

SPECIAL EVENT PERMIT APPLICATION

Please allow ten (10) business days for processing Type A special event permits and a minimum of ten (10) weeks for processing Type B special event permits. Applications cannot be processed until all documents are submitted (see Special Event Permit Application Instructions).

Special Event Permit Type A:

Special Event Permit Type B:
(First Time Non-Rules of the Road Event)

Date Application Submitted: _____

Date(s) of Event: _____ at _____ am/pm
through _____ at _____ am/pm

Address of Event: _____

Name/Description of Event (Use Additional Paper if required):

of Participants/Expected Attendance: _____ Amplified Sound: _____ Yes / No

Animals: _____ Yes / No Alcohol Sales/Service: _____ Yes / No

Applicant:

Name of Sponsor and Name of Coordinator (main contact for the special event permit application)

Phone Number: _____ Non Profit

Email: _____ Fax: _____

Address: _____

Operator:

Company, Group or Person producing event *if different than Applicant Sponsor*

Phone Number: _____ Event Site Phone: _____

Email: _____ Fax: _____

Property Owner:

Name Business Phone

FOR STAFF USE ONLY

- Approved (Conditions Attached) Permit Number: _____
- Declined, Reason(s) _____
- Community Development Signature: _____ Date: _____

For assistance regarding Special Event Permits, please contact the Code Compliance Division at 805-449-2300.

