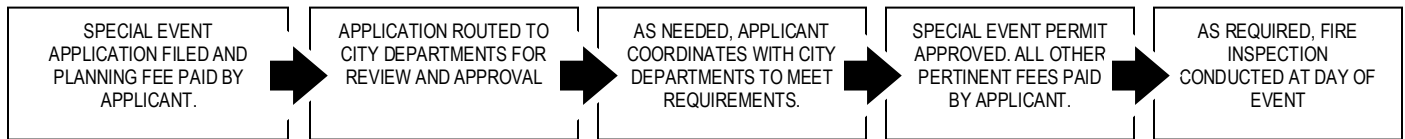




UNIFIED SPECIAL EVENT PERMIT APPLICATION

In order to allow adequate processing time, special event applications must be submitted at least two weeks prior to the event. Events that require street closures need to be submitted at least one month prior to the event.

Approval Process



Filing Instructions

1. Consult with Planning staff to identify any potential issues with the event.
2. Submit the application no earlier than two weeks prior to the event to allow adequate processing time. Events that require street closures need to be submitted at least one month prior to the event.
3. Fill out Parts 1 through 3 of this application:
 - a. *Part 1 – General Information*
 - b. *Part 2 – Fire Safety*
 - c. *Part 3 – Business Licensing* (Fill out only if you have vendors/booths at your event.)
4. Submit required documentation:
 - a. Site plan/aerial submitted using 8 ½" x 11" or 11" x 17" white paper, clearly indicating location of event on the subject property. The site plan or aerial shall include the following information:
 - i. Parking for the event
 - ii. Clear labeling of the location of all pedestrian pathways, vehicles, tents/canopies* and their dimensions.
 - iii. Clear labeling of the location, type and size of all temporary signage for the event.
 - iv. First aid station(s), cooking station(s), fire extinguisher locations, stage(s)/platform(s) and their dimensions, fencing/barricades, 24-foot fire lane, etc.
 - v. For large events, or events that include alcohol service, additional information and details may be required.
 - b. A valid photo ID (only required if you have vendors at your event)
 - c. A list of vendors listing: Business Name, Contact Name, Current address of owner, Contact Number, Type of Business, Description of Items to be sold and Seller's permit number (only required if you have vendors at your event)
5. Pay all applicable fees:
 - a. Planning Fee
 - b. Fire Review/Inspection Fees
 - c. Business License Fees

* Tents/canopies, including retail-size tents (ex. 10'x10' EZ ups), shall not be placed on, or obstruct, any portion of the fire lane or fire access roads. Grouped retail-size tents shall not exceed 700 square feet. Grouped tents shall be separated by a minimum of 12 feet.

Part 1: General Information

APPLICANT

Applicant/Sponsoring Organization:

Mailing Address:

Coordinator Name:

Phone:

Email:

Emergency Contact

Phone:

Email:

Applicant Certification:

I hereby declare that as applicant for this special event permit, I have read the foregoing application and know the contents of this application to be true to the best of my knowledge.

Event organizers are responsible to assess the venue, environment, anticipated attendees, and event components of the proposed event to properly develop and implement management strategies that ensure the safety of guests, neighbors, 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 Norco Municipal Code, Special Event Permit Application, other City documents, permits, requirements and/or correspondence.

Signature

Date

PROPERTY OWNER

Property Owner:

Mailing Address:

Contact Name:

Phone:

Email:

Property Owner Authorization:

I authorize the applicant listed on this application to conduct the special event described below on my property.

Signature

Date

EVENT

Description of Event:

Location of Event:

Date/s of Event:

Event Hours (specify event start time and end time, and as applicable, setup and teardown times)		
Anticipated Number of attendees:		
Will food and beverages be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please explain.	Will there be signs for the event? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, a separate Special Event Special Sign permit may be required	Will there be vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2: Fire Safety

Mark all that apply.		
FOOD AND BEVERAGE		
<input type="checkbox"/> Catered on-site/off-site. <input type="checkbox"/> Barbeques/Grills <input type="checkbox"/> Deep Fryers <input type="checkbox"/> Ranges <input type="checkbox"/> Woks <input type="checkbox"/> N/A		
TENTS/CANOPIES Number of tents over 400 square feet _____ Number of tenants over 700 square feet _____ Copy of fire-retardant certification provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	BOOTHS Number of Booths _____ Cooking? <input type="checkbox"/> Yes <input type="checkbox"/> No	GENERATORS Quantity _____ Refuel required? <input type="checkbox"/> Yes <input type="checkbox"/> No
OPEN FLAME/PYRO		
Will open flames, fireworks, (including cold spark devices) or pyrotechnics be involved? <input type="checkbox"/> Yes* <input type="checkbox"/> No *if yes, Fire District Form 21-Special Effects application may be required.		

Part 3: Business Licensing

Fill out only if you have booths/vendors at your event.

Applicant/Sponsoring Organization:		
Business Address:		
Billing Address:		
Coordinator Name:		Phone:
		Email:
Social Security #:	State Sales Tax #:	Federal Tax ID #:

APPROVALS – OFFICE USE ONLY

Fire – Permit Review Approval Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval Received? <input type="checkbox"/> Yes <input type="checkbox"/> No CD Tech Signature: _____ Date: _____
Business License Approval Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval Received? <input type="checkbox"/> Yes <input type="checkbox"/> No CD Tech Signature: _____ Date: _____
Building and Safety Approval Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval Received? <input type="checkbox"/> Yes <input type="checkbox"/> No CD Tech Signature: _____ Date: _____
Engineering/Public Works Approval Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval Received? <input type="checkbox"/> Yes <input type="checkbox"/> No CD Tech Signature: _____ Date: _____
Sheriff Approval Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval Received? <input type="checkbox"/> Yes <input type="checkbox"/> No CD Tech Signature: _____ Date: _____
Planning Planning Approval required for all Special Events on private property.	Approval Received? <input type="checkbox"/> Yes <input type="checkbox"/> No CD Tech Signature: _____ Date: _____
Fire – Standby/Safety Inspection Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	