED)</b> <i>"See Attached Map" is not acceptable. Please list <u>each</u> road that will be closed (with limits from – to) and the duration of the closure.</i> <b>DO NOT USE THIS FORM FOR EVENTS THAT WILL CLOSE STATE ROAD(S) AND/OR REQUIRE LOCKDOWN OF THE MAIN STREET OR ORTEGA DRAWSPAN</b>			
PLEASE DESCRIBE DETOUR ROUTE AND ATTACH MAP (If applicable)			
SPECIAL CONDITIONS: _____ CHECK IF NONE			
TYPED NAME AND TITLE (INCLUDE BADGE NO. IF APPROPRIATE)		SIGNATURE OF LAW ENFORCEMENT REPRESENTATIVE	DATE SIGNED
TYPED NAME AND TITLE OF COJ PUBLIC WORKS OFFICIAL		SIGNATURE OF COJ PUBLIC WORKS OFFICIAL	DATE SIGNED

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**TEMPORARY CLOSING OF STATE ROAD PERMIT**

Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

**Governmental Entity**

Approving Local Government City of Jacksonville Dept. of Public Works Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Organization Requesting Special Event**

Name of Organization \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Description of Special Event**

Event Title \_\_\_\_\_ Date of Event \_\_\_\_\_  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Event Route (attach map) \_\_\_\_\_  
Detour Route (attach map) \_\_\_\_\_

**Law Enforcement Agency Responsible for Traffic Control**

Name of Agency \_\_\_\_\_

**US Coast Guard Approval for Controlling Movable Bridge**

Not Applicable   
Copy of USCG Approval Letter Attached   
Bridge Location \_\_\_\_\_

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

**Signatures of Authorization**

Event Coordinator \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Law Enforcement Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Government Official Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**FDOT Special Conditions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FDOT Authorization**

Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_





## INFORMATION REQUIREMENTS FOR SPECIAL EVENT STREET CLOSURE

The below information pertains to events expected to draw 500 or more persons as participants and/or spectators at any time within the duration of the event.

We strongly recommend that event organizers contact the Jacksonville Sheriff's Office Special Events Unit at (904) 630-2160 during the planning stage of the event about the cost or necessity of off-duty police officers to assist with traffic control.

- **COJ "Request for Temporary Closing of Road" Form**
  - Must include a written description of the route (including lanes used) or the streets being closed.
    - Please do not write "See Attached Map" unless the map includes all pertinent information.
- **Map of Event Route / Street(s) to be Closed and Proposed Maintenance of Traffic Plan / Detour Route**
  - Applicant/event organizer(s) are responsible for ensuring JSO has had input on the route and need for traffic control support.
  - Proper barricades must be used
    - Barricade suppliers are listed in the phone book.
    - Cones, sawhorses, ropes and/or vehicles are not permitted for use as barricades.
- **Florida Dept. of Transportation "Temporary Closing of State Road" Permit**
  - **This form is only necessary for events closing state roads or locking down the Main Street or Ortega bridge. If you are unsure, complete both the COJ and FDOT forms.**
  - Applicant must complete sections marked with a check
  - Be sure to include specific information about routes, including lanes being used.
  - Events utilizing the Main Street or Ortega bridges will require permission from the U.S. Coast Guard and FDOT to lockdown the drawspan
    - Please include the time and duration needed for the lockdown
- **Pavement Markings / Post-Event Clean Up Acknowledgement Form**
  - Pavement markings are NOT allowed unless specifically requested and approved by the city.

EVENT ORGANIZERS ARE SOLELY RESPONSIBLE FOR ENSURING THAT ALL AFFECTED RESIDENTS, BUSINESSES AND OTHER PROPERTY OWNERS ARE NOTIFIED OF THE ROAD CLOSURE(S) THROUGH THE USE OF FLIERS, TEMPORARY SIGNS, POSTERS OR OTHER MEANS AS LEGAL AND APPROPRIATE.

If you need more information or assistance regarding the street closure, contact the Public Works Director's Office at (904) 255-8786 or e-mail [PWAdmin@coj.net](mailto:PWAdmin@coj.net)

**RESERVE STAGE AND BLEACHER  
FOR SPECIAL EVENTS**

SUBMIT REQUEST LETTERS TO:

RON BRUTON, PARKS & RECREATION  
214 N. HOGAN STREET, 3<sup>RD</sup> FLOOR  
JACKSONVILLE, FLORIDA 32202  
PHONE: (904) 255-8765 FAX: (904) 630-8217  
E-mail: [rebruton@coj.net](mailto:rebruton@coj.net)

Date of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

**RENTAL EQUIPMENT NEEDED**

Small Stage (20' x 16')  Large Stage (40' x 16')  Bleachers (how many) \_\_\_\_\_  
\$430.00 ea. + Tax \$30.10 \$455.00 ea. + Tax \$31.85 \$370.00 ea. + Tax \$25.90  
(seating capacity approx. 200)

Delivery Location (Duval County Only): \_\_\_\_\_

Organization Holding Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Earliest Time equipment can be delivered: \_\_\_\_\_

Earliest Time equipment can be picked up: \_\_\_\_\_

Will overnight security be provided for equipment? YES  NO

If "YES", What type of security? \_\_\_\_\_

AFTER RESERVATIONS HAVE BEEN ACCEPTED AND BEFORE EQUIPMENT CAN BE DELIVERED, THE FOLLOWING MUST BE PROVIDED:

**STAGE AND/OR BLEACHER RENTAL FEES**

- Check made payable to the Tax Collector OR City of Jacksonville for delivery charges(s). Delivery charge (Including tax) for each piece of equipment reserved. SALES TAX NOT REQUIRED IF USER PROVIDES COPY OF "STATE OF FL/DEPT. OF REVENUE CONSUMER'S CERTIFICATE OF EXEMPTION." Do not mail checks to Tax Collector or City of Jacksonville.
- THE CITY RESERVES THE RIGHT TO CANCEL THIS RESERVATION FOR ANY REASON. IN THAT EVENT, THE FULL DEPOSIT WILL BE REFUNDED IF THE COORDINATOR/ USER DECIDES TO CANCEL THIS RESERVATION A \$20.00 ADMINISTRATIVE FEE WILL BE APPLIED TO THE REFUND.

**CERTIFICATION OF INSURANCE WORDING FOR EVENTS OR EQUIPMENT RENTAL**

(Certificate of Insurance forms are issued by your insurance agent)

**NOTE: THE USER MUST PROVIDE APPROPRIATE INSURANCE COVERAGE FOR ALL DAYS USER HAS POSSESSION OF CITY EQUIPMENT.**

**COVERAGES: (Minimum)**

Commercial General Liability: \$1,000,000 each occurrence / \$2,000,000 aggregate

Workers Compensation (Florida Statutory)

& Employers Liability:\* \$100,000 each accident / \$100,000 Disease - Each employee / \$500,000 Disease – Policy limit

\*You may provide a letter of workers compensation exemption, if applicable, in lieu of this insurance.

**DESCRIPTION SECTION:**

List (1) Event Name, (2) Date of Event (including delivery and pick up dates), and (3) What is occurring for the event (i.e. Equipment rental, stage rental etc.)

City of Jacksonville, its members, officials, officers, employees and agents must be shown as "Additional insured"

**CERTIFICATE HOLDER SECTION**

CITY OF JACKSONVILLE

231 E. Forsyth St., Suite 470

Jacksonville, Florida 32202

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## **A-12: Los Angeles, CA:**

## Approval from the City of Los Angeles Department of Building and Safety

Temporary Special Events (TSE) being held within the City of Los Angeles are required to be inspected and approved by LADBS inspectors prior to holding the event. As of January 2014, the current cost to file an application with LADBS is \$137.80 per event.

The following qualify as a TSE provided they have a maximum duration of 5 consecutive days:

- Tents or canopies, larger than 450 square foot, on a residential property.
- Tents or canopies, larger than 12 feet in length or width, on a commercial property.
- Stages or platforms more than 30 inches above grade (structures higher than 30 inches intended for live loads require approved engineering prior to inspection).
- Grandstands or bleachers.
- Structures higher than 12 feet.

For information regarding temporary generators and electrical, please call (213) 482-0057.

### Application for Permit

TSE permit applications are required to be filed with LADBS and the appropriate fees must be paid before inspections can be performed. Applications can be filed as follows:

- Prior to attempting to obtain a permit from LADBS, it is necessary to physically visit the LAFD and LAPD offices to **obtain the name and telephone number of the employee you've spoken with regarding your event**; permit numbers from any requisite permits issued by those departments should be retained as well.
- In certain cases, it is necessary to receive approval from the Los Angeles Department of City Planning prior to initiating the permit application with LADBS (details are available on Page 2).
- All LADBS TSE permit applications must be submitted electronically on the LADBS website for Express Permits, which is located at: [www.buildla.lacity.org](http://www.buildla.lacity.org).
- When prompted to supply information on a contact person for the event, be sure to provide detailed contact information for the individual who will be present at the time of inspection.

Please note that effective January 2014, **applications will not be accepted in-person or via fax / e-mail.**

### Inspections and Approval

You will be able to request the date and time of the inspection on the TSE permit application. The LADBS application must be filed and paid for at least two (2) business days prior to the date of the event, AND, after you have obtained all other required approvals or clearances from all other agencies.

At the time of the inspection, the building inspector will check the structural stability of temporary structures, availability of sanitary facilities, required exiting, parking requirements, disabled access requirements, zoning and other code requirements. The status of your TSE permit can be checked online at: <http://www.permitla.org/ipar/index.cfm>.

For any questions regarding the TSE permit approval process, please call (213) 482-0387 or contact the senior building inspector Reid Daub (213) 482-9585 or the manager of the TSE Inspection Section, Principal Inspector Richard Fortman, at (213) 482-7097. If visiting the LADBS Metro Construction Service Center, you may alternatively visit TSE inspection staff on the 4<sup>th</sup> floor of the 221 N. Figueroa Street tower with your inquiries. All applications must be submitted electronically.

### Days of Operation

The Department is closed on Saturdays and Sundays however; TSE inspections will still be performed seven (7) days a week (except holidays).

## Other Information

Events that exceed five (5) days or do not qualify as Temporary Special Events normally require a building permit or special approval from the Superintendent of Building prior to the event. For information on how to obtain a building permit, please call 311 (within L.A. County) or (213) 473-3231 (outside L.A. County) or visit our website at: [www.ladbs.org](http://www.ladbs.org).

### **Approval from Los Angeles Department of City Planning (LADCP):**

Some events entail zoning and land use conditions that must be considered by the Los Angeles Department of City Planning. All TSE applicants must provide responses to a questionnaire that determines whether or not their proposed event requires clearance by the LADCP. For those proposed events that do require LADCP clearance, approval of a Planning Clearance Application by LADCP is required before a permit can be issued by LADBS for the event. For questions, please call LADCP at (213) 482-0421 or visit the Public Counter located on the 4<sup>th</sup> floor of the 201 N. Figueroa Street tower.

### **Approval from Los Angeles Fire Department (LAFD):**

A safety plan showing the layout of the event must be approved by the Los Angeles Fire Department prior to submitting an application to LADBS. The approved safety plan must be made available to the Building and Safety inspector at the time of the site inspection. An approval from LAFD is required for tents, having an area of 450 square feet or more. You will be required to provide the name and telephone # of the LAFD officer on the LADBS TSE application, after you have contacted them.

To obtain a permit from the LAFD, contact the appropriate unit at the following numbers:

- **Public Assembly unit**  
For events located south of Mulholland Drive, call (213) 978-3640.  
For events located north of Mulholland Drive, call (818) 374-1110.
- **Film unit**  
For events involving filming, call (213) 978-3676 or (213) 978-3670.
- **Schools and Churches unit**  
For events held in schools and churches, call (213) 978-3660.
- **Institutions unit**  
For events held in institutions, call (213) 978-3730.
- **High Rise unit**  
For events held in high rise buildings, call (213) 978-3600.

### **Approval from Los Angeles Police Department (LAPD):**

A permit from the LAPD is required for Dances, Carnivals, live music, amplified sound, or Alcohol use. LAPD permits are processed by the Office of Finance. For more information on how to obtain an LAPD permit, contact the Office of Finance at: (213) 996-1210. You will be required to provide the name and telephone number of the LAPD officer on the LADBS TSE application after you have contacted them.

### **Approval from Los Angeles Department of Public Works:**

Events held in the public right-of-way, such as sidewalk sales, require a permit from the Department of Public Works > Bureau of Street Services > Street Use Division. For more information on how to obtain a Street Use permit for a Special Event, contact the Street Use Division at (213) 847-6029. This Department will coordinate and collect fees for the permit from LADBS.

### **Approval from Department of Motor Vehicles (DMV):**

For auto sales to be conducted for 5 days or less, contact your inspector to obtain the necessary form to send to DMV for their approval.

## A. EXPRESS PERMITS

Express Permits can be issued where work does not require any type of plan review or approval. Following are the lists of different types of constructions for which an online express permit can be issued.

### I. **BUILDING**

1. General rehabilitation for single family dwellings and duplexes only (non-structural changes, less than 10% of replacement cost of building).
2. Window and door change-out (same size & type) for residential buildings.
3. Kitchen/bathroom remodel for residential buildings (no structural changes).
4. Re-stucco for single family dwellings and duplexes only.
5. Re-roof with Class A or B material weighing less than 6 pounds per sq. ft. For residential roof replacement > 50% of the total roof area, apply Cool Roof Product labeled and certified by Cool Roof Rating Council (CRRC). Cool Roof may be required for non-residential buildings per Title 24, Part 6, Section 149(b).
6. Installation of security bars for dwellings/apartments. Quick release required in bedrooms per California Building Code Part 12, Chapter 12-3.
7. Add sill plate anchor bolts and cripple wall plywood per LA City Standard Plan #1; no foundation replacement (Earthquake hazard reduction per Chapter 92 of the Los Angeles Building Code). (Houses, residential buildings up to 3 stories and up to 4 units).
8. Add sill plate anchor bolts, cripple wall plywood and replace foundation per L.A. City Standard Plan #1 (Earthquake hazard reduction per Chapter 92 of the Los Angeles Building Code). (Houses, residential buildings up to 3 stories and up to 4 units).
9. Chimney repair for residential buildings (per City standard details).
10. Replacement of damaged framing members (less than 10% of replacement cost of building) for houses and duplexes (not including decks).
11. Repair of water, dry-rot, or termite damaged stairs in residential buildings (less than 10% of replacement cost of stairs).
12. Water damage, Termite damage or dry rot repair less than 10% of replacement cost of residential buildings.
13. Fire damage repair for residential buildings only (maximum 10% of replacement cost of building).
14. Replace existing siding with new stucco for single family dwellings and duplex only.
15. Replace drywall (no new walls added) for single family dwellings and duplexes only.

## II. HVAC

1. Comfort heating and comfort cooling [air conditioning units (A/C)] installations where the aggregate Btu/h input is less than 500,000 Btu/h (approximately 41 tons).
2. Environmental ventilation in buildings with aggregate capacity of comfort heating or comfort cooling of less than 500,000 Btu/hr (approximately 41 tons).
3. Witness test.
4. Refrigeration systems with Group A1 refrigerants with aggregate combined compressor horsepower of less than 100.
5. Gas heaters (unit and wall heaters) and gas furnaces (including forced air units) less than 500,000 Btu/h.
6. Replacing A/C units with same size & type.
7. Duct work alteration or addition in buildings that do not have smoke control system.
8. Relocation of A/C units within the same building.
9. Relocation of fans for environmental ventilation within the same building.
10. Addition of air conditioning equipment having a rating of 5 tons or less.
11. Addition of general ventilation exhaust fans having a rating of 2000 cfm or less.
12. Installation or replacing of prefabricated fire places (a separate building plan check and permit are required).

## III. PLUMBING

1. Non Engineered domestic water systems with 1 ½" or less water service.
2. Replacing plumbing fixtures.
3. Adding plumbing fixtures.
4. Replacing underground water pipes with the same size and material. The existing pipe must remain in place, uncovered, until verified by LADBS field inspector.
5. Backflow prevention device in water mains 1 ½" or less in diameter.
6. Sewer cap.
7. Sewer connection permit (provide the Department of Public Works, Bureau of Engineering, permit number).
8. Sewer alteration, repair or replacement.
9. Low pressure gas piping systems with up to 10 outlets.
10. Replacing water heaters.
11. Adding earthquake valves same size as existing gas main.
12. Replacing lawn sprinklers control valves with AVB (Atmospheric Vacuum Breaker) in hillside areas with the same size.
13. Installing or replacing lawn sprinklers control valves with AVB (Atmospheric Vacuum Breaker) in non-hillside areas.
14. Solar water heating system.

## IV. FIRE PROTECTION

1. Welding permit.
2. Pump test.
3. Standpipe flushing.
4. Replacing underground fire sprinkler piping (same size or larger).
5. Adding or replacing valves.
6. Relocating fire sprinklers.
7. Replacing fire sprinklers (same size and type).
8. Lowering sprinkler heads.

## V. ELECTRICAL

These electrical installation permits apply only to non-engineered wiring.

1. Electrical installation with voltage of less than 600 volts and up to 400 amps total load in existing office, retail and residential buildings only.
2. Rewiring or adding devices to existing electrical circuits for receptacles, telephone and communication outlets.
3. Temporary Power Pole for less than 600 volts and up to 400 amps of load.
4. Swimming pool wiring and luminaire.
5. New Telephone and computer wiring - voice and data.
6. Special (equipment) inspection for less than 600 volts and up to 400 amps load and 60 cycles
7. Electrical wiring for movie set location.
8. Meter re-connection.
9. Repair of damaged wiring (Miscellaneous permit).
10. Device addition to existing addressable Fire alarm systems per approved Plans by the City of Los Angeles Fire Department.
11. Smoke detectors within apartment units, houses and duplexes and other residential units.
12. Carbon monoxide detectors within apartment units, houses and duplexes and other residential units.
13. Electrical installation for electric vehicle charging in single family dwellings with up to 400 amps of service. (Including any needed charging equipment, service upgrade, receptacle and associated wiring.)
14. Electrical installation for solar photovoltaic where all of the following conditions must be met:
  1. The installation is in a one or two-family dwelling.
  2. Maximum of two source circuits (strings) are installed.
  3. The total capacity of the photovoltaic system being installed is:
    - A. Maximum 3 KW for transformerless inverters or approved microinverters, or
    - B. Maximum 10 KW for all others.
  4. No DC combiner box is installed (other than the box that is part of and is listed with the inverter).



5. No GFCI or AFCI overcurrent devices are installed in the Alternate Current (AC) output of the inverter.
6. Modules shall be roof-mounted crystalline or multi-crystalline material.
7. AC Power system shall be 120/240 volts single phase.
8. The minimum service panel size shall meet one of the following:
  - 100 amps for systems with a maximum 20 amperes dedicated AC branch circuit, or
  - 150 amps for systems having a maximum 30 (or two 15) amperes dedicated AC branch circuit(s), or
  - 200 amps for systems having a maximum 40 (or two 20) amperes dedicated AC branch circuit(s).
9. The rating of service panel shall not exceed 225 amperes.
10. No AC modules, storage batteries, hybrid systems, building integrated photovoltaic, or photovoltaic roll roofing are installed.

## VI. ELEVATORS AND PRESSURE VESSELS

1. Elevators (repair).
2. Pressure vessels, tanks and boilers.
3. Automotive hoist.
4. Air tanks (compressors).
5. Liquid propane gas (LPG) tanks (with approved plot plan).

## B. TEMPORARY SPECIAL EVENT PERMITS

Temporary Special Events (TSE) being held within the City of Los Angeles are required to be inspected and approved by LADBS inspectors **prior** to holding the event. The following qualify as a TSE provided they have a maximum duration of 5 consecutive days:

- Tents or canopies, larger than 450 square foot, on a residential property.
- Tents or canopies, larger than 12 feet in length or width, on a commercial property.
- Stages or platforms more than 30 inches above grade (structures higher than 30 inches intended for live loads require approved engineering prior to inspection).
- Grandstands or bleachers.
- Structures higher than 12 feet.

For additional Temporary Special Events information, go to [Temporary Special Events](#).

## **A-13: Anaheim, CA:**



Special Event Permit No. \_\_\_\_\_

# SPECIAL EVENT PERMIT APPLICATION

<b>Event Address:</b>		<b>Applicant:</b>	
<b>Business/ Organization:</b>		<b>Address:</b>	
<b>Hours:</b> <i>(limited to 7 am- 10 pm)</i>		<b>City:</b>	<b>State:</b>
<b>No. of Permits:</b>	<b>No. of Days:</b>	<b>ZIP Code:</b>	
<b>Start Date:</b>	<b>End Date:</b>	<b>Phone:</b>	
		<b>Email:</b>	

## BANNERS & BALLOONS

<input type="checkbox"/> <b>Grand Opening Banner</b> <i>(30 days)</i>	<input type="checkbox"/> <b>Promotional Banner</b> <i>(9 days)</i>
<input type="checkbox"/> <b>Apartment Promotional Banner</b> <i>(1 weekend per month)</i>	<input type="checkbox"/> <b>Balloons</b> <i>(latex only)*</i>
<b>No. of Banners:</b> <i>(1 per street front)</i>	<b>Size:</b> <i>(36 square feet maximum)</i>

Note: Banners must be mounted on a building wall below the roof line.

\* Maximum height 50 feet from ground level.

## OUTDOOR EVENT

*A plan showing the location of the event activities must be submitted with the application.*

<input type="checkbox"/> <b>Amplified Music / Live Band</b> <i>(cannot exceed 60 decibels from the property line)</i>	
<input type="checkbox"/> <b>Canopy/Tent</b> _____ sq. ft. <span style="color: red; font-weight: bold;">F</span> greater than 400 sq. ft.	<input type="checkbox"/> <b>Outdoor &amp; Parking Lot Displays</b>
<input type="checkbox"/> <b>Food Concessions</b> <span style="color: green; font-weight: bold;">B</span> <span style="color: orange; font-weight: bold;">E</span> <span style="color: red; font-weight: bold;">F</span>	<input type="checkbox"/> <b>Temporary Living Quarters for Security</b> <i>(requires Planning Director Approval)</i>
<input type="checkbox"/> <b>Games</b> <span style="color: purple; font-weight: bold;">BL</span>	<input type="checkbox"/> <b>Structures for Amusement Devices</b> <span style="color: purple; font-weight: bold;">BL</span> <span style="color: green; font-weight: bold;">B</span> <span style="color: red; font-weight: bold;">F</span> <span style="color: orange; font-weight: bold;">E</span>
<input type="checkbox"/> <b>Christmas Tree Lot/ Pumpkin Patch</b> ** <i>( Must complete <a href="#">Special Event Permit Supplement</a> )</i>	<input type="checkbox"/> <b>Carnival/ Circus</b> ** <i>( Must complete <a href="#">Special Event Permit Supplement</a> )</i>

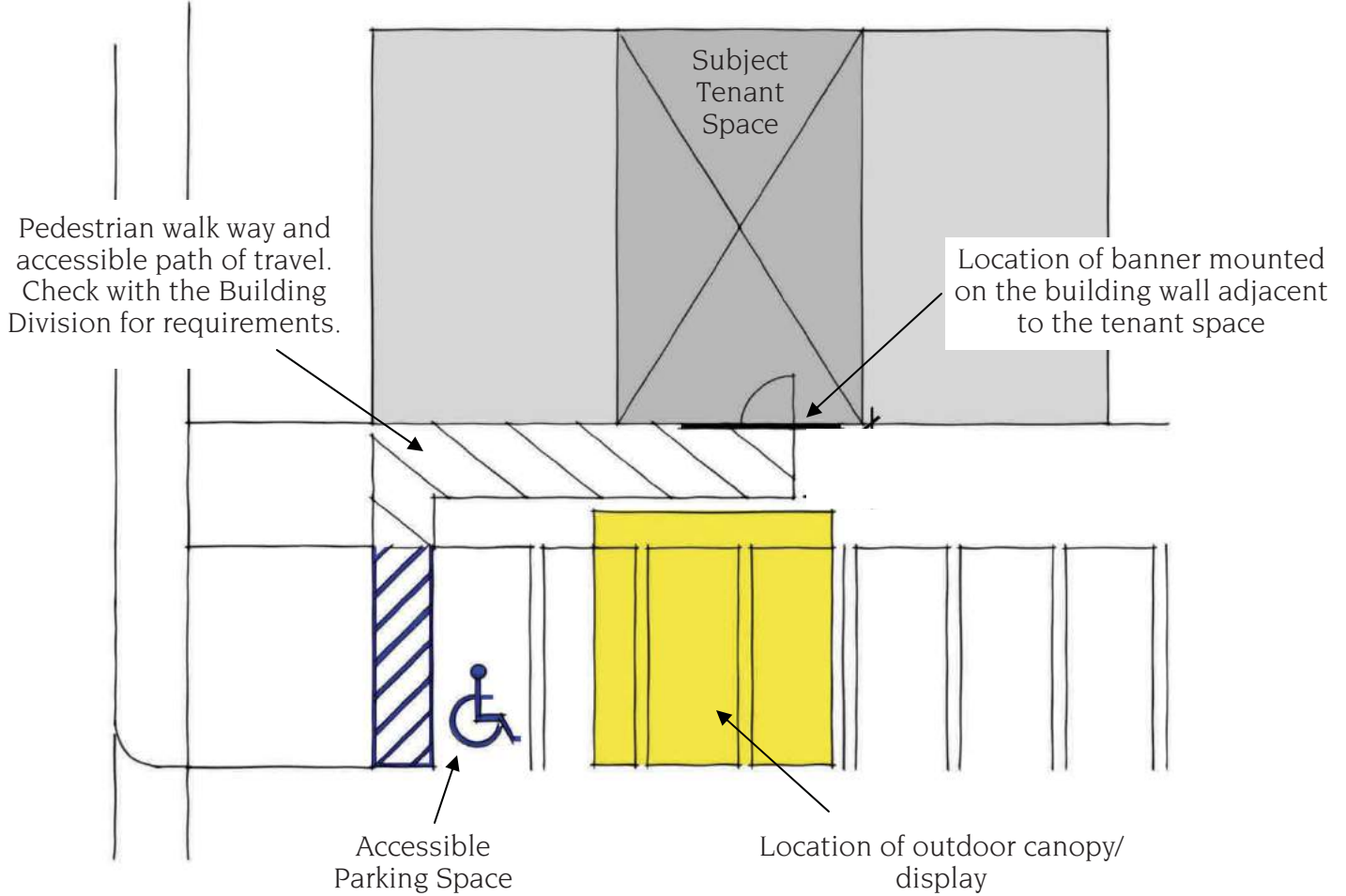
\*\* Processed according to Special Events Permits Schedule (10 business days)

The following Divisions need to review your Special Event Permit Application:

Division	Initials	Date	Location
<span style="color: green; font-weight: bold;">B</span> <input type="checkbox"/> Building	_____	____	City Hall - 1 <sup>st</sup> floor
<span style="color: purple; font-weight: bold;">BL</span> <input type="checkbox"/> Business License	_____	____	City Hall - 1 <sup>st</sup> floor
<span style="color: orange; font-weight: bold;">E</span> <input type="checkbox"/> Electrical Engineering	_____	____	West Tower - 5 <sup>th</sup> floor
<span style="color: red; font-weight: bold;">F</span> <input type="checkbox"/> Fire Prevention	_____	____	West Tower - 3 <sup>rd</sup> floor
<input type="checkbox"/> Police	Planner to notify Police		

Fees	
Grand Opening Banner	\$ 90
Promotional Banner	\$ 90 ea
Outdoor Event	\$ 272 ea
Christmas Tree/Pumpkin Patch	\$ 467
Carnival/ Circus	\$ 467

## SAMPLE SITE PLAN DETAIL



**NOTE:** Outdoor activities are not permitted within accessible parking spaces unless alternative accessible spaces are provided to the satisfaction of the Building Division. Accessible path of travel must be maintained at all times.

As a reminder, the following types of signs and displays are **NOT** permitted:



Feather Signs



A-frame Signs



Signs Over 10% of Window Area



Inflatables



City of Anaheim  
Fire & Rescue  
Fire Prevention Division



## Specifications and Requirements

**Subject:** TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES

**References:** California Fire Code, 2010 Edition, Chapter 24, Sections 2403 and 2404

Tents and canopies in excess of 400 square feet require a permit from Anaheim Fire & Rescue prior to installation. Please provide the permit application, business license, flame retardant certificate, payment made payable to the City of Anaheim and a diagram listing the following:

**Diagram specifying the following:**

1. Location of tents/canopies – which shall not be located with 20 feet of property lines, buildings, parked vehicles or internal combustion engines unless otherwise approved by Anaheim Fire & Rescue. For determining required distances, support ropes shall be considered as part of the membrane structure, tent or canopy.
2. Square footage of the canopy/tent.
3. Number of tent walls.
4. Location of any fire lanes or fire equipment.
5. Location of exits (including size, type and etc.).
6. Location of fire extinguishers (minimum 2A:10BC with current service tag).
7. Location of "No Smoking" signs.
8. Location of generator.
9. Location of cooking or heating equipment.
10. Location of chairs, tables, merchandise, decorative material and exhibits.
11. Aisle size and locations.

**Permit Exceptions:**

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
  - 2.1 Individual canopies having a maximum size of 700 square feet.
  - 2.2 The aggregate area of multiple canopies placed side by side without a fire break, clearance of 12 feet, not exceeding 700 square feet total.
  - 2.3 A minimum clearance of 12 feet to all structures and other tents.

**Additional permits may be required from the City of Anaheim. Please contact the Planning & Zoning Division at (714) 765-5139.**

For further information regarding these requirements contact:

The City of Anaheim Fire Prevention Division at (714) 765-4040 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

## **A-14: San Diego, CA:**



## Special Event Guidelines Tents and Canopies

**U**nder the provisions of the International Fire Code as amended by the State of California and City of San Diego, tents and canopies must be at least ten feet (10') from other tents/canopies; ten feet (10') from cooking apparatus; and twenty feet (20') from any building and must also have a Certificate of Flame Resistance.

If the aggregate square footage of the tents used in your venue is greater than 200 square feet or 400 square feet for canopies, additional permits from the San Diego Fire-Rescue Department are required.

You are responsible for meeting or exceeding the following requirements for the management of all tent and canopy areas:

### *LOCATIONS*

- Property lines, buildings, other tents, canopies, or temporary membrane structures must be at least twenty feet (20') from tent support wires, ropes, and guy wires.
- A twenty-foot (20') fire access lane must be maintained. The access route must be outside of support wires, ropes, and guy wires.
- A twenty-foot (20') fire lane must be provided around the entire event venue and must connect with all fire lanes required around tents/canopies.
- Tents and equipment should never be an obstruction to a fire hydrant.
- All vehicle parking and other internal combustion engines must be at least twenty feet (20') from any tent/canopy.
- Additional authorization and/or on-site inspections may be required for tents/canopies positioned less than twenty feet (20') apart, are attached together and/or do not provide a twenty foot (20') access lane.

### *INSTALLATION*

- Many parks and other public sites have irrigation, pipes and electrical components located inches below surface areas. Before using stakes to



## Special Event Guidelines Tents and Canopies

secure tents, canopies or other event components you must receive authorization to disrupt surfaces below ground.

- If tent stakes are authorized, they must be capped or covered.
- If you use materials weighted by water to secure tenting, do not release any water into the storm water system.
- Poles and their supporting anchor ropes, stakes, etc. must resist a minimum wind pressure of 20lbs/square foot.
- Tents must be supported and braced to withstand minimum pressure/suction of 10lbs/square foot.
- Anchor wires/ropes shall not cross any means of ingress or egress at a height of less than seven feet (7').

### *INGRESS/EGRESS*

- All tent ingress and egress points must remain open and shall not be obstructed whenever event participants or staff occupies the tent.
- Illuminated exit signs are required at each exit while the tent is occupied. These exit signs must be powered by two separate sources of power.

### *FIRE SAFETY*

- Fire extinguishers of a 2-A-10B: Class C rating shall be provided every seventy-five feet (75') of travel distance between tents/canopies and must be secured in an upright position and protected from vehicular traffic.
- Heating and cooking equipment shall not be located within ten feet (10') of exits, aisles, passageways, or combustible materials.
- Hay, straw, trash, and other flammable material cannot be stored closer than thirty feet (30') from the outside of tents/canopies.





## Special Event Guidelines

### Special Event Related Permits

**T**here are a number of different special event related permits that may be issued independent of a Citywide Special Event Permit or may be required in conjunction with a Citywide Special Event Permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types.

Following is a summary of the most common permits types you may be required to obtain if you are planning a special event or an activity associated with a special event:

#### Alcohol Use Permit

---

If you plan to have alcohol at your event, you must receive authorization from the San Diego Police Department and the State of California Department of Alcohol Beverage Control. San Diego Police Department authorization is typically granted through the Citywide Process. If the proposed event will take place on public park land; within a city-owned facility; or other city-managed property, you will also be required to provide a letter of authorization to serve alcohol from an authorized representative of the managing city department. Both the Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event.

In addition to authorization from the City of San Diego to provide alcohol at your event, it is your responsibility to obtain the appropriate license from the State of California Department of Alcohol Beverage Control.

#### Building Permit

---

If your event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent



## Special Event Guidelines

### Special Event Related Permits

structures, etc. you will be required to obtain a building permit from the City of San Diego Development Services Department.

#### Electrical Permit

---

The installation and distribution of all electrical power used to support your event should be completed by a State of California licensed electrician. An Electrical Permit is not required when all power is distributed from a generator. An Electrical Permit may be required when power is provided from an existing tap box, panel, or other source. The Fire Marshal may inspect power distribution safety at your event and may require onsite modifications.

#### Entertainment Permit

---

There are a number of police regulated activities that may require a specialized permit from the San Diego Police Department. These permit types include Adult Entertainment; After-Hours Entertainment Business; Entertainment Establishments; Games; and Promoters.

#### Firework/Pyrotechnic/Special Effect/Laser Permit

---

All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the San Diego Fire-Rescue Department in compliance with the International Fire Code as amended by the State of California and City of San Diego. Examples of activities in this category include outdoor fireworks, lasers, model rocket launches, open flame activities such as fire walking and special effects using pyrotechnical devices. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size,



## Special Event Guidelines

### Special Event Related Permits

complexity and/or unique safety issues regarding the activities associated with the proposed event.

You may also be required to obtain approval from the San Diego Regional Water Quality Control Board.

#### Food Permits

---

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages, at a public event, you must obtain a Temporary Food Facility Sponsor Permit. Additionally, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks. The County of San Diego Department of Environmental Health issues food permits.

#### Lake Use Permit

---

Organized events involving the use of property managed by the Public Utilities Department that will have groups of 50 or more people require a Lake Use Permit. Special rules and regulations unique to each site may apply (e.g. use of alcohol, dogs off-leash, use of inflatables, party jumps, live entertainment, park hours, event moratoriums, etc).

#### Neighborhood Block Party Permit

---

The Neighborhood Block Party Permit provides a simple way for residents to close a street for the express purpose of a neighborhood celebration or gathering. This permit application can



## Special Event Guidelines

### Special Event Related Permits

only be used for block parties in residential, non-mixed use areas. The event organizer is responsible for all costs associated with approved safety equipment rental and/or barricades, and the provision of insurance naming the City of San Diego as an additionally insured.

Any neighborhood block party involving: major street closures; the sale of food or alcohol; impact to community services or entities (e.g. bus re-routing, or affecting schools, hospitals, or churches); or large crowds are required to be reviewed through the Citywide Process and must complete a Citywide Special Event Permit Application.

#### Park Use Permit

---

The Park and Recreation Department maintains four developed regional parks and more than 330 community, neighborhood, mini-parks and facilities. Organized events involving the use of public parks that will have groups of 50 or more people require a Park Use Permit or Special Event Park Use Permit. Special rules and regulations unique to each site may apply (e.g. use of alcohol, dogs off-leash, use of inflatables, party jumps, live entertainment, park hours, event moratoriums, etc). If your event requires review by other city departments, you may be required to obtain a Citywide Special Event Permit in addition to the Park Use Permit or Special Event Park Use Permit. If your proposed event includes the use of park land and it is determined that a Citywide Permit is required, your special event permit application is not complete without a Park Reservation Form issued by the Park and Recreation Department to use the requested venue.

#### Public Assembly Permit

---

All public assemblies of more than 49 people in buildings or areas that are not regularly classified for use as public assembly sites must be reviewed and approved by the San Diego



## Special Event Guidelines

### Special Event Related Permits

Fire-Rescue Department in compliance with the International Fire Code as amended by the State of California and City of San Diego. Examples include barricaded streets and other defined venues, fenced beer gardens, concerts, tent events, trade shows, or use of a warehouse or other building not classified for public assembly for a special event venue. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

#### Temporary Use Permit

---

A Temporary Use Permit (TUP) applies to the use of private property and can allow certain uses, for limited time periods, in locations where the uses would not otherwise be allowed in the applicable zone. A Temporary Use Permit may be issued for the following uses:

- Retail sales related to seasonal activities, such as holidays
- Temporary public assembly and entertainment uses
- Temporary telecommunication facilities intended to provide service to citywide public events

#### Tent, Canopy and Membrane Structure Permit

---

All tent and membrane structures having an area in excess of 200 square feet and all canopies in excess of 400 square feet must be approved and reviewed by the San Diego Fire-Rescue Department in compliance with the International Fire Code as amended by the State of California and City of San Diego. In many instances it is necessary to issue a Tent, Canopy and Membrane Structure Permit in conjunction with a Public Assembly Permit in which case the



## Special Event Guidelines

### Special Event Related Permits

review process is combined; however, the individual permit fees are applicable to each permit type.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

#### Trade Show and Exposition Permit

---

The San Diego Fire-Rescue Department provides plan check services to review booth layout, pedestrian flow, aisle width, exiting plans and other crowd safety issues associated with the use of facilities for trade shows and expositions in compliance with the International Fire Code as amended by the State of California and City of San Diego.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

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# SPECIAL EVENT PLANNING GUIDE

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Information to assist you in the completion of  
your Citywide Special Event Permit Application





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## APPLYING FOR A CITYWIDE SPECIAL EVENT PERMIT

San Diego is a city that celebrates special events. From major conventions and international sporting events to community-based festivals, parades and athletic activities, the City of San Diego is proud to host thousands of events each year. It is our goal to enhance the vitality, quality of life, and economic prosperity of San Diego through the support of special events in San Diego.

The following information has been developed to guide you through the Citywide Special Event Permit Process and to provide you with guidelines and requirements associated with special event management in the City of San Diego.

As you read through the Planning Guide and complete the Citywide Special Event Permit Application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information to us about the elements of event planning that relate to your particular special event.

On behalf of the City of San Diego thank you for contributing to the spirit and vitality of our community through the presentation of your event.

### Citywide Special Event Permit Application

---

You can obtain a Citywide Special Event Permit Application from the City of San Diego's website at [www.sandiego.gov/specialevents](http://www.sandiego.gov/specialevents).

The City of San Diego issues Special Event Permits only for the portions of a special event venue and the related event components located within the City of San Diego that incorporate the use of: City public streets, sidewalks, right-of-ways; City public parks or other City public property; and outdoor private property, only when the property is part of a special event venue that includes City public property (for example, a parking lot used as part of a street festival venue). Examples of special events include festivals, parades, runs/walks, farmer's markets and other planned group activities that require the coordination of a number of city departments or other



agencies such as the use of alcohol, on-site cooking, food sales, or large-scale temporary structures.

The City of San Diego does not issue Special Event Permits for the portions of a special event venue that are: the land management responsibility of other jurisdictions; located exclusively on outdoor private property when City public property is not a part of the venue; and facilities.

### Application Designed to Assist Event Organizers

---

The Citywide Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the San Diego Municipal Code, Citywide Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence. You and your representatives also agree to accept the venue in an as-is condition and inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

### Application Submittal Deadline

---

The San Diego Municipal Code requires permit applications to be submitted no later than sixty (60) days prior to the actual date of your event and allows applications to be submitted as early as two years before the event date. At the sole discretion of the City of San Diego, you may be



authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Office of Special Events. Information requested by a designated reviewing authority that clarifies information already provided in the permit application may be submitted directly to the requesting entity.

### Application Must Be Complete

---

Under the provisions of the Special Events Ordinance, the City of San Diego is not required to act upon an incomplete permit application. This means that a permit application will not be approved or denied and you will not have administrative recourse rights to a denial hearing if you have not provided the required information as set forth in the Special Event Planning Guide and Citywide Special Event Permit Application. It is therefore important to provide all required information and documentation in a timely and complete manner throughout the permit review process.

For an application to be considered complete, applicants must submit the following minimum information required in sections of the Citywide Special Event Permit Application in sufficient detail that the material can be understood and assessed:

- Host Organization Section (Complete)
- Event Summary Section (Complete)
- Event Infrastructure Section (All aspects that relate to the specific event)
- Operational Plan Section (All aspects that relate to the specific event)
- Site Plan/Route Map Section (Complete)
- Community Outreach Section (Complete)
- Insurance Section (Complete including all required certificates of insurance and endorsements)
- Signature Section (Complete)
- Any required documentation relevant to the permit application processes and requirements set forth in the Special Events Planning Guide and Citywide Special Event Permit Application. (Complete)



Applicants are responsible for obtaining all permits, authorization and/or exemptions required by other agencies with jurisdiction for any element of the event (e.g. Alcohol Beverage Control Permits, Health Permits, California Coast Guard, California Coastal Commission approval, etc.).

### Application Fee

The following fees have been approved by the San Diego City Council and apply to Special Event Permit Applications:

- \$150 for applications received sixty or more days prior to an event. Applications must be substantially complete.
- \$10 per business day late fee in addition to the \$150 application fee for permit applications received less than sixty days prior to an event. Applications must be substantially complete.
- Application Fee and Late Fee are non-refundable.

A substantially complete special event permit application means a permit application where all sections of the permit application have been completed as they relate to the particular event and its event components and includes sufficient detail that the information can be understood and assessed by the reviewing City department or agency. All supporting attachments shall be included that relate to the particular event and its event components, including but not limited to the Host Organization Letter of Acknowledgement authorizing the Primary Contact to work on its behalf; Host Organization Proof of IRS 501(c) status, Site Plan, Route Map and/or Fully Dimensional Close-up of Enclosed Area(s), Park and Recreation Department Park Reservation Form and/or other property use authorization. The permit application review process shall be initiated once a permit application has been determined to be substantially complete. The City of San Diego recognizes that some permit application documents are secured as part of the review process, therefore the permit application review process shall be initiated once a permit application has been determined to be substantially complete. During the review process, the City of San Diego will accept letters of community support, proof of insurance and waiver form verification, as well as plan revisions that may not have been identified at the time of submittal.

The Host Organization will be billed the permit application fee based on the date the permit application has been determined to be substantially complete. For example, should a Host



Organization submit a permit application on September 1, however, additional information is required for the application to be determined substantially complete and such information is not submitted to the City until the September 15, the Application Fee and Late Fee (if applicable) will be calculated using the September 15 date. Please do not submit payment with your permit application.

The special event permit application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved. Your willingness to pay a late fee does not guarantee that the City of San Diego will be able to process your permit application due to time or staffing constraints.

### Other Costs and Fees

---

In addition to the permit application fee, you may be assessed other city permit fees, department rates and fees, costs and fees associated with personnel or resources provided to your event by a city department, program or division, as well as fines that may be assessed by the city for the cost to repair and/or restore any public property damaged by an event receiving benefits under the provisions of the Special Events Ordinance.

### Reserving Event Venue Space

---

If your event will take place on property other than, or in addition to, city streets and public right-of-ways, you are required to secure use of your desired venue prior to submitting your Citywide Special Event Permit Application. If you plan to hold your event on a city beach or at a city park you must contact the appropriate division or facility manager within the Park and Recreation Department to secure the use of the proposed venue. Your Citywide Special Event Permit Application is not complete without a Park Reservation form issued by the Park and Recreation Department to use the requested venue.

The Park and Recreation Department does not permit special events in Mission Bay Park, Shoreline Parks and Balboa Park from Memorial Day weekend through Labor Day due to the



summer event moratorium. A waiver to apply for a special event permit to hold a special event in these parks during the summer moratorium or other moratorium time periods must be obtained from the Park and Recreation Department and submitted with your Citywide Special Event Permit Application. The process to obtain a waiver includes, but is not limited to, presenting the proposed special event to the area park committee and receiving an endorsement for the waiver from the committee with final authorization granted by the Park and Recreation Director. Some events may also require California Coastal Commission review.

## Special Events Calendar

---

The Office of Special Events maintains the City of San Diego Calendar of Special Events that details community events scheduled to take place on public property. Information contained in your permit application may be used in developing the Calendar of Special Events. The calendar can be accessed at [www.sandiego.gov/specialevents](http://www.sandiego.gov/specialevents).

Events are added to the calendar from permit applications as they are received. The listing of a special event on the calendar does not guarantee that a permit will be issued. Because the application submission time requirement is as few as sixty (60) days prior to an event, some special events may not be listed until the month in which they are scheduled to occur. If you cannot find information about an event in the current year, review the events that occurred during the prior year. Most events held in one year will repeat again, usually within the same time frame and sponsored by the same organization.

Events and recreational programs scheduled at city parks and recreation centers that receive permits directly through the City of San Diego Park and Recreation Department may not appear on this calendar. However, community events in Balboa Park, Mission Bay Park and along the Coastline Park Region are typically represented on this calendar. Periodically, events of significance or great public interest are included in the City of San Diego Calendar of Special Events.

The calendar is not intended as a promotional vehicle for private events or for events held on private or commercial property even though the event may be sponsored by a non-profit organization and open to the public. The City of San Diego reserves the right to determine the events and content included in the Calendar of Events.





### Business License

---

City of San Diego Municipal Code Section 31.0121 states that no person shall engage in any business, trade calling, or occupation until a certificate of payment is obtained. Self-employed persons and independent contractors are also required to pay a Business Tax. A separate Business Tax Certificate must be obtained for each branch establishment of business location. New businesses must register with the Business Tax Program no later than 15 days from the business start date to avoid late fees.

### Possessory Interest

---

In some cases, a Special Event Permit may result in a taxable possessory interest and subject you to the payment of property taxes. A possessory interest is the taxable value for the private use of public property. Contact the San Diego County Tax Assessor’s Office for additional information.

### Event Cancellation

---

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Office of Special Events in writing no less than 48 hours in advance of the set-up time for your event. Should personnel or other resources be dispatched to support your proposed event or an event activity that has been cancelled, the Host Organization will be assessed the cost of the services provided.

### Final Permit

---

The final permit issued by the City of San Diego is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as described in the Citywide Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The City of San Diego may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the



terms and conditions of the permit, additional requirements of the City of San Diego, or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, denial of future special event permit applications or the requirement of a cash deposit or surety bond.

## Official Information

---

Your special event permit application, along with documents, plans and information you submit to support the application, will be used by the City of San Diego for official city purposes only. To that extent, the city seeks to maintain the confidentiality of the information submitted to encourage complete and proper disclosures so that fully informed decisions can be made by the city regarding the issuance of special event permits. Furthermore, the city seeks to protect legitimate interests in the privacy of applicants' business dealings and relationships as well as taking reasonable precautions to protect public safety at all times. Therefore, as a general matter, such information shall not be provided except as set forth in this section or as required by state or federal law.

The city recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of the event on the surrounding area. In this regard, the following information on your special event permit application and any attachments and supporting documents included thereto are subject to public disclosure: Event Title; Event Summary; Name and Contact Information for the Host Organization and Designated Primary Contact; Website Address of the Host Organization; Dates and Times of the Event; Projected Attendance/Participants; Location of the Event; Participation/Attendance Fee(s); Additional Listed Public Contacts; Community Outreach Efforts; and Signature Page. In addition, the final permit issued by the city and any invoices for city services as well as other rates/fees charged by the City and documentation regarding payments made to the City in connection with a special event are subject to public disclosure.



## CITYWIDE SPECIAL EVENT PERMIT PROCESS

The Citywide Special Event Permit Process (Citywide Process) is managed by the Office of Special Events and supported by the Citywide Special Events Management Team (Citywide Team).

The team is comprised of representatives from city departments, divisions, and programs, along with other public agencies that may be affected by or have regulatory authority related to elements found in your event. The Citywide Process provides a coordinated approach to the planning, review, and on-site management of your event.

The permit process begins when you submit your permit application to the Office of Special Events. All attachments and supporting documentation should be submitted with the original application. Acceptance of your permit application or the initiation of the review process does not deem your permit application to be complete, nor should submission of a permit application be construed as final approval of your request.

Throughout the permit review process you may clarify your permit application by providing information or documents requested by a member of the Citywide Team. At the sole discretion of the City of San Diego, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Office of Special Events. Delays in providing additional required information may affect the ability to finish reviewing your permit application in a timely manner or result in the determination that your permit application is incomplete and cannot be acted upon. The City of San Diego will do its best to keep you apprised of any issues regarding your permit application throughout the review process. In most instances Citywide Special Event Permits are issued only a few days in advance of the event date due to the many changing components of an event.

### Meeting with the Citywide Team

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The Citywide Team holds production meetings throughout the year with event organizers for the purposes of pre-event coordination, post-event evaluation, and discussion of special needs or issues unique to an event or community. Production meetings also provide event organizers with

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feedback regarding proposed new events. If you would like to meet with the Citywide Team, please contact the Office of Special Events.

**TOPICS OF DISCUSSION**

As the event organizer, you will present your event plans or issues to be discussed to the Citywide Team. Meetings are managed in a roundtable discussion format.

If the topic of discussion involves information contained in an application already on file with the Office of Special Events, copies of it will be distributed to meeting attendees prior to the meeting. If material has not been provided to the Office of Special Events prior to the meeting, bring fifteen (15) hard copies of each permit application, map, or plan to be discussed. Following are common topics of discussion at production meetings:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>▪ Venue Design</li><li>▪ Type of Event</li><li>▪ Event Components (such as music and other activities)</li><li>▪ Set-up and Dismantle Plan</li><li>▪ VIP/Dignitary Presence</li><li>▪ Alcohol Management</li><li>▪ Cash Management</li><li>▪ Security Responsibilities</li><li>▪ Storm Water Management</li><li>▪ Recycling/Trash Plans</li></ul> | <ul style="list-style-type: none"><li>▪ Insurance Requirements</li><li>▪ Traffic Management Plan</li><li>▪ Americans with Disabilities (ADA) Compliance</li><li>▪ Community Support/Issues</li><li>▪ Illegal Vendors</li><li>▪ Additional Required Permits/Approvals</li><li>▪ Cost Reduction Strategies</li><li>▪ Other</li></ul> |
|---|--|

**MEETING ATTENDEES**

Representatives from the Host Organization including the Chief Officer, Primary Contact and any other individuals authorized to make operational and financial commitments regarding the event on behalf of the Host Organization must attend the meeting with the Citywide Team.

Host Organizations are encouraged to invite the professional service providers contracted to provide support services for the event in areas such as:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>▪ Private Security</li><li>▪ Production Services</li><li>▪ Medical Support</li><li>▪ Trash/Recycling</li><li>▪ Storm Water</li></ul> | <ul style="list-style-type: none"><li>▪ Food Concessions</li><li>▪ Vendor Coordination</li><li>▪ Parking/Transportation Services</li><li>▪ Community Relations</li><li>▪ Other</li></ul> |
|--|--|



## SPECIAL EVENT RELATED PERMITS

There are a number of different special event related permits that may be issued independent of a Citywide Special Event Permit or may be required in conjunction with a Citywide Special Event Permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types.

Following is a summary of the most common permits types you may be required to obtain if you are planning a special event or an activity associated with a special event:

### Alcohol Use Permit

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If you plan to have alcohol at your event, you must receive authorization from the San Diego Police Department and the State of California Department of Alcohol Beverage Control. San Diego Police Department authorization is typically granted through the Citywide Process. If the proposed event will take place on public park land; within a city-owned facility; or other city-managed property, you will also be required to provide a letter of authorization to serve alcohol from an authorized representative of the managing city department. Both the Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event.

In addition to authorization from the City of San Diego to provide alcohol at your event, it is your responsibility to obtain the appropriate license from the State of California Department of Alcohol Beverage Control.

### Building Permit

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If your event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, etc. you will be required to obtain a building permit from the City of San Diego Development Services Department.



## Electrical Permit

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The installation and distribution of all electrical power used to support your event should be completed by a State of California licensed electrician. An Electrical Permit is not required when all power is distributed from a generator. An Electrical Permit may be required when power is provided from an existing tap box, panel, or other source. The Fire Marshal may inspect power distribution safety at your event and may require onsite modifications.

## Entertainment Permit

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There are a number of police regulated activities that may require a specialized permit from the San Diego Police Department. These permit types include Adult Entertainment; After-Hours Entertainment Business; Entertainment Establishments; Games; and Promoters.

## Firework/Pyrotechnic/Special Effect/Laser Permit

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All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the San Diego Fire-Rescue Department in compliance with the International Fire Code as amended by the State of California and City of San Diego. Examples of activities in this category include outdoor fireworks, lasers, model rocket launches, open flame activities such as fire walking and special effects using pyrotechnical devices.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

You may also be required to obtain approval from the San Diego Regional Water Quality Control Board.

## Food Permits

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If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages, at a public event, you must obtain a Temporary Food Facility Sponsor Permit.



Additionally, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks. The County of San Diego Department of Environmental Health issues food permits.

### Lake Use Permit

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Organized events involving the use of property managed by the Public Utilities Department that will have groups of 50 or more people require a Lake Use Permit. Special rules and regulations unique to each site may apply (e.g. use of alcohol, dogs off-leash, use of inflatables, party jumps, live entertainment, park hours, event moratoriums, etc).

### Neighborhood Block Party Permit

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The Neighborhood Block Party Permit provides a simple way for residents to close a street for the express purpose of a neighborhood celebration or gathering. This permit application can only be used for block parties in residential, non-mixed use areas. The event organizer is responsible for all costs associated with approved safety equipment rental and/or barricades, and the provision of insurance naming the City of San Diego as an additionally insured.

Any neighborhood block party involving: major street closures; the sale of food or alcohol; impact to community services or entities (e.g. bus re-routing, or affecting schools, hospitals, or churches); or large crowds are required to be reviewed through the Citywide Process and must complete a Citywide Special Event Permit Application.

### Park Use Permit

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The Park and Recreation Department maintains four developed regional parks and more than 330 community, neighborhood, mini-parks and facilities. Organized events involving the use of public



parks that will have groups of 50 or more people require a Park Use Permit or Special Event Park Use Permit. Special rules and regulations unique to each site may apply (e.g. use of alcohol, dogs off-leash, use of inflatables, party jumps, live entertainment, park hours, event moratoriums, etc). If your event requires review by other city departments, you may be required to obtain a Citywide Special Event Permit in addition to the Park Use Permit or Special Event Park Use Permit. If your proposed event includes the use of park land and it is determined that a Citywide Permit is required, your special event permit application is not complete without a Park Reservation form issued by the Park and Recreation Department to use the requested venue.

### Public Assembly Permit

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All public assemblies of more than 49 people in buildings or areas that are not regularly classified for use as public assembly sites must be reviewed and approved by the San Diego Fire-Rescue Department in compliance with the International Fire Code as amended by the State of California and City of San Diego. Examples include barricaded streets and other defined venues, fenced beer gardens, concerts, tent events, trade shows, or use of a warehouse or other building not classified for public assembly for a special event venue. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

### Temporary Use Permit

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A Temporary Use Permit (TUP) applies to the use of private property and can allow certain uses, for limited time periods, in locations where the uses would not otherwise be allowed in the applicable zone. A Temporary Use Permit may be issued for the following uses:

- Retail sales related to seasonal activities, such as holidays
- Temporary public assembly and entertainment uses
- Temporary telecommunication facilities intended to provide service to citywide public events





## Tent, Canopy and Membrane Structure Permit

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All tent and membrane structures having an area in excess of 200 square feet and all canopies in excess of 400 square feet must be approved and reviewed by the San Diego Fire-Rescue Department in compliance with the International Fire Code as amended by the State of California and City of San Diego. In many instances it is necessary to issue a Tent, Canopy and Membrane Structure Permit in conjunction with a Public Assembly Permit in which case the review process is combined; however, the individual permit fees are applicable to each permit type.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

## Trade Show and Exposition Permit

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The San Diego Fire-Rescue Department provides plan check services to review booth layout, pedestrian flow, aisle width, exiting plans and other crowd safety issues associated with the use of facilities for trade shows and expositions in compliance with the International Fire Code as amended by the State of California and City of San Diego.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

## HOST ORGANIZATION

The following information in this and subsequent sections has been assembled to assist you in the development of your proposed event plans and in completing your Citywide Special Event Permit Application.



## Host Organization

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The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Host Organization can be a non-profit tax-exempt organization or commercial entity and is referred to as the Event Organizer in the Special Events Ordinance.

## Host Organization Chief Officer

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The Chief Officer of the Host Organization must be identified on the permit application and sign the permit application. Typically, the Chief Officer is the Chief Executive Officer, President, Executive Director or Board Chair of the Host Organization.

## Primary Contact

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The Host Organization must designate a Primary Contact. The Primary Contact works closely with the Citywide Team throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the Host Organization. Correspondence directly related to operational planning issues may be directed to the Primary Contact.

The Primary Contact can be the Chief Officer; employee, or volunteer of the Host Organization; or a professional service provider contracted by the Host Organization. If the Primary Contact is not the same as the Chief Officer of the Host Organization, the Chief Officer of the Host Organization, through their signature on the permit application, authorizes the Primary Contact to sign city permits and other documents as well as make financial and operational commitments on behalf of the Host Organization. The Primary Contact, if different from the Chief Officer of the Host Organization, must also be identified on the permit application and sign the permit application.



## Non-Profit Tax Exempt Organization

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To qualify as a non-profit organization under the provisions of the Special Events Ordinance, an organization must be recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to the event date and be in good standing with the IRS. If the Host Organization is a bona fide tax-exempt non-profit organization, a copy of the IRS 501(c) tax exemption letter certifying its current tax exempt, non-profit status is required.

## Commercial Entity

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Under the provisions of the Special Events Ordinance, all entities or organizations without an IRS 501(c) valid tax exemption status are considered to be commercial in nature. The Special Events Ordinance includes provisions for the negotiation of revenue-generating agreements with entities that are commercial in nature.

## Billing Information

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The Host Organization is legally responsible and financially liable to the City of San Diego for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities. The Host Organization may authorize the City to send invoices to the Primary Contact or other entity, however, maintains ultimate liability for payment of all fees and costs assessed by the City of San Diego.

## EVENT SUMMARY

This section of the permit application is intended to provide us with an overview of your event. Information you provide in this section of your permit application may be used for promotional purposes including, but not limited to, print, electronic and web-based formats. In many instances, the information you provide will be used in developing the City of San Diego's Calendar of Special Events.



## Event Date/Time

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The time frame denoted on your final permit is based on the times indicated in this section. No set-up will be permitted before a permit is issued and dismantle must be completed by the time indicated on your permit. Your insurance must cover all time frames.

If your event takes place over multiple sequential calendar days and the event plans are similar in nature from day-to-day, one application may be submitted to include all of your event plans per calendar year.

The City of San Diego may also accept one permit application spanning a series of periodic dates for events such as concert series or farmer/art markets that have identical event set-up and dismantle times, site plans, and service providers.

Inaugural farmer/art markets may begin at any time during their first year. All farmer/art markets must renew their annual permits by January 1 of each successive year.

If your event plans vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival) that may be best managed as separate events, the city may require separate permit applications for the specific event types.

## Attendance

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Providing the estimated attendance or number of participants for your event helps in the review of your event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood.

Your estimated attendance should be based on the total number of people you anticipate will attend or watch your event. Examples include the total number of people coming and going at a festival, watching a parade, or in the general area of an event.

The estimated number of participants should be based on the total number of people you anticipate will participate in the event or provide support services to the event. Examples include the total number of people walking or running in an athletic event, marching in a parade, providing vendor support at a festival, or serving guests at a gala.



## Admission

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This information will appear in the city's Calendar of Special Events. You should include all admission information related to your event.

## Venue

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If your event will take place on property other than, or in addition to, city streets and public right-of-ways, you are required to secure use of your desired venue prior to submitting your Citywide Special Event Permit Application.

To ensure you receive all the necessary approvals for use of the proposed venue area, it is important that you provide us with a description of the type of property within your proposed venue boundaries. Examples include: city streets; park land; private or other public agency property; or a combination of these property types. An accurate representation of your entire proposed venue including event activity, production and shuttle areas must be included on the site plan or route map. Written authorization to use any property other than city streets or right-of-ways must be included with your permit application.

### ***CITY STREETS AND PUBLIC RIGHT-OF-WAYS***

If your proposed venue is limited to city streets and public right-of-ways, submission of the Citywide Special Event Permit Application serves as reservation of this space. Typically, permit requests for the same venue, or venues that may affect one another are evaluated based on the date a completed permit application is received and traditional event dates. The Special Events Ordinance ranks applications for events hosted by non-profit organizations as priority over events hosted by commercial entities.

### ***PARK LAND AND/OR BEACH PROPERTY***

If you plan to hold your event on a city beach or at a city park, it is your responsibility to contact the appropriate division or facility manager within the Park and Recreation Department in order to secure the use of the proposed venue. Special rules, regulations and restrictions unique to each site or facility may apply. Most park areas cannot be reserved for the exclusive use of one group. Access to the park area by the general public must be available at all times. A copy of



your Park Reservation Form must be included as part of your Citywide Special Event Permit Application. Your Citywide Special Event Permit Application is not complete without authorization from the Park and Recreation Department to use the requested venue.

The Park and Recreation Department does not permit special events in Mission Bay Park, Shoreline Parks and Balboa Park from Memorial Day weekend through Labor Day due to the summer event moratorium. A waiver to apply for a special event permit to hold a special event in these parks during the summer moratorium or other moratorium time periods must be obtained from the Park and Recreation Department and submitted with your Citywide Special Event Permit Application. The process to obtain a waiver includes, but is not limited to, presenting the proposed special event to the area park committee and receiving an endorsement for the waiver from the committee with final authorization granted by the Park and Recreation Director. Some events may also require California Coastal Commission review.

***OTHER CITY OR PUBLIC AGENCY PROPERTY***

If you plan to hold your event on property managed by the City of San Diego Real Estate Assets Department, Water Department, or other city department, and/or other public agency you must contact the city department or other public agency to secure approval for use of the venue site prior to submitting your Citywide Special Event Permit Application. All city department or other public agency approval documents must be included as part of your Citywide Special Event Permit Application.

***PRIVATE PROPERTY***

If you propose to use private property as a part of you event plans, including production areas and shuttle parking, you must provide authorization as part of your permit application from the property owner to use the property. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.

**Public Contact**

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The public contact name and telephone number you provide will appear on the City of San Diego’s Calendar of Special Events. Additional contact information for vendor and media inquiries can also be included in this section.

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## EVENT INFRASTRUCTURE—STAGES, TENTS AND CANOPIES

This section of the permit application has been designed to help us better understand the build-out of your event venue including the size and types of stages, tenting and canopies you plan to use at your proposed event.

### STAGES

Most events use standard-sized portable, mobile or riser stages. The use of standard four-foot by eight-foot (4' x 8') risers placed either at a single level or stacked, typically in eight inch (8") increments to create an elevated performance area typically does not require review by building officials. Use of portable trailers and mobile units is common and typically does not require a building permit if the stages remain affixed to the wheels of the vehicle and a license plate is affixed to the vehicle. If footings or a foundation are affixed to the ground, a building permit may be required.

If your event plans include elevated platforms, walkways, seating areas or stages for use by the general public that include a finished floor that is more than thirty inches above the lowest adjacent grade or floor, you will be required to obtain a building permit.

All stages must be accessible and meet local, state and federal disability access laws including, but not limited to, the use of ramps, lifts, and safety handrails. Many portable stage units comply with accessibility requirements, but it is your responsibility to ensure that your event plans meet all accessibility requirements.

### TENTS/CANOPIES

Under the provisions of the International Fire Code as amended by the State of California and City of San Diego, tents and canopies must be at least ten feet (10') from other tents/canopies; ten



feet (10') from cooking apparatus; and twenty feet (20') from any building and must also have a Certificate of Flame Resistance.

If the aggregate square footage of the tents used in your venue is greater than 200 square feet or 400 square feet for canopies, additional permits from the San Diego Fire-Rescue Department are required.

You are responsible for meeting or exceeding the following requirements for the management of all tent and canopy areas:

#### **LOCATIONS**

- Property lines, buildings, other tents, canopies, or temporary membrane structures must be at least twenty feet (20') from tent support wires, ropes, and guy wires.
- A twenty-foot (20') fire access lane must be maintained. The access route must be outside of support wires, ropes, and guy wires.
- A twenty-foot (20') fire lane must be provided around the entire event venue and must connect with all fire lanes required around tents/canopies.
- Tents and equipment should never be an obstruction to a fire hydrant.
- All vehicle parking and other internal combustion engines must be at least twenty feet (20') from any tent/canopy.
- Additional authorization and/or on-site inspections may be required for tents/canopies positioned less than twenty feet (20') apart, are attached together and/or do not provide a twenty foot (20') access lane.

#### **INSTALLATION**

- Many parks and other public sites have irrigation, pipes and electrical components located inches below surface areas. Before using stakes to secure tents, canopies or other event components you must receive authorization to disrupt surfaces below ground.
- If tent stakes are authorized, they must be capped or covered.
- If you use materials weighted by water to secure tenting, do not release any water into the storm water system.
- Poles and their supporting anchor ropes, stakes, etc. must resist a minimum wind pressure of 20lbs/square foot.
- Tents must be supported and braced to withstand minimum pressure/suction of 10lbs/square foot.





- Anchor wires/ropes shall not cross any means of ingress or egress at a height of less than seven feet (7').

#### ***INGRESS/EGRESS***

- All tent ingress and egress points must remain open and shall not be obstructed whenever event participants or staff occupies the tent.
- Illuminated exit signs are required at each exit while the tent is occupied. These exit signs must be powered by two separate sources of power.

#### ***FIRE SAFETY***

- Fire extinguishers of a 2-A-10B: Class C rating shall be provided every seventy-five feet (75') of travel distance between tents/canopies and must be secured in an upright position and protected from vehicular traffic.
- Heating and cooking equipment shall not be located within ten feet (10') of exits, aisles, passageways, or combustible materials.
- Hay, straw, trash, and other flammable material cannot be stored closer than thirty feet (30') from the outside of tents/canopies.

## **EVENT INFRASTRUCTURE—FOOD PREPARATION, TABLES AND SEATING**

This section of the permit application is intended to gain information regarding the manner in which you plan to prepare food at your proposed event and to determine if you propose to use any tables and seating within the event venue.

### **FOOD PREPARATION**

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages at a public event, you must obtain a Temporary Food Facility Sponsor Permit issued by the County of San Diego Department of Environmental Health. Additionally, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks.



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## PORTABLE COOKING

The following requirements have been established based on the International Fire Code as amended by the State of California and City of San Diego and must be met when open flame cooking devices are used for food preparation at an outdoor special event.

You are responsible for meeting or exceeding the following requirements for the management of all open flame and cooking areas:

### Tent/Booth Construction and Location

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- Tents/booths must be located a minimum of twenty feet (20') from any permanent structure. Should conditions warrant, the distance may be reduced when approved by the Fire Marshal.
- Exit openings must be a minimum six feet (6') wide and 6 feet 8 inches (6' 8") in height.
- Vehicles must be parked a minimum of twenty feet (20') away from the tent/booth.
- Cooking tents/booths must be separated from non-cooking tents/booths by ten feet (10').
- A physical barrier must separate all cooking activities from the public.
- All fabric or pliable canopy covers, side/backdrops and decorative material must either be:
  - Inherently fire-resistive and labeled as such; or
  - Treated by a State Fire Marshal licensed applicator; or
  - If the tent/booth is owner-occupied, the material may be treated by the owner with a State Fire Marshal approved fire retardant chemical. A flame test conducted by the Fire Marshal may be required.

### Portable Cooking Equipment

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All cooking equipment and its use must meet or exceed the following requirements:

#### ***COLEMAN STOVES OR EQUIVALENT***

- No gasoline or kerosene may be used.



- No fueling of a stove may be conducted in the tent/booth.
- No storage of fuel in the tent/booth.
- A minimum of five feet (5') of clearance must be maintained between the public and all cooking devices.

#### ***BUTANE OR PROPANE EQUIPMENT***

- The maximum size of LPG tanks that can be used inside of a tent/booth is 1.5 gallons or less.
- LPG tanks with more than 1.5 gallons must be stored outside of the tent/booth.
- Tanks must have a shut-off valve.
- Stoves must have an on-off valve.
- Hoses must be of an approved type for use with the equipment.
- Tanks must be protected from damage and secured in the upright position.
- Tanks located outside of tents/booths must have a pressure regulator if in excess of five (5) gallon capacity.
- Butane or propane tanks cannot be stored in tent/booths.
- Tanks must be turned off when not in use.
- All connections must be tested prior to use. Testing may be done with a soap and water solution.
- A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance. This clearance may be reduced with the permission of the Fire Marshal.
- A minimum of sixteen inches (16") must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the sixteen inches (16") separation requirement includes the provision of a sixteen-inch (16") in height, full width splashguard.

#### ***CHARCOAL BARBECUE COOKING***

- Charcoal barbecue cooking is prohibited inside tents/booths.
- Charcoal cooking must be performed only in areas away from public access and shall be located a minimum of 5 feet (5') from any booth with a minimum of 10 feet (10') from any permanent structure.
- Only commercially sold charcoal lighter fluid or electric starters may be used (no gasoline, kerosene, etc.).
- Storage of starter fuel in the tent/booth is not permitted.



- Coals must be disposed of only in metal containers that have been designated for such use and are approved by the Fire Marshal. Dumping of coals in trash containers is prohibited.

#### ***DEEP FAT FRYING/FLAMBÉ COOKING***

- All cooking operations must be located in a separate enclosure where only cooking operations are performed.
- Such enclosures must conform to tent/booth construction requirements, however, the top of the enclosure must be open or, when required by the San Diego County Health Department, shall have a metal/flame retardant screening that is a minimum height of seven feet (7').

#### **Fire Extinguisher Requirements**

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- Each tent/booth must have a minimum 2-A-10B: Class C rated portable fire extinguisher.
- Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a 2-A: K Class K fire extinguisher in addition to the Class C extinguisher.
- Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency.
- Each extinguisher must be visible and accessible and located away from the cooking area.
- Each extinguisher must have been serviced within the last year and have a California State Fire Marshal service tag attached.

#### **Housekeeping**

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- Only non-combustible materials should be used in cooking areas and around other heat sources.
- Trash containers should be emptied regularly.
- Clean all cooking surfaces regularly to prevent the build-up of grease.
- Coals must be placed in water before disposal. Disposal must not utilize the storm water system.



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### Additional Fire Safety Tips

- Know where the fire extinguisher is for each tent/booth and how to use it.
- Do not leave food cooking unattended.
- Do not wear loose-fitting clothing when cooking.
- In case of an emergency, call 9-1-1.

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### TABLES/SEATING

If you plan to use tables, chairs, and other furniture in your event venue, you must indicate the type and size of furniture on your site plan. Extensive use of tables and seating may reduce your overall crowd capacity levels. Loose chairs and tables may be a hazard at some events and you may be required by the Fire Marshal to secure them. Bleachers and other portable seating may require additional structural review and permitting. All seating areas must meet accessibility laws.

## INFRASTRUCTURE—RESTROOMS AND SINKS

This section of the permit application is intended to gain information regarding the number and types of restrooms and hand-sanitizing/sink facilities you plan to provide to support your event needs.

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### RESTROOMS

The San Diego County Department of Environmental Health Services recommends one (1) chemical or portable toilet for every 250 people. The number of portable toilets can be determined based on your estimated peak time attendance. You must provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both



accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event.

***RESTROOM ACCESSIBILITY***

Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom should be placed in each location designated for restrooms facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom unit is placed in a location, it must be accessible. An accessible route to each portable restroom must be provided.

***STORM WATER POLLUTION PREVENTION***

Standard portable restrooms must be placed on a liner to prevent spills and run-off into the storm drain system. Accessible portable restrooms must use sand bags or other equivalent materials to prevent run-off from entering the storm drain system in lieu of a liner that might prevent accessibility. Spills must be immediately cleaned-up using proper spill containment and clean-up methods (see Storm Water Pollution Prevention section).

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**SINKS**

The provision of hand-sanitizing facilities or sinks is recommended in restroom areas. As part of the County Health Department food handling permit process, you will also be required to provide specific types of hand sanitizing and/or sink facilities in all food and beverage service areas. It is illegal to use water tapped from public facilities and other outlets without authorization.

***SINK ACCESSIBILITY***

In locations where sinks or hand sanitizing units are provided, at least one unit must be accessible. If a single sink or hand-sanitizing unit is placed in a location, it must be accessible.

***STORM WATER POLLUTION PREVENTION***

Standard portable sinks or hand-sanitizing units must be placed on a liner to prevent spills and run-off into the storm drain system. Accessible portable sinks or hand-sanitizing units must use sand bags or other equivalent materials to prevent run-off from entering the storm drain system



in lieu of a liner that might prevent accessibility. Spills must be immediately cleaned-up using proper spill containment and clean-up methods (see Storm Water Pollution Prevention section).

## EVENT INFRASTRUCTURE—RECYCLING AND TRASH

This section of the permit application is intended to gather information regarding the waste reduction, recycling and trash plans you have developed for your event. There are a number of local and state laws regulating the proper management and disposal of waste generated at your event. As an event organizer you are required to meet or exceed these laws and regulations. Failure to meet local and state recycling and waste reductions goals may result in fines.

### RECYCLING

The City of San Diego Recycling Ordinance (San Diego Municipal Code §66.0701) and State Assembly Bill 2176 require that the person responsible for a community special event must provide recycling containers throughout the venue. Following are key elements of these laws:

#### ***RECYCLING ORDINANCE REQUIREMENTS***

- The number of recyclable containers at special events must be equal to the number of trash containers (a 1:1 ratio).
- Recycling and trash containers must be placed next to each other in areas throughout the event venue.
- Each recyclable container must be clearly identified as a recycling receptacle and display a list of recyclable materials accepted.
- The Host Organization can determine the types of recyclables to be collected as long as the recyclables include all aluminum and metal cans, glass (glass is prohibited on public property) and plastic bottles and jars, and all mixed paper and cardboard.
- The Host Organization must ensure that all recyclable materials are delivered to a recycling facility and *not* to a landfill.



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## TRASH

You are required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. The city does not provide street sweeping services or additional recycling or trash containers for special events, so please plan accordingly. At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities.

Responsible management of waste means *pre-planning* methods to reduce waste before your event, as well as planning for recycling and waste generated at your event. It is essential to communicate the importance of the recycling/waste reduction program to everyone involved in the management of your event and to the people who attend or participate in your event. By developing guidelines for your event attendees, participants, vendors, and service providers, your event may generate less waste and save money on collection and disposal costs.

Failure to perform adequate clean-up and/or repair damages to city property and facilities due to your event will result in the City of San Diego providing the services and billing the Host Organization at full cost recovery rates for clean-up and/or repair.

### Planning Process

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The following information has been developed to help you in your planning process:

#### ***IDENTIFY WASTE REDUCTION OPPORTUNITIES***

- Identify waste reduction opportunities for your event.
- Require cooperation and coordination among all vendors, service providers, and organizers to ensure the successful separation and collection of materials at your event.
- Make sure there is adequate signage around the event and on the actual recycling and trash containers so all attendees are educated and know where to throw their materials.

#### ***IDENTIFY RECYCLABLES***

- Identify recyclable materials that are anticipated to be generated at your event.





- Determine the number and types of vendors or service providers who will be involved in the management of your event and the types of materials they will generate, either during event set-up, dismantle or through products/materials available to attendees that could result in disposal in the landfill.

#### ***EDUCATE VENDORS AND SERVICE PROVIDERS***

- Vendors and service providers play critical roles in the success of your event's waste management efforts.
- Develop a waste reduction and recycling policy that each vendor and service provider must sign acknowledging their agreement to comply with the program.
- Include expectations, such as how recyclables should be separated, if cardboard must be flattened, how wood pallets are collected, etc.
- You may want to require a deposit or to charge a waste management fee as part of booth rentals to cover the costs for recycling collection and trash disposal.

#### ***IDENTIFY COLLECTION STRATEGIES***

- You must provide one recycling container for every trash container at your event.
- Recycling containers for your event should be distinct from trash containers and be clearly labeled for recycling.
- Determine if you will collect your own recyclables and trash or if you will use the services of a recycling/trash hauling company who will collect materials from your event. If you use a waste collection organization, they can also help you determine the number of containers necessary depending on the estimated attendance of your event.
- A recycling/trash hauler list is available at: <http://www.sandiego.gov/environmental-services/recycling/ro/pdf/07eventrecyclers.pdf>
- If your event generates significant recyclables, a separate recycling dumpster(s) should be located where recyclables can be consolidated during the course of the event.

With your help, we can work together to reduce the amount of waste disposed in San Diego's local landfills.



## EVENT INFRASTRUCTURE—SAFETY EQUIPMENT AND FENCING

This section of the permit application has been designed to gain information regarding the safety equipment and fencing you plan to use to support your event plans.

Signage, safety equipment and fencing are most commonly used to create venue boundaries, define beer gardens, delineate pedestrian areas from vehicles and guide crowd behavior. The Manual on Uniform Traffic Control Devices (MUTCD) establishes the national guidelines for equipment used in the public right-of-way. Signage, safety equipment and traffic control devices you use to support your event should be in compliance with the MUTCD. In instances where a particular sign, safety equipment or traffic control device is not defined in the MUTCD, the principals of the MUTCD should be applied to the design of the sign, safety equipment or traffic control device.

Moving vehicles in an event venue are strictly prohibited. Exceptions to the use of vehicles in a venue may be granted by an authorized city representative for public safety purposes. Your event may require safety equipment in addition to the types described in this Planning Guide.

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### SAFETY EQUIPMENT

Based upon the location, components and configuration of your event, you may be required by the San Diego Police Department to provide safety equipment such as barricades, traffic cones, directional signage, fencing, lighting, etc. All equipment must be free standing, unless otherwise authorized. It is prohibited to affix temporary signage and equipment to trees, light poles, traffic signs, etc. You are responsible for obtaining and properly placing this equipment prior to the beginning of your event in compliance with local and state laws. The city does not provide required safety equipment.

Safety equipment must be positioned at the specific location(s) and time(s) indicated on the special event permit or traffic/safety equipment list provided by the Police Department. Equipment must be properly placed at the required dates and times and must be removed as soon as it is safe to do so. All signage and barricades used after dark must be retro-reflective.



Any barricades used at your event after dark must have flashing amber caution lights securely attached to them. You should also provide informational material and/or meet with businesses, residents, and other entities in any area where safety equipment will be placed.

The following information provides details regarding some of the most commonly used safety equipment along with requirements for fencing:

### No Parking Signage

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No Parking signs must be posted seventy-two (72) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the time of initial placement of the signage and a minimum of twelve (12) hours prior to your event start time. Verification methods include the use of date/time stamped photographs and video recordings. The City of San Diego maintains sole discretion to modify these requirements based on an evaluation of unique circumstances associated with an event or for events that take place on a weekly basis such as Farmer/Art markets.

Missing, collapsed, improperly placed, or damaged signs may prevent you from legally towing vehicles within your event venue and may result in an impact to your overall event plans. All signage must be removed from the venue immediately following the event and no more than 24 hours after the conclusion of all event activities.

In addition to the required equipment, it is important to assess the venue in which your proposed event will be held to develop signage and notification plans that best meet the needs of the event and the neighborhood or business district.

### Tow Authorization

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Only a representative of the San Diego Police Department can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the San Diego Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.



## Vehicles in Venue

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If a vehicle is part of your event plans, the Fire Marshal will require the keys to be removed from the vehicle and held by a responsible third party until the conclusion of your event. The presence of parked cars or static car displays within your venue must be indicated on your site map and noted in your permit application.

## No Parking Signage Posting Requirements

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- No Parking signs **must be posted 72 hours** prior to your event start time.
- Verification that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from time of initial placement of the signage **and** a minimum of twelve (12) hours prior to your event set-up start time is required. The documentation must be kept on file and provided to city representatives upon request.
- No Parking signs must be posted on the curb next to the roadway including red, yellow, white, and blue zone areas.
- No Parking signs must be placed a minimum of every 20 feet (20’).
- Additional No Parking signs must be placed in areas where obstructions are present.
- Missing, collapsed, or damaged No Parking signs must be replaced at least daily **and** a minimum of twelve (12) hours prior to your event set-up start time.

## No Parking Signage Technical Specifications

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- No Parking signs must be an “A” frame type structure (SDMC 86.07). An “A” frame may be constructed of plastic, wood or metal.
- No Parking signs must be a minimum of 17” x 22”.
- No Parking Tow-Away message on each sign should meet the following requirements:
  - White background.
  - Preprinted message stating at minimum
    - ✓ Tow Away
    - ✓ No Parking
    - ✓ Special Event
  - A temporary sign securely attached to the “A” frame structure must use easily readable lettering and must include:



- ✓ Tow-Away Times (e.g. 6 AM – 2 PM)
  - ✓ Day/Date
  - ✓ Event Name/Telephone Number
  - ✓ SDPD/619.531-2844
- The temporary No Parking message shall not be pasted over other signage.
- ACCEPTABLE NO PARKING SIGNAGE*      *NOT ACCEPTABLE NO PARKING SIGNAGE*



## Barricades

A barricade is a portable or fixed device having one or two rails with appropriate markings and is used to control road users by closing, restricting, or delineating all or a portion of the right-of-way. If barricades are required as part of your street closure and/or traffic plan, they will be included in the traffic/safety equipment list provided to you by the San Diego Police Department. After dark, any barricades used at your event must be retro-reflective and have flashing amber caution lights securely attached to them.

### Type I or II Barricades (Standard)

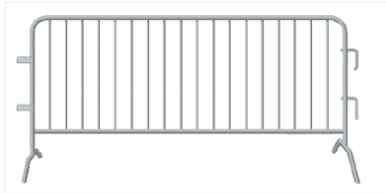
Barricades must be white with reflective tape across the wood plate at the top. Homemade devices, vehicles and/or other objects are not authorized in lieu of barricades. The minimum



length for Type I and Type II Barricades is 24". Each barricade rail shall be 8" – 12" wide. A Type I panel has one (1) 8" x 24" retro-reflective panel per side, whereas a Type II barricade has two (2) 8" X 24" retro-reflective panels per side.



### ***INTERLOCKING BARRICADE OR BIKE RACK***



Commonly referred to as bike racks, these barriers are produced in a variety of sizes and are used for crowd control purposes. Interlocking barricades can be used to make your event more organized and to efficiently manage vehicle and pedestrian traffic. If using interlocking barricades, all exits must be clearly marked on your site plan and at your event. All exit areas must remain clear throughout the duration of your event.

### ***A-CADE OR STORM BARRICADES***

Commonly referred to as storm barricades, these barriers are used for crowd control purposes. Typically, A-Cade legs stand 44" tall and the bottom rails are held 29" above the pavement. The legs have two slots capable of holding 4', 6', or 8' rails of two sizes 1" x 8" or 2" x 6".



### ***CONCERT OR STAGE BARRICADE***

These barriers are most commonly used to facilitate crowd control and safety in front of a stage or performance area.

## Traffic Cones

Traffic cones are manufactured in a variety of sizes. For use at a special event, they must be a minimum of twenty-one inches (21") high and must be high-speed roadway-quality cones. Traffic cones channel vehicular traffic and should be placed no more than fifteen feet (15') apart. You must use traffic cones with retro-reflective tape if they are used to support event plans in which environmental factors limit the visibility of their presence (e.g. fog, evening darkness, etc.)





## Delineators

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Delineators are commonly called candlestick cones and are used to channel vehicular traffic and should be placed no more than fifteen feet (15') apart. Delineators you use at your event must be a minimum of 21" high and must be high-speed roadway-quality cones. You must use traffic cones with reflective tape if they are used to support event plans in which environmental factors limit the visibility of their presence (e.g. fog, evening darkness, etc.)

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## FENCING

Fencing is typically used to delineate all or portions of an event venue. Most events use freestanding fences. If you plan to use stakes, footings or other materials you must receive authorization to disrupt surfaces below ground level. If you use materials weighted by water to secure the fencing, do not release any water into the storm water system. The Fire Marshal will also determine a maximum occupancy for the fenced area and corresponding number of required accessible exits.

## EVENT INFRASTRUCTURE—POWER DISTRIBUTION

This section of the permit application is intended to gain information regarding electrical power supply and distribution plans that you propose to use at your event.

There are a number of local and state codes related to the use and distribution of electrical power. As an event organizer you are required to meet or exceed these codes and regulations. Failure to meet local and state codes may result in penalties or suspension of the use of the wiring or equipment until the corrective action is verified. It is illegal to use electricity tapped from public lights and other public utility outlets. The following section has been developed to provide you with general requirements regarding the use of electrical power.



## Electrical and Power Supply

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The installation and distribution of all electrical power used to support your event should be completed by a State of California licensed electrician. An Electrical Permit is not required when all power is distributed from a generator. An Electrical Permit may be required when power is provided from an existing tap box, panel, or other source. In some cases, electrical distribution plans and load calculations prepared by a California licensed electrical contractor or electrical engineer may be required. Existing city maintained lighting and outlet circuits may not be used for event power use unless prior approval is obtained in writing before the event date and time. The Fire Marshal may inspect power distribution safety at your event and may require onsite modifications.

Whether or not an electrical permit is required for your event, the installation of all electrical elements must comply with Article 525 - Carnivals, Circuses, Fairs and Similar Events of the current California Electrical Code (CEC) and all other applicable articles of the CEC. All wiring, equipment and devices must be maintained in a safe working condition for the duration of your event including set-up and dismantle.

## Summary of Electrical Code Requirements

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### ***EQUIPMENT***

- Must be listed for the location of installation (e.g. indoor or outdoor, etc.).
- Equipment in outdoor locations must be NEMA 3R rated.
- Outlets and luminaries (fixtures) must be wet or damp location as appropriate.
- Distribution and power generation equipment must not be accessible to the general public.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate accessible path of travel is required when the public right-of-way is obstructed.

### ***RECEPTACLES***

- Must be protected at their listed ampacity.
- Must be Ground-Fault Circuit Interrupter (GFCI) protected as required in section 525.23 of the California Electric Code.
- All non-locking types must have GFCI protection.





- Supplying equipment must be inaccessible to the general public.

#### ***EXTENSION CORDS***

- Must be protected at their listed ampacity.
- Must be wet or damp location listed as needed
- Must be sunlight resistant as needed.
- Must be routed outside of pedestrian and vehicular traffic or suitably protected or guarded.
- Must be listed for extra hard usage; single conductor is acceptable if type W as required in the California Electric Code.
- Must be supported as needed; supports must not cause damage to the cord.
- Must be continuous without splice between boxes and fittings.
- Cord connectors must not be laid on the ground, unless listed for wet locations.
- Connectors must not be placed in areas accessible to the public, unless guarded.

#### ***LIGHTING***

- Electrical lamps and lighting equipment must be kept away from combustible equipment.
- All lamps must be protected from accidental contact or breakage by means of a suitable fixture type or lamp holder with guard.
- Egress lighting must not be protected by a GFCI.
- Required egress lighting and exit signs must not be on the same circuit as general use receptacles or decorative lighting.

#### ***PORTABLE DISTRIBUTION BOXES***

- When installed outdoors, must be wet location listed and mounted so that the enclosure is not less than six inches (6") above the ground.
- Boxes must be designed to ensure no live parts are exposed to accidental contact.
- Must be properly labeled identifying use of circuit.

#### ***EQUIPMENT BONDING***

- Equipment connected to the same source must be bonded.
- Examples include; metallic raceways and metal sheathed cables, metal enclosures of electrical equipment, metal frames and metal parts of rides, concessions, tents, trailers, trucks, stages, or other equipment that contain or support electrical equipment.



#### ***EQUIPMENT GROUNDING***

- All equipment requiring grounding must have grounding installed in accordance with Article 250 of the California Electric Code (section 525.31).

#### ***PORTABLE AND VEHICLE-MOUNTED GENERATORS***

- Must be grounded unless generators meet the criteria of sections 250.34(A) and (B) of the California Electrical Code.
- Must use the identified grounding point on the generator.
- Must be properly guarded to avoid contact by the general public.

#### ***GROUND RODS***

- Must be fully driven.
- Listed grounding clamps are required.
- Must be properly guarded to avoid contact by the general public.

#### ***OVERHEAD CONDUCTORS***

- Must have vertical clearance to ground in compliance with the California Electric Code (section 225.18).
- Amusement rides and attractions require a minimum fifteen feet (15') in any direction to conductors operating at 600V or less (except those supplying the ride or attraction).
- Amusement rides and attractions shall not be located under or within 15 feet horizontally of conductors operating in excess of 600V.

## **EVENT INFRASTRUCTURE—STORM WATER MANAGEMENT**

This section of the permit application is designed to assist you in preventing pollution at your event. It will help you identify the best management practices you may need to implement to prevent pollution from entering the storm water system.

Your event plans must include a “Storm Water Pollution Prevention Plan” (SWPPP) that complies with all local, state, and federal laws governing storm water management and discharge control. Under the City of San Diego’s Municipal Code §43.0301, Storm Water Management and Discharge Control Ordinance, it is illegal to discharge pollutants into the storm water conveyance



system. Failure to prevent pollutants and illegal discharges from entering the storm drain system can result in fines up to \$10,000 per day, per violation.

### Introduction to Pollution Prevention

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Many people think that when water flows into a storm drain it is treated, but the storm drain system and sewer system are not connected. Everything that enters storm drains flows *untreated* directly into our creeks, rivers, bays, beaches and ultimately the ocean. Storm water can contain harmful pollutants, including pesticides, pet waste, trash, and oil/grease. The Federal Clean Water Act prohibits disposal of waste and pollutants into creeks, rivers, bays, lakes and the ocean due to the harmful effects pollutants have on recreational waterways and wildlife. Some of San Diego's most popular beaches have been temporarily closed because of storm water pollution. By preventing pollution from occurring in our neighborhoods and at our businesses, we can protect our environment and our families' health and safety.

### Storm Drain Identification

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The storm drain conveyance system includes curbs, gutters, alleys and drain inlets that are in the public right-of-way, which collect rainwater. The storm drain system is designed to convey rainwater (and ONLY rainwater) away from structures and property, and into drains, channels or nearby waterways (e.g. creek, channel, stream, river, ocean, bay, etc.) As a component of your SWPPP, all storm drains inside or adjacent to your event venue must be clearly marked on your site plan or route map.

Large-scale events with the potential to generate pollutants (such as trash) outside of the proposed event venue perimeter may be required to identify additional storms drains that could be impacted by event-related activities.

### Best Management Practices

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You are responsible for identifying and implementing Best Management Practices (BMPs) to prevent pollutant discharges to the storm drain system. BMPs are activities that you are required



to implement to prevent pollution, specifically into the city’s storm drain system. Should a discharge to the storm drain system occur, immediately notify the Office of Special Events or city representative assigned to the event with details regarding the incident and any on-site actions taken to mitigate the incident (both preventative actions and clean-up methods). You are also required to provide written documentation describing the incident and actions taken to mitigate discharges into the storm drain system to the Office of Special Events immediately following your event.

The following examples of BMPs have been developed to assist you in establishing your event plans. You are not limited to the following BMP examples, but must establish procedures in your SWPPP that produce equivalent or better results and are satisfactory to the City of San Diego.

#### ***OUTREACH/TRAINING***

- Provide training and educational information to event staff, vendors, attendees, and other participants regarding storm water pollution prevention strategies at your event.
- Notify all vendors of their storm water pollution prevention responsibilities and potential fines that could be assessed for violations.

#### ***STORM DRAIN PROTECTION***

- Place signage in visible areas throughout the event venue stating:
  - “Do not pour liquids or place trash into the storm drain. Violators will be subject to fines / No tire líquidos ni basura en los desagües. Violadores serán multados.”
- Placement of food stands, crafts, portable restrooms and other activities that may potentially generate pollutants must be located at a significant distance away from storm drains.
- Provide secondary containment underneath all portable restrooms (ADA accessible restrooms excluded).
- Make spill kits available that are comprised of paper towels, cloth towels, kitty litter and/or sand. Place them in all areas where food, beverages, craft/creative activities occur, as well as where chemical or liquid activities or products such as portable restrooms may be placed within or adjacent to the event venue.
- All spill materials must be removed from the public right-of-way once the spilled material is absorbed off the ground.



- Spills leaving the event venue area into the surrounding streets must be captured and prevented from entering the surrounding non-event area(s) and storm drains.
- Place fabric or other material over storm drain openings to preclude the discharge of pollutant/liquids into the storm drain. You must also place chicken wire or other material under the cover to prevent patrons from falling through material into the storm drain. This strategy is to be used only if no rain is projected during the event time frame (including set-up and dismantle).
- Any materials used to block a storm drain must be removed from the venue site upon conclusion of the event dismantle process.
- DO NOT block a storm drain or use other BMPs that may create a potential for flooding if there is a chance of rain forecasted during your event, including set-up and dismantle.

#### ***VENDOR GREASE MANAGEMENT***

- Make available spill kits comprised of paper towels, cloth towels, kitty litter and/or sand in all areas where food, beverages and/or cooking grease may be located within or adjacent to the event venue.
- Dispose of grease properly, either by hiring and utilizing an on-site grease collector or collection system, or by disposing of grease after the event at an acceptable facility.

#### ***VENUE HOUSEKEEPING***

- An adequate number of personnel should be assigned to the collection of loose trash and debris throughout your event, including set-up and dismantle.
- Sweeping of all venue-related areas such as parking and production sites should take place throughout the event.
- Use wet mops to remove any temporary public art (chalk, paint, charcoal, clay, etc.) at the conclusion of the event.
- Ensure that any water used during the event (e.g., cooler water, ice, mop water, food prep water, etc.) is either poured down a sink or released over a landscaped area with adequate capacity to contain the liquids and pollutants. Do not dispose liquids in the curbs, gutters, streets, and drains.
- DO NOT power wash or rinse event residue within your event venue or production and parking areas unless all wash water is captured and disposed of in a sanitary sewer or released over a landscaped area with adequate capacity to contain the liquid and pollutants.



#### **OTHER**

- Many special events have unique event components and operational circumstances. If needed, you should develop additional or alternative storm drain protection strategies that address the unique circumstances of your proposed event.

## **EVENT INFRASTRUCTURE—CONSTRUCTED COMPONENTS**

This section of the permit application has been developed to determine if a building permit must be obtained for specific elements of your proposed event.

### **Temporary Structures**

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If your event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, elevated tent structures, etc. that are made available for use by the general public you will be required to obtain a building permit from the City of San Diego Development Services Department. The general public includes persons who have paid or not paid to attend the special event and who are not a part of the performance or the staff in charge of operating the special event venue.

As a part of the building permit process, issues such as structural safety due to vertical or lateral earthquake/wind loads, as well as requirements for accessibility by disabled persons will be reviewed for compliance with the California Building Code. Your event cannot occupy regulated structures without a final inspection of construction approved under a building permit.

Architectural plans will be required to show the layout of various uses and the construction of building elements such as stairways, ramps, wheelchair lifts, guards, doors, etc. as well as proposed uses for each regulated structure. Structural plans will be required to show how the proposed uses will be supported above ground and how elevated structures will resist lateral wind and earthquake forces. Structural calculations will be required to demonstrate the structural adequacy of proposed construction.



When a Building Permit is required for temporary construction, the California Business and Professions Code requires a registered design professional to prepare plans showing compliance with building standards in the California Building Standards Code. Structural plans and structural calculations shall bear the stamp and signature of a registered design professional such as California licensed architect, or a California registered civil engineer or registered structural engineer.

Temporary construction for complex events such as golf tournaments, sports events such as beach volleyball and tennis that involve multiple structures or complex structures shall be managed by a Development Project Manager (DPM) in the Development Services Department (DSD). A DPM will be assigned by DSD upon initial determination from the Special Event Permit Application.

The permit process from the point of initial submittal to the point of permit issuance and approval to construct can take from 4 to 8 weeks for moderately complex projects.

The Development Services Department may require the submission of structural and architectural plans prepared by a California-registered Structural Engineer, Civil Engineer or Architect.

## OPERATIONAL PLAN—SECURITY

This section of the permit application has been developed to gain information about the security plan you intend to implement at your proposed event.

As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event, as well as the overall activities proposed to take place in association with your event, are all areas that need to be analyzed in depth and addressed through your security plan.



Once your security plan has been submitted, the San Diego Police Department will review the plan and has final authority to require a minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff your proposed event.

### Role of the Host Organization

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The Host Organization is responsible for the safety and security of the people and physical elements in and around your venue. Ensuring the safety of all those affected by your event includes implementing safety measures that address all aspects of your proposed event. These measures may involve hiring private licensed security and/or implementing other safety strategies ranging, but not limited to, lighting, music genre selection, alcohol management, and venue design, etc.

### Role of Private Security

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Private security is typically used at events to enforce the operations and management of a broad array of safety measures ranging from crowd control within and around the venue, VIP management, and parking lot enforcement to identification checks, beer garden safety, money transfers, and/or any rules and regulations established by the Host Organization, etc. It is the responsibility of the Host Organization to contract with a licensed private security company and to ensure that the company has the ability to respond to the security needs of the event and surrounding environment. Private security officers have no police powers except the ability to perform a citizen's arrest.

### Role of the Police Department

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The San Diego Police Department may require department staff to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event impacts the community





outside your venue, police services in addition to those needed to directly support your event may be required.

The San Diego Police Department has final authority over your event safety requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the San Diego Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Host Organization.

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### PRIVATE SECURITY COMPANY REQUIREMENTS

Most events require services of a professional security company licensed by the State of California to help develop and manage an appropriate security plan. A representative of this company should work closely with you to review and analyze your proposed event. The security company representative should assist you in identifying points of concern and potential problems. The representative should help you make recommendations to rectify concerns and/or potential problems and recommend the number of licensed private security guards needed at your event. The security company representative may also recommend the number of non-licensed volunteers and other staff that may be needed at your event. Should your event use private security as part of your safety plan, it is critical that you coordinate areas of responsibility with the San Diego Police Department prior to the onset of your event.

All security companies operating in the State of California are required to have a Private Patrol Operator License (PPO License) that is issued through the State of California Department of Consumer Affairs. This license allows the company to operate a security business and provide services to the public.

A security guard employed by a security company is required to have a Guard Card Permit that is issued through the Department of Consumer Affairs. This guard card allows the individual to work as a guard and provide security services to the public.

If a security guard is armed, in addition to a guard card, an Exposed Weapons Permit is required. The permit has restrictions and requires the guard be in uniform to carry the weapon in an



exposed manner. If hiring an armed, plainclothes guard with the weapon carried in a concealed manner, the courier is also required to have a Concealed Weapons Permit.

It is your responsibility to maintain written verification that the private security company you select to provide service at your event has all required licenses and authorization to operate in the State of California and the City of San Diego. You are also required to maintain written verification that all personnel assigned to positions designated for a licensed security guard have a valid guard card.

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### USE OF VOLUNTEERS

As part of your event security plan, the San Diego Police Department may allow you to use volunteers in specific predetermined locations and capacities that do not require licensed security guards. Should the volunteer services fail to be provided, and/or prove inadequate; the San Diego Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Host Organization.

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### FIRST AMENDMENT ACTIVITY

Special events sometimes attract First Amendment, or free speech, activity such as protests, petition gathering and leafleting. The San Diego Police Department is responsible for managing protest activity. Generally, protestors have the right to be within sight and sound of an event. If your event is free and open to the general public, the Police Department will not remove an attendee, even if that attendee is associated with a protest group, unless the individual is disrupting the event or engaging in other illegal conduct.

When First Amendment activity is anticipated at your event, the Police Department will discuss the handling of the activity with you and may make suggestions to ensure the safety and rights of all are protected. Ultimately, the manner in which the activity will be managed depends on a number of factors including how the special event is organized, the location and venue



configuration of the event, the number of people involved, the type of protest activity anticipated, and the city resources available to manage the overall scope of activities.

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## ILLEGAL VENDING

The City of San Diego Special Events Ordinance gives you exclusive control and regulation of any concessionaires within your defined event venue. To regulate vendors within your permitted area, submit a complete list of vendors and coordinate an enforcement plan with the San Diego Police Department prior to your event. Failure to provide a complete vendor list and to coordinate with the police department prior to your proposed event may inhibit your ability to enforce this aspect of the Special Events Ordinance. Because park and beach regulations vary, contact the appropriate division of the Park and Recreation Department if your event is on park land.

## OPERATIONAL PLAN—ALCOHOL MANAGEMENT

It is illegal for anyone under the age of 21 to consume alcoholic beverages in the State of California. As the Host Organization or authorized representative listed on the Citywide Special Event Permit Application you and/or your organization are legally liable for any consumption and/or possession of alcohol by a minor.

### Applying for a Permit

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If you propose to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the California State Department of Alcoholic Beverage Control (ABC) in addition to your Citywide Special Event Permit.

The City of San Diego Police Department and State ABC representatives will review your event plans and alcohol management strategies before your license is approved. If the proposed event will take place on public park land; within a city-owned facility; or other city-managed property, you will also be required to provide a letter of authorization to serve alcohol from an authorized



representative of the managing city department. Both the Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event.

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## BEER GARDENS

If your event is open to the public or is a private event in a venue location where alcohol consumption is prohibited except with a special event permit, the City of San Diego prohibits the consumption of alcohol in the event venue outside of a controlled space, commonly referred to as a “beer garden”.

A beer garden is required to separate guests of a legal drinking age from those who are not. All beer gardens must be constructed with material or in a manner that prevents beverages from being passed through to patrons outside the controlled space.

A beer garden can be constructed using several different methods including:

- One, six-foot (6’) free standing chain link fence, clear plastic sheeting, or other material that will easily allow the interior to be visible from the outside. Posters, banners, and other material shall not block more than 20% of the visibility.
- Two, four-foot (4’) free standing fences or other barriers placed six feet (6’) apart.
- Tent structures may be used for beer gardens when appropriate security measures are employed.
- All entrances and exits must be at least four feet wide and free of any obstructions.
- The Fire Marshal requires entrances and exits to be spaced apart from each other based on the following formula:
  - $\text{Corner to Corner Diagonal Distance} \div 2 = \text{Distance between Exits}$ 
    - ✓ Example: a 40’ x 40’ square has a diagonal measurement of 56 feet (56’).
    - ✓  $56' \div 2' = 28'$ .
    - ✓ Therefore, the exits must be placed at least 28 feet (28’) apart from each other.
- The Fire Marshal will establish a maximum occupancy for your beer garden based on the proposed square footage, usage and furnishings of the beer garden.



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## PERMIT CONDITIONS

Any police officer or State ABC official may revoke your permit to provide, serve or sell alcohol during your event for violations of the rules and terms of your permit application or your final permit.

San Diego City Charter section 260 provides that “[a]ll executive authority, power, and responsibilities conferred upon the City Manager in Article V, Article VII, and Article IX shall be transferred to, assumed, and carried out by the Mayor.” Section 28 of Article V requires the Mayor to supervise the administration of the affairs of the City, including the authority to execute all contracts for departments under his/her control or to designate staff that will carry out these duties. The Mayor has designated the Chief of Police to be responsible for the determination of alcohol management permit conditions. This delegation of authority shall vest in the position, not the person holding the position, should the appointment to the position change pursuant to City Charter section 29.

The following conditions, unless specifically modified and approved by the San Diego Chief of Police, are required by the San Diego Police Department:

### San Diego Police Department Alcohol Management Permit Conditions

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- The sales, services, and consumption of permitted alcoholic beverages must take place in a designated “beer garden” area.
- No additional dispensing points outside the beer garden(s) shall be authorized.
- No person under the age of 21 years, including service staff, shall be inside a beer garden during the hours authorized for consumption.
- Each time a person enters or re-enters a beer garden, the person’s age shall be verified with identification. The use of hand stamps or wrist bands to verify age is discouraged.
- Alcoholic beverages can only be sold or provided to people 21 years or older.
- All distribution of alcoholic beverages must be performed by designated, trained (LEAD training or equivalent) event staff.
- Patrons shall not take alcoholic beverages from or be allowed to bring alcoholic beverages into designated “beer garden” area(s).
- Animals, except properly restrained service animals, are prohibited from entering the beer garden(s).



- All alcoholic beverages must be consumed from a single serving container that complies with the following guidelines:
  - 16 ounce cup or smaller for beer.
  - 5 ounce cup or smaller for wine.
  - No more than 1 ounce of hard liquor/spirits stand alone or in a pre-mixed drink served in a 5-ounce or smaller cup.
  - Smaller serving sizes may be required based on beverage type.
- Glass containers cannot be provided to patrons.
- The use of beer luges, drinking funnels, free pouring, etc. is prohibited.
- Licensed private security guard(s) shall be present at each entrance and exit to count occupancy. An accurate crowd count at all time must be readily available to city representatives.
- Licensed private security guard(s) shall be present to check identification for the purposes of verifying that people entering the beer garden are 21 years of age or older.
- Licensed private security guard(s) shall be present in the area where consumption is taking place at all times that the license privileges are being exercised.
- Commencement of alcohol service shall not begin prior to the start time of the event. Last service shall be conducted no later than one-half hour prior to the end of the event.
- The Host Organization is responsible for resolving any problems associated with the event and/or issues of concern raised by neighbors.
- Liquor Liability Insurance naming the City of San Diego, its officers, employees and agents must be provided.

## OPERATIONAL PLAN—MEDICAL

This section of the permit application has been designed to help assess the level of medical services that best meet your anticipated event needs.

You are required to establish a medical plan for your event. The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1 and a representative on-site with CPR training certification. Events with a higher potential for risk are



required to implement an appropriate medical plan to address the specific needs of the attendees and/or participants.

Should Advanced Life Support (ALS) transport be needed at your event, your medical service provider is required to use San Diego Medical Services Enterprise or the City of San Diego 9-1-1 system. Please provide the company name, address, telephone number and e-mail address of the primary contact for each medical service provider.

It is your responsibility to ensure that all medical support personnel whether paid or volunteer has the appropriate licensing, certifications, and insurance to provide services at your event. The San Diego Fire-Rescue Department has final authority to require a minimum number of licensed medical providers, volunteer and staff positions as well as Fire-Rescue Department other personnel necessary to support the medical and fire emergency access needs of the special event. Personnel and equipment shall be positioned at the specific location(s) and time(s) indicated on the special event permit and/or in accordance with any requirements established by the San Diego Fire-Rescue Department and must remain properly in place throughout the assigned times until it is safe to complete the assignment.

To assist you in determining the appropriate type of medical services for your event, the City of San Diego has developed the following matrix of emergency medical services resources which can be used as a guideline in developing your medical plan:

Emergency Medical Services Resource Matrix								
Event Type	Anticipated Crowd Size	Knowledge of 9-1-1 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) Including Physician	Basic Life Support (BLS) Ambulance(s)	Advance Life Support (ALS) Ambulance(s)	Mobile Team(s)
Concert/Music Festival; Block Party/Street Fair;	< 2,500	•	•	✓		✓		
	2,500— 15,000	•		•		•	✓	
	15,000—	•		•	✓	•	•	•
	> 50,000	•		•	•	•	•	•
Athletic/Sporting Event	< 2,500	•	•	✓				
	2,500— 15,000	•		•	✓	•	✓	
	15,000— 50,000	•			•	•	•	•
	> 50,000	•			•	•	•	•
Parade	< 2,500	•	•					
	2,500— 15,000	•	•	✓		•	✓	



Event Type	Anticipated Crowd Size	Knowledge of 9-1-1 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) Including Physician	Basic Life Support (BLS) Ambulance(s)	Advance Life Support (ALS) Ambulance(s)	Mobile Team(s)
	15,000—50,000	•		•	✓	•	•	•
	> 50,000	•		•	✓	•	•	•
Conference/Convention	< 2,500	•	•					
	2,500— 15,000	•	•	✓		✓		
	15,000—50,000	•		•		•	✓	•
	> 50,000	•		•	✓	•	•	•

- Required resource. Multiple resources should be considered depending on boundaries of event, event elements, and/or size of crowd.
- ✓ Recommended resource intended to ensure safety of participants.

## OPERATIONAL PLAN—TRANSPORTATION AND STREET CLOSURES

This section of the permit application has been developed to help assess the transportation plan you have developed to support your proposed event.

An important part of the event planning process includes planning for the safe arrival and departure of event attendees, participants, and vendors by creating a transportation plan that is suitable for the neighborhood environment in which your event will take place. Parking, accessibility, traffic congestion and environmental pollution are all factors that should be incorporated in your plan. Special events generally increase traffic demands in or near the location of the event. All traffic control in the public right-of-way must be conducted by a representative of the police department or authorized by the police department.

### TRANSPORTATION PLAN

Transportation plans must comply with accessibility laws and should include the use of car pools, public transportation and alternate modes of non-polluting transportation whenever possible.





The San Diego Police Department will determine if your event requires traffic control in order to facilitate vehicular and pedestrian movement on city streets and public right-of-ways affected by your event. Following are guidelines that should be incorporated in your transportation plan:

- All traffic control in the public right-of-way must be conducted by a representative of the police department or by a civilian who is certified in traffic control and authorized by the police department.
- All proposed street closures must be included in your permit application and be authorized by the police department.
- City Council Policy requires special event activities that cause the temporary removal or closure of existing blue zones, to replace the blue zones with appropriately sized temporary alternatives on a one-to-one basis for the duration of the removal or closure. Directional signage as necessary from the temporarily removed or closed blue zones to the temporary alternatives must be provided.
- If you plan to implement a shuttle plan to support your event needs, you must include approval of the property owner for use of the property in your transportation plan. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- The City of San Diego will evaluate the shuttle stops and proposed transportation routes as part of its overall evaluation of your event plans.
- Your transportation plan should not incorporate the use of nearby shopping center parking lots or other private property without the express written permission from the affected property owner(s). If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- Any taxi/limo drop-off/pick-up zones should be coordinated with the San Diego Police Department.
- You must include accessible parking and/or access in your event plans.
- If your event involves street closures, you must obtain traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted.

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## STREET CLOSURE AND REOPENING

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Moving vehicles are not allowed in a closed venue except when approved as part of a parade or other entertainment feature associated with your event. If a stationary vehicle is part of your event plans, the Fire Marshal requires the keys be removed from the vehicle and kept by the Primary Contact until the event is over and it is safe to drive in the venue area. This requirement includes electric carts, segways, and other vehicles that may be used to provide supplies and services within your venue. Exceptions to the use of vehicles in a venue may be granted by an authorized city representative for public safety purposes. You must indicate the presence of parked cars within your venue as part of your permit application.

If your proposed event will take place in an area where vehicles park, you will be required by the San Diego Police Department to post No Parking signs seventy-two (72) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) a minimum of twelve (12) hours prior to your event start time.

Only a sworn or trained employee of the police department has the legal right to remove a vehicle from a city street or authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the San Diego Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.

You must plan for the closure and reopening of the streets and other areas in which your event will take place. If a city fire marshal, police officer, or traffic controller is present, you must coordinate the closure and opening of streets with these authorities. The City of San Diego has developed the following guidelines to assist in planning for the safe closure and reopening of streets, parking lots or other areas where there may be moving vehicles:

#### ***CLOSING A STREET***

- Close the street in a systematic manner.
- Event personnel should be stationed approximately twenty (20) yards apart covering one block.
- Event personnel should politely inform people present in the venue: “The street is being closed to all vehicles.”
- Event personnel shall ensure that appropriate safety equipment is placed in the venue and all vehicles are removed from the venue, including towed if necessary,



before allowing pedestrians, event staff, or attendees to move throughout the secured area.

- Event personnel should then move to the next block and take their same positions as the previous block.
- The same procedure is followed as the previous block until the entire venue closed.
- The venue can now be used by event staff and participants.

#### ***OPENING A STREET***

- Open the street in a systematic manner.
- When opening a street, be aware that for the last several hours or days, pedestrians have become accustomed to thinking it is safe to walk in the street.
- Do not simply lift barricades and allow vehicles through.
- Event personnel should be stationed approximately twenty (20) yards apart covering one block.
- Event personnel should politely inform people present in the venue: “The street is being opened to all vehicles.”
- When the block is clear of people on the street and other safety hazards, event personnel may open the street up to vehicular traffic.
- When opening a street, event personnel are to remain stationary until the vehicles are moving into their block.
- Event personnel should then move to the next block and take their same positions as the previous block.
- The same procedure is followed as the previous block until the entire venue is opened to vehicles.

## **OPERATIONAL PLAN—DÉCOR AND SPECIAL EFFECTS**

Décor and special effects add to the unique nature of your special event. There are a number of elements in this category that are regulated by a variety of laws.

It is important that you provide information regarding the type of décor and special effects you plan to use at your proposed event so that you can receive the appropriate approvals prior to your event. Failure to receive approval for some types of décor and special effects may result in your inability to use these elements at your event.



## Decor

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Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are typically regulated by local ordinances. The number and location for these items must be included in your site plan/route map and must receive approval from the City of San Diego. Under certain conditions, these items are prohibited or limited. For example, balloon releases are prohibited under the flight path or near beaches and bays. City Code Enforcement Officers may remove unauthorized décor and advertising in your permitted venue area and/or advertisers may be subject to fines.

## Signage

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Clear visible signage that can be seen over a crowd of people is important to the success of your event. All entrances, exits, start and finish lines should be clearly marked. Directional signage can help people locate food, entertainment, restroom facilities, and information areas making your event more user-friendly; resulting in enhanced pedestrian flow and the overall enjoyment of your event. Signage should meet accessibility standards.

## Lighting Special Effects

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Use of special lighting and lasers will require additional permitting and safety requirements from the San Diego Fire-Rescue Department. The International Fire Code as amended by the State of California and City of San Diego mandates specific cut-off levels for the safe use of laser lights. Under certain conditions, these items are prohibited or limited. For example, there are specific guidelines for the use of lighting within a flight zone.

## Pyrotechnics/Flame Effects

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All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the San Diego Fire-Rescue Department in compliance with the International Fire



Code as amended by the State of California and City of San Diego. Examples of pyrotechnic activities include indoor and outdoor fireworks, lasers, model rocket launches and special effects using pyrotechnical devices. A flame effect is the combustion of flammable solids, liquids, or gases to produce thermal, physical, visual, or audible phenomena before an audience. Some examples include hand-held burning torches, flaming batons, flame acts, fire walking, and flaming sword dancers. A permit and full demonstration to the Fire Marshal prior to your event date will be required.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

## OPERATIONAL PLAN—EVENT ACTIVITIES

This section of the permit application has been designed to obtain a detailed description of the types of activities, performances, services and other elements that you plan to incorporate in your event plans. Providing detailed information in this section helps the Citywide Team to work effectively with you in developing plans that provide for the safety of all those participating or attending your event.

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### EVENT ACTIVITIES

Activities not included in your permit application are not authorized to take place in your event venue and can be curtailed by the San Diego Police Department. A member of the San Diego Police Department may terminate activities if they incite a crowd or have potential to cause unruly and risky behavior. Use of some equipment, interactive activities, or animals may require additional safety features, insurance levels, or permits. Body piercing, tattooing, and chiropractic adjustments/manipulations are not permitted at special events on city property; however, you may incorporate informational booths regarding these services in your event plans.

#### Inflatables

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The use of inflatables is prohibited in some parks. Examples of inflatables include, but are not limited to, jumpers, climbing walls, obstacle courses, décor elements and promotional signage.

### Massage

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Massages provided as part of a special event (e.g. at the finish area of a 5K run) can be performed without restriction, by a licensed holistic health practitioner. Massages provided by any other person, such as a chiropractor, sports trainer, licensed massage technician, or a student from a massage school must be done free of charge. Donations or tips may be accepted, but not made mandatory. A licensed instructor must supervise students. Inclusion of this type of activity at your event may have additional insurance requirements.

### Regulated Activities

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The San Diego Police Department Vice Unit regulates a number of activities such as adult entertainment, casino games, etc. The Vice Unit will establish the specific compliance conditions for inclusion of a regulated activity within your event venue.

### Mechanized Equipment

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The use of mechanized equipment can require additional planning, security, and/or insurance requirements. Examples include, but are not limited to, carnival rides, mechanized trains, robotic demonstrations, etc.

### Animals

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The County of San Diego regulates the use of animals at events. All animals are to be treated in a humane manner and provided proper care and attention at all times. County Animal Control Officers must, at all reasonable times, be permitted full access to examine any/all animals to be used in and/or kept on the premises of your proposed event. Hand sanitizing/washing stations are required for all employees working with animals at an event and must be made available to attendees in instances where animals may be handled by the public.

### Float and Parade Vehicles

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A float is a unit specifically designed or constructed for use in conjunction with a parade or public gathering. A parade vehicle is a self-propelled wheeled conveyance not running on rails used in conjunction with a parade or public gathering. Any decorated float or vehicle must be inspected by the Fire Marshal prior to the start of the parade or its usage for any other activity. The following information has been developed to provide you with the minimum regulations for the operation of a float and/or parade vehicle:

#### **FLOAT/PARADE VEHICLE REQUIREMENTS**

- Participants on a float are not permitted to throw, toss or drop objects from the float to the crowd.
- All decorative materials used must be fire resistant or flame retardant.
- All motorized apparatus must have a fire extinguisher with a minimum UL rating of 2-A-10B: C that is accessible to the operator.
- All engines must be cleaned prior to use to prevent overheating and to reduce fire hazards.
- All engines must be equipped with an air cleaner or flame arrester.
- No smoking is permitted on floats and parade vehicles.
- No open flames are permitted on floats and/or parade vehicles.
- No flammable or combustible liquids are permitted on floats and parade vehicles.
- All exhaust pipes must be leak-free and insulated from float and vehicle decorations.
- If a gasoline-powered electrical generator is used and is located on the float (rather than on a trailer), a second 2-A-10B: C extinguisher must be located near the generator.
- Side rails/barriers or other approved restraints are required to prevent a person and/or objects from falling off a float and/or parade vehicle.

#### **DRIVER REQUIREMENTS**

- All drivers must have a valid driver's license.
- If enclosed, a driver and all passengers must have a minimum of two escape routes.
- The driver's compartment must be properly ventilated to prevent accumulation of exhaust fumes such as carbon monoxide.

Aquatic Activities

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If you plan to incorporate aquatic activities in your event plans, you are required to provide a Water Safety Plan as part of the permit review process. The plan must include a map of all swim or other courses and desired positioning of lifeguard resources. The plan must also include the method(s) for getting a rescued participant medical attention if needed. The City of San Diego reserves the right to require resources other than those proposed in your event plans. All lifeguard services will be billed at City Council-approved rates.

### Aquatic Features/Above Ground Pools

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If you plan to use a portable or above ground pool or certain aquatic features at your event, you must obtain a permit from the County of San Diego Environmental Health Department.

Additional requirements established by the City of San Diego regarding life safety plans, accessibility, construction permitting, proper disposal of water and insurance requirements may also apply to the use of aquatic features and above ground pools.

## OPERATIONAL PLAN—PERFORMANCES

As part of the permit review process, you must provide a description of the types of performances or entertainment that will be at your event. This helps the Citywide Team to work effectively with you in developing plans that provide for the safety of all those who attend your event. The City of San Diego does not allow you to have event activities or components that are not included in your permit application and that are not authorized to take place in your event venue.

As the Host Organization or its authorized representative, it is your responsibility to ensure all necessary actions are taken to prevent and stop unruly and risky behavior at your event. Slam dancing, crowd surfing, mosh pits or other similar activities are also not allowed.

A representative of the City of San Diego may require such activities be mitigated or stopped by you at anytime during your event, including set-up and dismantle. The San Diego Police Department or Fire-Rescue Department may also direct the Host Organization to end





entertainment or other activities if it incites a crowd or has potential to cause unruly and risky behavior.

#### Performances by Community or Local Performers

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Many events feature local or community performance groups. If your event plans incorporate the use of these types of groups, it is not necessary to provide a complete performance schedule with your permit application.

#### Performances by Regional, National, or Internationally Recognized Performers

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If your event plans include the use of performers that are recognized regionally, nationally, or internationally or have a unique audience draw, you are required to provide a complete performance schedule including sound check times with your permit application. This information will be incorporated in the overall assessment of your event management and safety plans.

#### Amplified Sound

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It is important to carefully assess the environment in which your event is proposed to take place in order to develop a plan that best limits the impact of sound generated by event activities to the surrounding neighborhood. Issues to consider include but are not limited to:

- The direction speakers are pointed.
- Use of directional speaker systems with cut-off points.
- Placement of smaller sound systems in specific locations throughout the venue rather than far-ranging single amplification systems.
- Sound checks must be authorized as part of your permit.
- Do not place speakers and sound system devices in areas that have not received authorization.
- Do not use amplified music during the set-up and dismantle of your event unless you have received prior authorization.
- Provide information to area residents and business that might be impacted by noise from your event. You should include a mobile number that is staffed by an event representative throughout the event set-up, event duration, and dismantle.



In most cases, issuance of a Citywide Special Event Permit will serve as your approval to use amplified sound within your event venue as outlined in your permit application. Loud and unreasonable noise at any time of day or night (including music) is a violation of state law. A police officer or park ranger that determines noise from your event is offensive to others may require you to lower or discontinue the noise even though you have a permit allowing such use. In some instances, you may be required to conduct decibel readings at pre-determined locations throughout your event time frame as part of your permit requirements.

## OPERATIONAL PLAN—ACCESSIBILITY

Your event plans must comply with all city, county, state and federal disability access laws and regulations applicable to your proposed event activities. All temporary venues, related structures, and outdoors sites associated with your event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be offered only to patrons with disabilities.

City Council Policy requires special event activities that cause the temporary removal or closure of existing blue zones, to replace the blue zones with appropriately sized temporary alternatives on a one-to-one basis for the duration of the removal or closure. Directional signage as necessary from the temporarily removed or closed blue zones to the temporary alternatives must be provided. Additionally, special events that generate a temporary increase in the need for accessible parking, or events that temporarily remove or close existing blue zones, shall follow special events guidelines for accessible parking and provide a sufficient number of appropriately sized and located temporary blue zones.

It is important that you evaluate the unique components and activities associated with your proposed event to develop plans to ensure your event complies with all accessibility laws. The following guidelines have been established to help develop plans to make your event accessible



to the attendees, participants, and service providers that are part of your event. Please note that these are guidelines only and may not be inclusive of all city, county, state, and federal disability access requirements.

### Paths of Travel/Accessible Routes

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- Your event should include accessible routes throughout your event venue, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 44” in width, not including the curb.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than 1/3” vertical or 1/2” beveled.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- An alternate path of travel should have no protrusions up to a height of 80”, including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

### Accessible Parking/Transportation

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- City Council Policy requires that you replace similar parking in the same amount in another location on an accessible path of travel if your event venue, including production and other staff areas, displaces existing blue curb or other designated disabled parking areas.
- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place disabled parking areas as close to the event venue as possible. If the surface is level and provides access to the event, private property with written permission may be used.



- Include accessible parking for any VIP or other specifically designated parking areas such as limo and taxi zones.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

#### Accessible Restrooms/Sinks

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- A minimum of 10% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

#### Accessible Booths/Service Counters

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- An accessible route to all booth and/or service counter areas should be provided.
- Booths and/or service counters should be no more than 36" in height and must be 35" or greater in width.

#### Accessible Staging/Seating

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- If the public has access to the stage at your event, it must be accessible using a ramp and/or lift and handrails.
- If you provide designated seating on a stage or within your venue, you must provide accessible seating and companion seating in the designated seating areas.



## Accessible Communication

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- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.

## SITE PLAN/ROUTE MAP

The site plan or route map you include with your permit application is a visual representation of all the infrastructure and operational event elements that you describe throughout the permit application and should include any stationary elements as well as moving routes.

The final permit issued by the City of San Diego will only be valid for the venue areas and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and will be incorporated in the final permit. Following are guidelines to assist you in the development of your site plan or route map:

### *TECHNICAL SPECIFICATIONS*

- To ensure appropriate review of your event plans, your primary site plan or route map should be computer-generated using scaled drawings and measurements to depict the components of your event.
- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the 'plain', 'road', or 'parcel' view as the base to create your map. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map.



- Do not use aerial or ortho-type photomaps as the base for your primary site plans or route map; such maps, however, may be submitted to provide supplemental information.

#### ***BOUNDARIES AND ROUTES***

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event; including auxiliary parking and production areas.
- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.
- The location of fencing, barriers and/or barricades must be depicted on your site plan or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.

#### ***EVENT INFRASTRUCTURE***

- Your site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:
  - Fencing, including beer gardens and production areas.
  - Portable restrooms and sinks.
  - Trash and recycling containers and dumpsters.
  - Storm drains and run-off containment.
  - Water stations, water and ice supplies.
  - Generators and other sources of electricity.
  - Fuel storage facilities.
  - Placement of any vehicles and/or trailers including production and shuttle areas.
  - Portable, prefabricated, or site built structures, bridges, staging, platforms, bleachers, or grandstands.
  - Other related infrastructure components not listed above but included in your permit application.



### **EVENT OPERATIONS**

- Your site plan or route map should include the location of all event operational elements identified in your permit application including, but not limited to:
  - Stages and entertainment areas.
  - Inflatables, mechanical rides, climbing walls, obstacle courses, games, petting zoo/animal rides, children/teen areas, sport demonstrations and other activities.
  - Tents, canopies and/or booths.
  - Booth identification of all vendors cooking with flammable gases, open flames or barbecue grills. A close-up of the food and/or cooking area configuration with all fire extinguisher locations is required.
  - Location of beer garden(s). A close-up of the beer garden configuration(s) with all exit locations, serving fixtures, furniture and tenting is required.
  - Tables, seating and other furniture.
  - Parking, accessible parking, drop-off, limo/taxi zone, and shuttle locations, etc.
  - Other related operational components not listed above but included in your permit application.

### **NARRATIVE**

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To supplement your site plan or route map, you must provide a detailed narrative and timeline of your event to better assist in the review of your event. The narrative should include details regarding the set-up, sounds checks, operations and dismantle of your proposed event activities. If there is a moving route associated with your proposed event, you must include a turn-by-turn narrative and diagram that incorporates the names of all proposed street/lane closures, detours, etc.

## **COMMUNITY OUTREACH**

As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood or environment.



Your event plans should include outreach and mitigating measures that address potential impacts your event may have on the surrounding area in which the event activities are proposed to take place. Your outreach and mitigation efforts, along with the overall benefit of the event to the community and the region, will be incorporated in the permit application evaluation process. The following are guidelines to assist you in your community outreach efforts:

## Community Involvement

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Community groups that provide advisory recommendations to the City of San Diego represent most neighborhoods and business districts in San Diego. If your proposed event venue is in an area that is likely to experience impacts due to your event, you should present your event concept to the corresponding community group(s) and provide the City of San Diego with their formal response. Some geographic areas heavily impacted by events have special event committees recognized by the Office of Special Events for the specific purpose of providing advisory recommendations to the City of San Diego as well as to streamline the community review process. Additionally, you should assess your proposed venue area to determine if additional outreach to neighborhood groups should be incorporated in your event plans.

Applicants are not required to present their event concepts to community groups that require fees for review of the event proposal or fees for use of the specific neighborhood. In such cases, applicants should incorporate community impact mitigation strategies, including community notification, in their event plans.

The Office of Special Events can help identify the community group(s) that review event activities within your proposed event venue. Following presentation of your proposed event concept to a community group, you should obtain their recommendation and comments, if applicable, in the form of meeting minutes, e-mail, or a letter signed by the Chairperson or Executive Director of the community group(s). The information should be submitted with your special event permit application. Please note that these groups are advisory in nature and cannot approve or deny your event plans; however, they may provide important feedback regarding strategies that work best for the successful management of events in their neighborhoods. Their feedback will be incorporated in the overall assessment of your event plans and the final permit determination.





Should your event be proposed to take place in area where there is not a community group that typically provides advisory recommendations to the City of San Diego or if a particular community advisory group determines that it chooses not to comment on any special events in their immediate area, please provide written communication with your permit application documenting the situation. In such instances, while your proposed event may not receive advisory recommendations from a community group, you must still incorporate community outreach and any necessary mitigation strategies in your event plans.

### Individual Meetings

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In addition to presenting your event concept to advisory group(s) within the event venue area, you should meet with the residents, businesses, places of worship, schools and other entities that may be directly affected by noise and street closures related to your event in order to address their specific needs. Affected businesses and residents include those businesses and residents that are directly adjacent to the event route with the event street closure, shuttle and/or production areas. Issues that are typically resolved by this form of communication include the coordination of delivery schedules, timing of sound checks, and establishing a way to allow residents and businesses to access their building and parking areas.

### Written Notification

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The City of San Diego requires that notices/fliers be mailed or hand delivered two (2) weeks prior to your event to all entities directly impacted by your event and its associated activities. This notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact an event representative with the authority to address issues or concerns prior to the event and throughout the event time frame including set-up and dismantle. Complete documentation of this effort must be available to city representatives upon request.



## Advisory Signage

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If your event impacts a major use roadway, you must provide advisory signs that are placed a minimum of two (2) weeks prior to your event date. A representative of the police department will provide you with a required list of advisory signs that must be placed at specific locations to provide advanced notice to the regular users of a roadway of the scheduled closure.

## Marketing and Public Relations

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Acceptance of your Special Event Permit Application by the City of San Diego does not guarantee the date and location or imply an automatic approval of your event. You must meet the application requirements before the City of San Diego may issue a Citywide Special Event Permit.

If you plan to include radio, television or other product promotions within your event venue, you should limit the placement and/or distribution of signs, stickers and other promotional material. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or that may be difficult to clean or remove from the venue. City Code Enforcement Officers or other city representatives may remove non-permitted décor and advertising in your permitted venue area and the Host Organization and/or advertiser may be subject to fines.

## INSURANCE REQUIREMENTS

Before final approval of your Special Event Permit Application is granted, an ACORD Certificate of Insurance reflecting Commercial General Liability insurance, Workers' Compensation insurance

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and Liquor Liability insurance (if applicable) shall be provided, for the Host Organization and, as applicable, the Primary Contact, Private Security Service Provider, Medical Service Provider, and other service providers if required by the Risk Management Department.

All certificates of insurance must provide coverage for the duration of the event, including set up and tear down dates. The City’s Risk Management Department has final authority regarding the insurance coverage and limits for the Special Event and can require insurance coverage from other service providers; place requirements on Event Components and/or modify Event Components in a Special Event due to the unique nature or risk of a particular Event or Event Component; and require participant waivers.

Certificates of Insurance Must Reflect:

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**COMMERCIAL GENERAL LIABILITY WITH LIMITS OF:**

- \$1 million per occurrence
- \$2 million general aggregate

**WORKERS’ COMPENSATION WITH LIMITS OF:**

- \$1 million (Required if the insured has paid employees)

**LIQUOR LIABILITY**

- Required if alcohol will be consumed at the event

Certificate Holder Must Reflect:

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City of San Diego  
Risk Management Department  
1200 Third Ave. Suite 1000  
San Diego, CA 92101

Endorsements:

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In addition to the certificates of insurance, the City of San Diego requires proof of the following policy endorsements:

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### **COMMERCIAL GENERAL LIABILITY**

- The policy must be endorsed to name “The City of San Diego, its elected officials, representatives, employees and agents” as additionally insured. You must provide a copy of the actual endorsement. Listing the City as an additional insured on the certificate of insurance is not sufficient.

### Workers’ Compensation

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- The policy must be endorsed to provide the City of San Diego a Waiver of Subrogation. A copy of the actual endorsement must be provided. Referencing the Waiver of Subrogation on the certificate of insurance is not sufficient.

### Required Insured Entities

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All of the above listed insurance requirements apply to each of the following entities:

- Host Organization
- Primary Contact (if not a employee or volunteer of the Host Organization)
- Private Security Service Provider
- Medical Service Provider
- Other, if required by the City’s Risk Management Department

### Waiver Forms

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Any and all waiver forms the Host Organization or City requires its Event participants to execute shall specifically include:

- The City of San Diego, its elected officials, representatives, employees, and agents

### Submittal Information

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If you have not included all of your insurance documents with your Special Event Permit Application at the time of submission, send copies of the remaining documents to the city’s Risk Management Department at:

City of San Diego



Risk Management Liability Section  
Attn: Special Event Liaison  
1200 Third Avenue, Suite 1000  
San Diego, CA 92101  
Email: [RMSpecialEvents@san Diego.gov](mailto:RMSpecialEvents@san Diego.gov)  
Fax: 619.236-6106

## REQUIRED SIGNATURES AND SUBMISSION OF PERMIT APPLICATION

The Chief Officer of the Host Organization is required to sign the permit application. If the Primary Contact identified in the permit application is a person other than the Chief Officer of the Host Organization, that person is also required to sign the permit application. At this time, the City of San Diego does not accept electronic signatures.

## AFFIDAVIT OF APPLICATION AND INDEMNIFICATION

By signing the Special Event Permit Application, the Chief Officer of the Host Organization and the Primary Contact, if different from the Chief Officer, listed on the permit application, agree to the following terms and conditions as they relate to their respective role(s):

I, the undersigned, declare upon penalty of perjury that the information contained in the foregoing application and attachments is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed special event under the San Diego Municipal Code and other applicable city, local, state and federal codes, laws, policies and regulations. Further, I understand this application is made subject to rules, regulations, and procedures included in the Special Event Planning Guide,



additional documentation provided by city representatives and/or rules and regulations established by the Mayor or the Mayor’s designee as described in the Special Events Ordinance.

By applying for a special event permit I agree and understand that I have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the Event including but not limited to the provisions of the San Diego Municipal Code, Citywide Special Event Permit Application, Special Event Planning Guide, other city documents, Permits, requirements and/or correspondence.

Furthermore, I understand that I and my representatives accept the venue in an as-is condition and are responsible for inspecting all areas within the event venue and immediate surrounding areas for hazards and will take any necessary steps to protect event participants and attendees until corrective/remedial measures are implemented.

I further understand that knowingly providing any false information is cause for the immediate denial of a special event permit, the suspension of a special event permit if one has already been issued, and/or the denial of future special event permits being issued. I understand in the event of a major incident, my event may be postponed or terminated for the sake of public safety and welfare (e.g., major crime incident, fire, flood, or any act of God).

In the event a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City of San Diego shall not be liable for the payment of such taxes. I further agree the payment of any such taxes shall not reduce any consideration paid to the city pursuant to this permit. I agree to abide by these rules, and further certify I, on behalf of the Host Organization, am also authorized to commit the organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of San Diego.

I acknowledge the Host Organization listed on this permit application is the legally and financially responsible entity for the overall organization, management, and implementation of the event and its related activities. If the Primary Contact on the permit application is not the same as the Chief Officer of the Host Organization, I authorize the Primary Contact to represent my organization throughout the permit process and event duration, including set-up and dismantle timeframes. Furthermore, I authorize the Primary Contact listed on this permit application to



sign city permits and other documents as well as make financial and operational commitments on behalf of the Host Organization.

I HEREBY CERTIFY THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT AND AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF SAN DIEGO, ITS MAYOR, CITY COUNCIL, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LOST, DAMAGES, LIABILITY, CLAIMS, SUITS, COSTS AND EXPENSES, WHATSOEVER, INCLUDING ATTORNEY'S FEES, REGARDLESS OF THE MERIT OR OUTCOME OF ANY SUCH CLAIM OR SUIT ARISING FROM OR IN ANY MANNER CONNECTED TO THE REQUESTED ACTIVITY. I ALSO AGREE, IF APPROVED, TO COMPLY WITH ALL PERMIT CONDITIONS, INCLUDING THOSE LISTED IN THE SPECIAL EVENT PLANNING GUIDE AND OTHER DOCUMENTS PROVIDED BY CITY REPRESENTATIVES AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY CONDITION OR ANY VIOLATION OF LAW MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE EVENT, DENIAL OF FUTURE EVENTS WITHOUT ADMINISTRATIVE RECOURSE RIGHTS AND/OR CRIMINAL PROSECUTION.

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## **A-15: Olympia, WA:**





# 2016 Festival and Event Permit Application

Use this application to request use of City of Olympia property for an outdoor community festival or event that is free and open to the public and for associated parades / processions. The application must be complete and signed, and submitted with a detailed site map and sponsor's non-profit registration.

PLEASE TYPE OR CLEARLY PRINT

**EVENT DATE(S):**

<b>Event Name</b>					
<b>Event Website Address</b>					
<b>Event Sponsor Name and Address (must be a registered non-profit organization)</b>					
<b>Requested City Property - Check and List all that apply. For parade or procession, attached a separate sheet showing the parade / procession map and only check below your requested staging area(s).</b>					
X	Property / Street	From	To		
	Park: Percival Boardwalk				
	Park: Percival Grassy area south of Harbor House				
	Park: Percival Harbor House (rental fee applies)				
	Park: Percival Moorage	List Docks:			
	Park: Stevens Field				
	Park:				
	Parking Lot: Artesian Well (Saturday / Sunday only)				
	Parking Lot: Capitol Way & State (Saturday / Sunday only)				
	Parking Lot: State and Washington (Saturday / Sunday only)				
	Street: 5th				
	Street: 9 <sup>th</sup> (next to Library)	Adams	Franklin		
	Street: Franklin				
	Street: Jefferson				
	Street: Legion Way	Columbia	Water		
	Street: Legion Way				
	Street: Olympia/Thurston (next to HOCM / LOTT)	Marine Drive	Adams		
	Street: Washington				
	Street: Water	5 <sup>th</sup>	Legion Way		
	Street: Water / 7 <sup>th</sup>	Legion Way	Columbia		
	Street:				
	Street:				
	Street:				
<b>Event Dates and Times</b>					<b>Attendance Estimate</b>
	<b>Day of the Week</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	
	Setup				
	Day 1				
	Day 2				
	Day 3*				
	Teardown				
<i>*If event duration is more than three days, attach a list of all days, dates, and start / end times.</i>					

**Who is the primary contact for your event and how to we reach them:**

Name:

Address, include zip code:

Phone number:

Cell phone for emergency contact during the event:

Email:

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**Who is the back-up contact for your event and how do we reach them?**

Name:

Address, include zip code:

Phone number:

Cell phone for emergency contact during the event:

Email:

**EVENT DESCRIPTION.**

*Please check all categories that apply:*

<b>X</b>	<b>TYPE OF EVENT</b>
	Festival / Event with vendors and entertainment
	Parade or Procession
	Marathon
	Sports Competition – describe:
	Other – describe:
	Other – describe:

Provide a brief description of your event:

**CITY SERVICES REQUESTED:**

- City staff will review the requests and notify the primary contact whether or not staff/supplies are available as requested and any conditions.
- Event sponsor may be billed for City overtime, utility charges, and out of pocket expenses related to the event.

**Check ALL City services that are requested:**

**PUBLIC SAFETY:**

*Even if not requested, the City may require event sponsor to provide and pay for specific public safety services.*

\_\_\_\_ Crowd and/or traffic control provided by Olympia police department.

\_\_\_\_ Olympia Police Explorer services.

Describe any other public safety services provided by sponsor:

**STREET CLOSURE:**

*Sign, cone and barricade drop-off depends on whether City has any available for event use. If supply is low, event sponsor may need to rent or acquire some elsewhere.*

\_\_\_\_ Sponsor requests that City drop-off \_\_\_\_ (#) signs; \_\_\_\_ (#) cones; \_\_\_\_ (#) barricades. Sponsor will use the signs, cones, barricades to close off the street, and will place them in the drop off location after the event for pick-up by City staff. Note: Depending on potential risk, City may require that street closure is done by City staff.

\_\_\_\_ Street closure done by City staff. Estimated number of \_\_\_\_ signs; \_\_\_\_ cones; \_\_\_\_ barricades.

**SITE PREPARATION AND CLEAN-UP**

*Site preparation and clean up are the responsibility of the event sponsor. The event sponsor will be billed for actual cost if the City has to have its staff provide services on overtime, or if the City determines the site was not adequately cleaned up after the event.*

Please list any unusual site preparation or clean up requiring City services, such as street sweeping, advance pumping of grey water holding tanks on Water Street, etc:

SITE PREPARATION AND/OR CLEAN UP SERVICES				
	Type of Service	Day of Week	Date	Estimated Time of Day
Set Up				
Clean Up				

**UTILITIES:**

Event sponsor will be billed for utility services at the commercial rate.

\_\_\_\_\_ **Water** at the event to be used for the following purpose(s) – please list the uses:

\_\_\_\_\_ **Recycle and Organics:** Will the event need clear stream containers for recycling and composting?

\_\_\_\_\_ If so, how many? \_\_\_\_\_

*Sponsor is responsible for arranging pick up or advance drop off, placement and managing containers at the event and the return of all containers.*

Does the event need assistance with recycle and compost collection containers for the removal and disposal of collected materials at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

**The City of Olympia is committed to moving toward a Zero Waste future. Please note the following:**

- *All events must provide a detailed waste plan outlining how it will manage and work toward reducing waste at the event by recycling, composting or other means. (See Recycling Plan below) The City of Olympia Waste ReSources can assist with waste reduction planning.*
- *All events with vendors selling single-use beverage containers must provide recycling. Vendors are responsible for providing recycling at these events (RCW 70.93.093)*
- *To encourage recycling and a composting the city only charges for collection of garbage.*

\_\_\_\_\_ **Garbage pick-up**, including advance drop-off and placement of dumpsters and collection/disposal of garbage during or after the event.

If the City is not providing garbage/recycling services, describe how to you intend to dispose of debris/garbage/recycling generated at your event:

**RECYCLING PLAN:**

Please provide a detailed plan on how you intend to reduce waste and encourage recycling and composting at you event. Please include the name of the point person for this at your event. The City of Olympia Waste ReSources can assist with waste reduction planning.

## EVENT ACTIVITIES:

*Indicate the location of all event activities on an attached site map.*

### ALCOHOL

*Olympia may consider allowing some limited alcohol sale / serving at community events, if the beer garden or alcohol serving / sale is not the primary event activity. State Liquor Permits are required.*

Are you planning a beer garden or other alcohol sale / serving at the event? \_\_\_\_\_ yes; \_\_\_\_\_ no

If yes, attach a detailed site map of the proposed alcohol sale / serving location, a description of the height and type of fencing you will use, and a description of how you intend to manage the area.

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### AMPLIFIED MUSIC:

Will you have amplified music at your event? \_\_\_\_\_ yes; \_\_\_\_\_ no

If yes, list the day, date, and hours when amplified music will be played:

AMPLIFIED MUSIC - Dates and Times				
	Day	Date	Start Time	End Time
Setup				
Day 1				
Day 2				
Day 3*				
Teardown				

*\*If amplified music will be played more than three days, attach a list of all dates, days, and start / end times.*

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### ARTS AND CRAFT VENDORS

Will you have arts and craft vendors at your event? \_\_\_\_\_ yes; \_\_\_\_\_ no

How many arts / craft vendors to your expect? \_\_\_\_\_

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### CARNIVAL

Will you have carnival rides at your event? \_\_\_\_\_ yes; \_\_\_\_\_ no

If yes, provide the name and contact information for the carnival provider:

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### FIREWORKS:

*A fireworks discharge permit will be required by the Fire Marshall.*

Will you discharge fireworks at the event? \_\_\_\_\_ yes; \_\_\_\_\_ no

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**FOOD:**

*Outdoor cooking may require Fire Marshall inspection and a temporary fire permit, in addition to Health Department inspections and permitting.*

Will you be serving and/or selling food at your event? \_\_\_\_\_ yes; \_\_\_\_\_ no

If yes, will food be cooked or warmed on site? \_\_\_\_\_ yes; \_\_\_\_\_ no

How many food vendors to your expect? \_\_\_\_\_

*To reduce waste the City of Olympia strongly encourage each event to work with its food vendors and the City's Waste ReSources to compost as much as possible.*

Please detail how you will provide composting for food vendors and the public.

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**PARADE / PROCESSION:**

Will you have a parade or procession with your event? \_\_\_\_\_ yes; \_\_\_\_\_ no

Estimated number of parade entries and/or procession participants: \_\_\_\_\_

Parade / Procession starting time:

Attach a map showing the staging location, route, and ending location.

How will waste be managed at the beginning, end and along the parade route?

Will you be providing recycling for the public or parade participants during the event? If so please provide a detailed plan or map.

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**OTHER ACTIVITIES:**

List any other activities that you are planning for the event, and clearly mark their location on an attached event map.

## OTHER INFORMATION

### ELECTRICITY/POWER:

Is electricity needed for your event on City property? \_\_\_\_\_ yes; \_\_\_\_\_ no

If yes, describe how you intend to provide power:

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### FREE SPEECH:

Describe how you intend to accommodate free speech at your event:

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### GREY WATER DISPOSAL:

*Grey water (wash water) may NOT be dumped down City storm drains.*

Will any use at your event generate grey (wash) water? \_\_\_\_\_ yes; \_\_\_\_\_ no

If yes, describe how you intend to dispose of it:

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### SANITATION:

Describe your arrangements, if any, for personal hygiene and sanitation (e.g. port-a-potties, hand wash stations, public access to restrooms):

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### STAGE:

Will you be constructing a stage or stages at the event? \_\_\_\_\_ yes; \_\_\_\_\_ no

If yes, describe the dimensions of the stage – length, width, height from ground; whether or not a stage covering / awning will be constructed:

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### TENTS:

- *Pegs, stakes, spikes, etc may not be driven into City streets/sidewalks.*
- *Tents greater than 200 square feet and canopies greater than 400 square feet require Fire Marshall inspection and a temporary fire permit.*

Will tents and/or canopies be set up at your event? \_\_\_\_\_ yes; \_\_\_\_\_ no

How will you secure them?

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**STREET LIGHT POLE BANNERS OR FLAGS**

- *Event sponsors are responsible for safely and security hanging any event banners or flags on street light poles.*
- *Only street light poles with existing brackets may be used.*
- *No more than one-third of the overall banner size may be used to display logos or sponsor names.*
- *The City reserves the right to designate the dates and locations for street banner display.*
- *All banners must be removed promptly after the event.*

Are you planning to place banners on light poles to promote your event?

\_\_\_\_\_ yes; \_\_\_\_\_ no

If yes, please list the streets where you wish to hang banners or flags:

Who will hang your banners or flags? Are they licensed and bonded for this work?

Requested Dates:	Day of Week	Date
Hang Banners / Flags		
Take Down Banners / Flags		

**State Street Banner:**

Information about how to request to reserve the State Street banner space is posted on the City of Olympia website. Type the words Street Banner in the Search box.



## **APPLICATION INFORMATION:**

You need a permit to hold an outdoor community activity such as a festival, event, parade, and/or procession on City of Olympia property. In Olympia, an outdoor community activity must be sponsored by a non-profit organization registered with the Washington Secretary of State. The activity must be open to the public for free attendance.

Please submit your application for City property ninety (90) days before the first day of your event so that we have plenty of time to reserve the space and to work with you for a successful event.

Permits are only issued for the current calendar year, and space is not automatically reserved from year-to-year. During Spring and Fall Arts Walk, the City will only permit use of property in the downtown core for activities that are a part of the larger Arts Walk events.

For the welfare of adjacent businesses, the City only allows complete street closure of Water Street/7<sup>th</sup> Avenue adjacent to Heritage Park for Capital Lakefair which has used that space for decades and is too large to be fully held at Heritage Park.

Heritage, Sylvester, and Marathon Parks are State of Washington property. To reserve space at those venues, contact the State of Washington Department of Enterprise Services, 360.902.8881.

### **Fees/Licenses:**

- \$50 per block per day street closure fee for events in a fixed location.
- \$50 community event business license required for events with food and/or vendor sales.
- Reimbursement for City staff overtime for services to the event (e.g. traffic and crowd control).
- Reimbursement for City utility services at the commercial rate.
- Normal fees are waived for other City permits and inspections (e.g. Fireworks permit, electrical permit, etc)

### **Liability Insurance:**

Event sponsor will be required to provide liability insurance for all activities of the event in an amount determined by the City, and to provide the City with a certificate of liability insurance naming the City as an additional insured.

### **APPLICATION FILING:**

The application must be fully completed and signed, with an accompanying detailed site map and proof of sponsor's non-profit registration. File the application in one of the following three ways:

- Postal Mail: Kellie Purce Braseth, City of Olympia, PO Box 1967, Olympia WA 98507-1967
- Email: [kbraseth@ci.olympia.wa.us](mailto:kbraseth@ci.olympia.wa.us)
- In-Person Delivery: Kellie Purce Braseth, Olympia City Hall, 601 Fourth Avenue E, Olympia 98501

**Questions?** Contact Kellie Purce Braseth, 360.753.8361, [kbraseth@ci.olympia.wa.us](mailto:kbraseth@ci.olympia.wa.us).

**ATTACHMENTS:**

I have attached:

- A map or maps showing the requested event location and detailed site layout.
- A print out from the Secretary of State’s website of the current non-profit corporation registration status for the event sponsor.
- If applicable, a list with names and addresses of all business/property owners notified that a street closure request is being made to the City for a festival event and a copy of the notification letter.
- A check for \$50 payable to the City of Olympia for a Community Event Business License, if vendors will be at the event.

The street closure fee is due at the time your permit is issued (\$50 per fixed event block / per day). You will be billed by the City after the event for City utility and service costs, if any are due.

**ACKNOWLEDGEMENT AND SIGNATURE:**

I have read the complete application packet, including the application information. To my knowledge, this application is accurate and complete. I understand that the City of Olympia may request additional information in order to fully assess health, safety and welfare implications of the use of City property for the proposed festival or event.

If a permit is issued, I and the event sponsor and all persons associated with implementing the event agree to abide by any and all reasonable conditions imposed by the City of Olympia related to the festival event, including providing liability insurance in the minimum amount of \$1 million (or other amount determined by the City) which names the City of Olympia as an additional insured.

I understand that once filed with the City, this application is a public document.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed signature name:**

**Relationship to the Sponsoring Organization:**

**Phone number:**

**Email:**



# Contact Information

## Services/Permits/Inspections for Festival Events in Olympia, WA

Service	Description	Contact
<b>Application to Use City Property / Streets</b>	Event sponsors must apply for permission to use City streets and property for community events. Event must be free and open to the public.	Kellie Purce Braseth, Strategic Communications Dir. Phone: 360.753.8361 Email: kbraseth@ci.olympia.wa.us
<b>Community Event Business License</b>	\$50 annual fee. Applies to events with vendors or sale of food/goods. Attached to event application.	Kellie Purce Braseth, Strategic Communications Dir. Phone: 360.753.8361 Email: kbraseth@ci.olympia.wa.us
<b>Electrical Permits</b>	If electricity/generator power will be used at an event on City property, a City of Olympia Electrical Permit and Inspection may be required. The permit fee is waived for festival events.	Scott Hopp, Electrical Inspector City of Olympia Community Planning & Development Department, City Hall, 601 4 <sup>th</sup> Avenue E – 2 <sup>nd</sup> floor permit center Phone: 360.753.8314
<b>Fire Inspections/Tent Permit &amp; Inspections</b>	Event sponsors must arrange for the Fire Marshall to inspect use of flammable materials (heaters, stoves, etc) at public events. Cooking booths require Fire Marshall inspection, as to tents greater than 200 square feet and canopies greater than 400 square feet. The permit fee is waived for festival events.	Rob Bradley, Fire Marshall Olympia Fire Department, 100 Eastside Street. Phone: 360.753.8472
<b>Food Handling Permits/Food Vendor Inspections</b>	Thurston County Public Health may require a permit and inspection of food will be sold or served at a community event.	For information, contact the Thurston County Public Health and Social Services Department for a food handler’s permit and information about associated inspections. Information is available on the Thurston County website at <a href="http://www.co.thurston.wa.us/health/ehfood/index.html">www.co.thurston.wa.us/health/ehfood/index.html</a> .
<b>Garbage/Recycling/Composting</b>	If food booths and vendors are a part of your event or you are expecting a large crowd, what arrangements have you made for garbage and recycling services? Event sponsors must register at least two weeks in advance of the first day of event set up for garbage/recycling services to be provided by the City of Olympia, and must pay as invoiced by the City.	Spencer Orman, Sr. Program Specialist City of Olympia Waste ReSources Phone: 360.753.8752 Email: sorman@ci.olympia.wa.us

Service	Description	Contact
<b>Grease (Cooking)/Oil and Wastewater/Greywater</b>	<p>Food preparation grease/oil and wastewater CANNOT be dumped down City drains. Event sponsors are responsible for disposing of food preparation grease and wastewater in a responsible manner.</p>	<p>Lakefair and Harbor Days contract with the following firm for cooking grease/oil removal and disposal. This information is provided as a convenience only and does not constitute a recommendation or endorsement:</p> <p style="padding-left: 40px;">Darling International – Tacoma  (253) 572-3922 Phone  (253) 627-7611 FAX  2041 Marc Avenue  Tacoma, WA 98421  www.darlingii.com</p>
<b>Liability Insurance</b>	<p>All sponsors of festival events in the City of Olympia must obtain bodily injury and property damages liability insurance in an amount no less than \$1 million per occurrence and \$2 million aggregate, and which names the City of Olympia as an additional insured on the policy.</p> <p>The Washington Cities Insurance Authority (WCIA) manages a Tenant User Special Events Coverage program to provide event sponsors access to low cost liability insurance through WCIA's broker. Event sponsors may choose to apply for insurance through the WCIA program, or obtain it from a reputable firm of their choosing.</p>	<p>For questions about liability insurance requirements, contact:  Connie Cobb, City of Olympia Risk Coordinator  Phone: 360.753.8451  Email: ccobb@ci.olympia.wa.us</p>
<b>Liquor License</b>	<p>Permission is needed from the City of Olympia to sell or serve liquor at an event on City property. Indicate on your event application if you wish to request permission sell or serve liquor. City Council approval may be needed.</p> <p>A license from the Washington State Liquor Control Board is required.</p>	<p>To discuss City requirements and approval process, contact:  Kellie Purce Braseth, Strategic Communications Dir.  Phone: 360.753.8361  Email: kbraseth@ci.olympia.wa.us</p> <p>For the Liquor License, contact:  State of Washington Liquor Control Board  Website: <a href="http://liq.wa.gov/">http://liq.wa.gov/</a></p>
<b>Noise</b>	<p>Refer to Olympia Municipal Code Chapter 9.16 for Olympia regulation regarding Disorderly Conduct, including Public Noise Disturbance. The Olympia Municipal Code is available online through the City of Olympia website, <a href="http://www.olympiawa.gov">www.olympiawa.gov</a>.</p>	

<p><b>Parking Meters/Event Parking</b></p>	<p>Indicate on your event application if you wish to reserve parking spaces for short-term use to set up and/or clean up after your event.</p>	<p>To purchase parking for event needs, contact:          Karen Kenneson, Parking Supervisor          Olympia City Hall, 601 4<sup>th</sup> Avenue E          Phone: 360.753.8277          Email: <a href="mailto:kkenneso@ci.olympia.wa.us">kkenneso@ci.olympia.wa.us</a></p>
<p><b>Olympia Police Explorers</b></p>	<p>Explorers may be available to assist with event security. A written agreement may be required. There is a fee for services.</p>	<p>Amy Stull, Police/Community Relations          Olympia Police Department          Phone: 360.753.8049          Email: <a href="mailto:astull@ci.olympia.wa.us">astull@ci.olympia.wa.us</a></p>

## **A-16: Portland, OR:**



**Portland Fire & Rescue**  
**Fire Marshal's Office**  
1300 SE Gideon Street  
Portland, OR 97202-2419  
Phone: 503.823.3712  
Fax: 503.823.3925



## REQUIREMENTS FOR PUBLIC/SPECIAL EVENTS

### Trade Shows, Concerts, Banquets, Fenced Outside Events

#### 1. PERMITS:

- A permit from the Fire Marshal's Office is required for a facility (or any area of the facility) which may be occupied by 500 or more people.
- A **permit fee** is required – see application for details.
- Permit applications are available from the Permit Office at 1300 SE Gideon St., Portland OR 97202-2419.
- Make check payable to "Portland City Treasurer".

**THE APPROVED PUBLIC/SPECIAL EVENT PERMIT AND FLOOR PLAN  
MUST BE KEPT IN A LOCATION AT THE EVENT WHERE IT IS  
READILY ACCESSIBLE TO ANY FIRE OR POLICE OFFICIAL.**

#### 2. ACCESS:

- CLEAR AND VISIBLE ACCESS must be provided and maintained for ALL:
  - Exits
  - Fire extinguishers
  - Fire hose cabinets
  - Fire alarm pull stations

#### 3. OCCUPANCY LIMITS:

- The legal occupancy load allowed will be shown on the approved permit. **Do not exceed this limit.**

#### 4. FLOOR PLANS:

- A detailed floor plan, clearly drawn to scale, must be submitted with the permit application packet at least 30 days prior to the event.
- Plans must be an actual representation of the event.
- It is permissible to use generic facility floor plans, such as those provided by the Oregon Convention Center, EXPO Center, etc.
- In general, where applicable, the Fire Marshal's Office will not approve floor plans that have not been approved by the facility management.
- The Fire Marshal's Office, Public/Special Events Inspector, must be notified of any change in the plans no later than seven (7) days before show opening.
- Changes filed less than seven calendar (7) days before show opening will require double fees to be paid if proposed changes require additional plan review or special measures because aisles are reduced, booths or tables added, etc.
- **The following information is REQUIRED ON ALL FLOOR PLANS and must be clearly indicated:**
  - Event name and dates of actual operation.
  - Name of each area to be used (Hall, Room, Parking Lot, etc.)
  - Location and use of all bulk spaces.
  - Location of Fire Access Lanes – minimum 15 ft. wide.
  - Location and approximate square footage of bark mulch, dust or chips.

## FLOOR PLANS (continued)

- Location and dimensions, in feet and inches, plus total square footage, of each area, including:
    - Stages
    - Display Areas
    - Booths
    - Islands
    - Registration Desks
    - Food Carts or Food Booths
    - Motor Vehicles
    - Operating Machinery
    - Hazardous Operations
    - Any other items set up in any lobby or floor area.
  - Location and dimensions, drawn to scale, of:
    - A. **TABLES:** All seating and dining areas must show detail of chair and table set-up, aisle width and table spacing.
      - Table rounds must be spaced a minimum of 6' , from table edge to table edge.  
NOTE: For additional table round spacing specifications, contact the Fire Marshal's Office.
      - Banquet tables, 4' to 8' long, must be spaced:
        - A minimum of 31" apart when seating on one side.
        - A minimum of 50" apart when seating on both sides.
    - B. **CHAIRS:**
      - When arranged, rows must NOT contain more than 14 chairs.
      - Seats must have a minimum clear space of 12" between rows.
      - Aisles between rows of chairs should be 4' wide or more, but may vary depending on aisle lengths.
      - When seats exceeding 300 in number are arranged in rows, the three chairs at both ends of each row must be securely fastened (bonded) together.
    - C. **AISLES:**
      - At trade shows in hotels or ballrooms, minimum aisle widths of 8' are required.
      - At trade shows in larger facilities, minimum aisle widths of 10' are required.
      - Depending on square footage, aisles may be required around displays.
      - Large island booths must show any required aisles which pass through the island.
      - Aisles passing support columns must have 36" minimum clearance from the column.
    - D. **EXITS:**
      - Unless specifically allowed by the Fire Marshal's Office and shown on the approved floor plan, all exits must be:
        - Unobstructed.
        - Not covered with drape or other items.
        - Unlocked and in no way impaired.
      - Required exits in large bulk space areas in buildings may require lighted battery back-up exit signs.
      - Outside fenced events require regulation exits (maximum 100' travel distance to reach an exit) and approved exit signs.
    - E. **BARRIERS:**
      - Location and height of all pipe and drape or other barriers (such as hardwall, fencing, etc.)
5. **DECORATIONS:**
- Decorative materials, booth walls, pipe and drape, etc. must be effectively FLAME-PROOFED or made of materials acceptable to the Fire Marshal's Office.
  - Signs, banners and other decorative materials may not be suspended from or attached to, the fire sprinkler piping or sprinkler heads.



DECORATIONS (continued)

- All displays must remain at least 36" below any building fire sprinkler heads.
  - Use of BARK MULCH, DUST or CHIPS require that:
    - Location and approximate square footage shall be shown on the floor plan.
    - Lighting and wiring placed in this material shall be 12 volt UL approved for outdoor use.
  - Electrical wiring for ponds, or similar displays, must be approved by the Fire Marshal's Office.
6. **ENCLOSED STRUCTURES:**
- No canopies, similar coverings or enclosed structures are allowed inside buildings unless approved by the Fire Marshal's Office.
  - All approved coverings or structures with roofs are required to have all electrical power disconnected at the close of show each day.
7. **SMOKE DETECTORS:**
- A properly mounted and working smoke detector must be provided and maintained in every enclosed structure within a building 10' x 10' or larger.
8. **VEHICLES:**
- Exhibitors displaying vehicles inside a building or tent, equipped with liquefied petroleum gas (propane) containers, must have such containers emptied and reduced to atmospheric pressure before bringing them into the building.
  - Vehicles displayed inside a building or tent cannot contain more than ¼ tank of fuel, or 5 gallons of fuel, whichever is less.
  - Gas cap must be either a locking type or taped in place.
  - Gasoline or other fuels shall be drained or added outside of the building.
  - Any vehicle with a gasoline or alcohol stove, must have such stove completely emptied and reduced to atmospheric pressure, prior to display.
  - Keys are to be left on-site, or the vehicle doors left open for inspection.
  - Battery cables must be disconnected and taped, or batteries removed.
9. **HEATERS:**
- Portable space heaters are not allowed, unless specifically approved in the Public/Special Event permit.
10. **FLAMMABLES:**
- No PROPANE cylinders, flammable GASES, liquids or solids, are allowed in any building, enclosed tent or structure, unless specifically allowed on the approved permit.  
Exception: Up to two 16.4 oz. disposable bottles of propane/butane are allowed per exhibitor.
  - Natural gas use is required in venues which have pre-plumbed natural gas hook-ups.
11. **SECURITY:**
- 24 hour on-duty security personnel are required until all enclosed structures are removed from the building.
  - A door or window in each enclosed structure is to be left open.
  - Security personnel are required to make 30-minute patrols to check all enclosed structures for possible fire.
  - Security personnel must have quick access to a telephone in order to report fire or other security problems.
  - A written log of security rounds must be maintained and available to any fire or police officer upon request.
12. **OUTSIDE EVENTS:**
- Outside fenced events require regulation exits (maximum 100' travel distance to reach an exit) and approved exit signs.
  - For outside events featuring food vendors, the person applying for this Public/Special Event Permit must also submit a list of all food vendors and a floor plan showing each vendor location.
  - Food vendors are required to have Propane and/or Natural Gas Permits.

**Violation of these requirements may result in a citation at the time of inspection.**



**Portland Fire & Rescue**  
**Fire Marshal's Office**  
 1300 SE Gideon Street  
 Portland, OR 97202-2419  
 Phone: 503.823.3712  
 Fax: 503.823.3925



**PERMIT APPLICATION FOR PUBLIC/SPECIAL EVENTS**

EVENT NAME: \_\_\_\_\_  
 \_\_\_\_\_  
 DATES EVENT OPEN TO THE PUBLIC/CUSTOMERS:  
 \_\_\_\_\_ to \_\_\_\_\_  
 OPENING AND CLOSING TIMES:  
 \_\_\_\_\_ to \_\_\_\_\_

**FOR FIRE BUREAU USE ONLY**

PERMIT # \_\_\_\_\_ AMT. SUBMITTED WITH APPLICATION \$ \_\_\_\_\_  
 DATE REC'D. \_\_\_\_\_ CASH / CHECK # \_\_\_\_\_  
 RECEIPT # \_\_\_\_\_ REC'D FROM \_\_\_\_\_  
 PFI # \_\_\_\_\_  
 BLDG. KEY # \_\_\_\_\_  
 Inspector's Notes: \_\_\_\_\_  
 \_\_\_\_\_

**REQUIRED FOR: Trade Shows • Concerts • Banquets • Assembly Events in Non-Assembly Building • Outside Tents • Fenced Outside Events • Haunted Houses**

- Assembly buildings: events in buildings when the calculated load for the space would allow 500 or more people to attend.
- Non-assembly buildings: outside tents, warehouses, parking garages, or vacant buildings, when 50 or more people may attend.
- Fenced outside events where 50 or more people may attend. (These events will be categorized under Schedule A)
- All trade shows with six or more vendor booths.
- Haunted houses: regardless of occupant load.

**Separate application for Pyrotechnic/Special Effects Permit required for:**

**Pyrotechnics (other than outside fireworks) at concerts, movies, school plays, theater, etc.**  
 Fee for pyrotechnics.....**\$200.00 per event. STANDBY FEES MAY APPLY**

**Separate Laser permit required for:**

Use of lasers (which require a Federal variance), whether inside or outside a building. Fee for lasers.....**\$100.00 per event**

**FEES BASED ON TOTAL SQUARE FOOTAGE USED.** Add all assembly areas used to determine total square footage.

**Assembly Building Fees – Schedule A**

Up to 25,000 square feet.....	\$.150.00
25,001 to 50,000 square feet.....	\$250.00
50,001 to 100,000 square feet.....	\$500.00
100,001 to 150,000 square feet.....	\$750.00
150,001 to 200,000 square feet.....	\$1,000.00
200,001 to 250,000square feet.....	\$1,250.00
250,001 sq ft or greater.....	\$1,500.00

**NON-Assembly Building Fees – Schedule B**

Up to 25,000 square feet.....	\$.250.00
25,001 to 50,000 square feet.....	\$500.00
50,001 to 100,000 square feet.....	\$750.00
100,001 to 150,000 square feet.....	\$1000.00
150,001 to 200,000 square feet.....	\$1,250.00
200,001 to 250,000square feet.....	\$1,500.00
250,001 sq ft or greater.....	\$1,750.00

Complete this form and submit with payment and one complete floor plan of the area being used for the event, drawn to scale. If floor plan is larger than 11" x 17", submit two copies. Plans cannot be reviewed without all required submittal criteria.

**Make check payable to "Portland City Treasurer".** Either bring or send packet including plans, paperwork and payment to: **PERMITS - Portland Fire & Rescue, 1300 SE Gideon Street, Portland OR 97202-2419. 8:00 AM – 3:30 PM, Monday - Friday**

**NOTE:** Complete packet (including fees) must be received or post marked at least **SEVEN (7)** calendar days before the event. Any permit request packet received after deadline will be charged **DOUBLE FEES (\$500.00 MAX).**

Inspector Initial \_\_\_\_\_ Date: \_\_\_\_\_ Codes \_\_\_\_\_  
 Occupant Load: \_\_\_\_\_

