



# 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 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. Our goal is 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 guides you through the Citywide Special Event Permit Process and provides you with regulations and requirements associated with special event management in the City of San Diego.

As you read this Planning Guide and complete the Citywide Special Event Permit Application, please be aware these documents were developed to address many types and elements of special events. You need only provide information 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.

*The coronavirus pandemic has significantly altered our lives and special events. Necessary public health measures to prevent the spread of the virus may be implemented as needed. Please refer to [guidance](#) issued by the California Department of Public Health (CDPH) regarding the return to usual operations for most activities. The requirements and recommendations for negative testing / vaccine verification as issued by the CDPH will be in place effective **June 15, 2021 through November 1, 2021**. The state will assess conditions by September 1, 2021, to determine whether updated requirements or recommendations are needed beyond November 1, 2021.*

### Citywide Special Event Permit Application

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You can apply for a Citywide Special Event Permit Application with the online [Special Event Permit Application](#).

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, rights-of-way; 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 (such as a parking lot used as part of a festival venue). Examples of special events include festivals, parades, runs/walks, farmers' markets and other planned group activities requiring coordination of several city departments or other agencies. This includes events with the consumption 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**

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The Citywide Special Event Permit Application is designed to assist event organizers and serve as a guideline for developing event plans that comply with local, state, and federal codes, laws, policies, and regulations.

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 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 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**

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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**

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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. The applicant must 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.

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, U.S. Coast Guard, California Coastal Commission approval, etc.).

## **Application Fee**

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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, Medical Plan, Route Map and/or Fully Dimensional Close-up of Enclosed Area(s), Parks 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 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**

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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**

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If your event will take place on property other than, or in addition to, city streets and public rights-of-way, 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 Parks 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 Parks and Recreation Department to use the requested venue.

The Parks 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 Parks 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 Parks and Recreation Director. Some events may also require California Coastal Commission review.

## **Special Events Calendar**

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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 [SanDiego.gov/SpecialEvents-Filming](http://SanDiego.gov/SpecialEvents-Filming).

Events are added to the calendar from permit applications after CEQA is completed. 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 Parks 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**

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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**

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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**

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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 canceled, the Host Organization will be assessed the cost of the services provided.

## **Final Permit**

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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**

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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. 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, any attachments, and supporting documents included 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 shall 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 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.



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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>▪ Water Pollution Prevention</li><li>▪ Recycling, Organics, and Trash/Collection Plans</li><li>▪ Insurance Requirements</li></ul> | <ul style="list-style-type: none"><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>▪ Medical Plan / Medical Staffing</li><li>▪ Heat Management Plan and Hydration Stations</li><li>▪ Command Structure and Facility to Manage Event (Command Post)</li><li>▪ Other</li></ul> |
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**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/Organics Collection</li><li>• Water Prevention Pollution</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 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. Installation of the temporary structures may require additional review, plans, submission of engineering calculations and drawings stamped by a California licensed engineer, self-certified inspections, or a Building Permit.

## **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 on-site modifications.

## **Entertainment Permit**

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There are several 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/Open Flame**

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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 California Fire Code as amended by the City of San Diego. Examples of activities in this category include outdoor fireworks, model rocket launches, open flame activities such as fire walking, fire dancer/performer and special effects using pyrotechnical devices.

As part of the permit requirements, on-site Fire Safety Officer 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, and/or the US Coast Guard.

## **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 all food permits.

## **Lake Use Permit**

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Organized events involving the use of property managed by the Public Utilities Department that 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).

## **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 Parks 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 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 Parks and Recreation Department to use the requested venue.

## **Place of 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 a place of assembly must be reviewed and approved by the San Diego Fire-Rescue Department in compliance with the California Fire Code as amended by the 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 as a place\_of assembly. As part of the permit requirements, on-site Fire Safety Officer stand-by and inspection personnel and Fire resources 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 is administered by the Development Services Department and 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

## **Tents, Temporary Special Event Structures and other Membrane Structures Permit**

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All tents, temporary special event structures and other membrane structures having an area in excess of 400 square feet (37 m<sup>2</sup>) must be approved and reviewed by the San Diego Fire-Rescue Department in compliance with the California Fire Code as amended by the City of San Diego. In many instances, it is necessary to issue a Tent, Temporary Special Event Structures and other Membrane Structures Permit in conjunction with a Place of Assembly Permit in which case the review process is combined; however, the individual permit fees are applicable to each permit type.

An Application for a Single Event Permit shall be submitted to the San Diego Fire-Rescue Department for review and approval at least two weeks prior to the event. When a self-certified inspection is required for temporary construction, the California Business and Professions Code requires a registered design professional such as a California licensed architect, or a California licensed civil engineer.

The following documents shall be submitted with the application:

1. Construction documents: Construction documents shall be prepared and stamped by a registered California Civil Engineer in accordance with the California Building Code and ANSI E1.21 where applicable. Construction documents shall include:
  - a. Summary sheet showing the building code used, design criteria, loads and support reactions. (Note: full wind load shall be used. If designing the structure for reduced wind load, a building permit is required).
  - b. Detailed construction and installation drawings.
  - c. Design calculations.

As part of the permit requirements, on-site stand-by and inspection personnel and Fire Safety Officer resources may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.





## **Exhibits and Trade Shows 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 exhibits and trade shows in compliance with the California Fire Code as amended by the City of San Diego.

As part of the permit requirements, on-site stand-by and inspection personnel and Fire Safety Officer resources 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 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. When required, public safety resource needs will be assessed off total potential capacity requested and approved in the permit, regardless of ticket sales.

## **Venue**

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If your event will take place on property other than, or in addition to, city streets and public rights-of-way, 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 rights-of-way must be included with your permit application.

### ***CITY STREETS AND PUBLIC RIGHTS-OF-WAYS***

If your proposed venue is limited to city streets and public rights-of-way, 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.

As part of its Climate Action Plan to become a more sustainable City, the City of San Diego is creating more options for mobility by expanding bike lanes and creating new bike routes. The lanes may be protected bikeways using AC berms, concrete islands, or cycle tracks. When determining the location of your event venue, the [Regional Bike Map](#) can be used to see existing facilities and upcoming bikeways (long term).

### ***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 Parks 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 always be available. 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 Parks and Recreation Department to use the requested venue.



The Parks 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 Parks 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 Parks 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 your 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.



## EVENT INFRASTRUCTURE—STAGES, TENTS AND SPECIAL EVENT STRUCTURES

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, tents and special event structures you plan to use at your proposed event.

### ELEVATED STRUCTURES

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 may be required to secure additional review, plans, submission of engineering calculations and drawings stamped by a California licensed engineer, self-certified inspections, or a Building Permit. 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.

All stages must be accessible and meet local, state and federal access laws including, but not limited to, an accessible route to the stage and/or ramp, 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 AND OTHER MEMBRANE STRUCTURES

Under the provisions of the California Fire Code as amended by the City of San Diego, tents or other membrane structures shall be at least 20 feet (6096 mm) from other tents or membrane structures; lot lines, buildings, parked vehicles or other internal combustion engines and outdoor cooking that produces sparks or grease-laden vapors. Tents and other membrane structures shall also have a California State Fire Marshal Certificate of Flame Resistance.

If the aggregate square footage of the tents used in your venue is greater than 400 square feet (37 m<sup>2</sup>), 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 other membrane structure areas:

#### ***LOCATIONS***

- Property lines, buildings, other tents, and other membrane structures shall be at least 20 feet (6096 mm) from tent support wires, ropes, and guy wires.
- A 20-foot (6096 mm) fire apparatus access road shall be maintained. The access route must be outside of support wires, ropes, and guy wires.
- A 20-foot (6096 mm) fire apparatus access road shall be provided around the entire event venue and must connect with all fire lanes required around tents or other membrane structure.
- Tents and equipment shall never be an obstruction to a fire hydrant or a fire department connection.
- Additional authorization and/or on-site inspections may be required for tents or other membrane structures positioned less than 20 feet (6096 mm) apart, are attached together and/or do not provide a 20-foot (6096 mm) fire apparatus 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, other membrane structures 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 stormwater conveyance system (including curb gutters and storm drain inlets).
- Guy wires/ropes and other support members shall not cross any means of ingress or egress at a height of less than 8 feet (2438 mm).

#### ***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***

- Portable fire extinguishers having a minimum 2-A:10-B:C rating shall be provided every 75 feet (22.7 m) of travel distance within tents and other membrane structures and must be secured in an upright position and readily accessible.



- Heating and cooking equipment shall not be located within 10 feet (3048 mm) of exits, aisles, passageways, or combustible materials.
- Hay, straw, trash, and other flammable material cannot be stored closer than 30 feet (9144 mm) from the outside of tents/other membrane structures.
- Approved maximum occupancy shall be posted in all tents and other membrane structures with an occupant load of 50 or more.
- No Smoking signs shall be posted in all tents and other membrane structures.
- The Fire Marshal may require the event operator to designate one qualified individual to continuously monitor local weather reports, forecasts and conditions. Said person shall be responsible for initiating weather-related event mitigation activities, ordering the suspension or cancellation of the outdoor assembly event and issuing the evacuation signal.
- Trained crowd managers shall be provided where events involve gathering of more than 500 people.

## **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.

### **PORTABLE COOKING**

The following requirements have been established based on the California Fire Code as amended by the 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 20 feet (6096 mm) from any permanent structure. Should conditions warrant, the distance may be reduced when approved by the Fire Marshal.
- Exit openings must be a minimum 6 feet (1829 mm) wide and 6 feet 8 inches (2032 mm) in height.
- Vehicles must be parked a minimum of 20 feet (6096 mm) away from the tent/booth.
- Cooking tents/booths must be separated from non-cooking tents/booths by 20 feet (6096 mm).
- A physical barrier must separate all cooking activities from the public.
- All fabric or pliable tent 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 refueling of any cooking equipment may be conducted in the tent/booth or while the venue is occupied by the public. Refueling shall be performed not less than 20 feet (6096 mm) from tents/booths.
- No storage of fuel in the tent/booth.
- A minimum of 5 feet (1524 mm) 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 (5.7 L) or less.
- LPG tanks with more than 1.5 gallons (5.7 L) 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 18 inches (457 mm) 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 16 inches (406 mm) must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the 16 inches (406 mm) separation requirement includes the provision of a - 16 inch (406 mm) 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 portable fire extinguisher with a minimum 2-A:10-B:C rating.
  - Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a Class K portable fire extinguisher with a minimum 1.5-gallon (6L) capacity in addition to the 2-A:10-B: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 (including within reach of an individual using a wheelchair) and located away from the cooking area.
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- 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 use the stormwater conveyance system, which starts at the curb and gutter where streets are involved.

## Additional Fire Safety Tips

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- 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.

## 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-washing/sink facilities you plan to provide to support your event needs.

## RESTROOMS AND SINKS

Restroom(s) and hand-washing stations/sink(s) must be provided for use by attendees, participants, volunteers and service providers at your event. Carefully evaluate the anticipated length of time



attendees will be at your event, peak attendance, as well as food and beverage services in determining the number of facilities to provide. The number of hand-washing stations/sinks that you make available to the public must be in addition to any hand-washing stations/sinks required by the County of San Diego in association with any food/beverage service permits. Facilities inside private businesses shall not be included without a letter of authorization. A minimum of 10% of all restroom and sinks must meet accessibility requirements.

The number of portable toilets and hand-washing stations can be determined based on your estimated peak time attendance. To support public health throughout our community, it is strongly recommended that you exceed the minimum recommended number of restrooms and hand-washing stations/sinks.

#### *RESTROOM AND SINK ACCESSIBILITY*

Ten percent (10%) of restroom and hand-washing station/sink facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom and sink should be placed in each location designated for restroom/sink facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single portable toilet and sink is placed in a location, it must be accessible. An accessible route to each accessible portable toilet and hand-washing station/sink must be provided.

#### *WATER POLLUTION PREVENTION*

Standard portable restrooms and hand-washing/sink facilities must have secondary containment to prevent spills and run-off into the storm drain system (including curb gutters and storm drain inlets). Accessible portable restrooms and hand-washing stations/sinks must use sandbags, berms or other equivalent materials to prevent run-off from entering the storm drain system in lieu of secondary containment that might prevent accessibility. Other measures may need to be taken if heavy rainfall occurs to prevent portable toilets or protective pans placed underneath them from overflowing. Spills must be immediately cleaned-up using proper spill containment and clean-up methods (see Event Infrastructure - Water Pollution Prevention section).

## **EVENT INFRASTRUCTURE—RECYCLING, ORGANICS RECYCLING, TRASH COLLECTION**

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 AND ORGANICS RECYCLING**

The City of San Diego Recycling Ordinance (San Diego Municipal Code §66.0701) and State Assembly Bill 2176 require that the responsible person shall provide recycling containers throughout the event venue and shall provide recycling services as described in section 66.0712:

### ***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 types of recyclable materials suitable for deposit into each recycling container shall include, at minimum, all of the following:
  - Plastic and glass bottles and jars, paper, newspaper, metal containers, cardboard, and rigid plastics, including clean food containers, jugs, tubs, trays, pots, buckets, and toys; and
  - Other recyclable materials for which markets exist, such as scrap metal, wood pallets, food material, and food soiled paper mixed with food material, as determined by the Director. Collection of such recyclable materials required beginning the 181<sup>st</sup> day after the City gives public notice by placing advertisement of at least one-eighth page in a newspaper of general daily circulation in the City and posting a notice including such recyclable materials on the Department's website.
- The Host Organization must ensure that all recyclable materials are delivered to a recycling facility and *not* to a landfill.

### ***EFFECTIVE JANUARY 1, 2022***

California State Senate Bill 1383 (SB 1383) requires the reduction of organic waste disposed in landfills. Organic waste is comprised of food scraps and food-soiled paper, yard and landscaping waste, organic textiles and carpets and wood waste. For more information, please visit the [City of San Diego SB 1383 webpage](#).

A Host Organization organizing any permitted event is responsible for collecting organic waste at the event if food of any kind will be present. A three-bin collection system must be utilized comprised of a



recycling container, organic waste container, and trash container. All bins shall be properly labeled with signage denoting what goes where.

## TRASH

You are required to develop and implement plans that ensure the proper disposal of waste, recyclables, and organics 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 collection 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, organics, and waste generated at your event. It is essential to communicate the importance of the recycling and organics recycling programs, as well as, other waste reduction programs 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, organics, 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 plan and appropriate collection policy that each vendor and service provider must sign acknowledging their agreement to comply with the program.
- Include expectations, such as how recyclables and organics should be separated, if cardboard must be flattened, if liners can be used, 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 the recycling and organics collection and trash disposal.

#### *IDENTIFY COLLECTION STRATEGIES*

- You must provide one recycling container for every trash container at your event.
- Each container type at your event should be distinct and clearly labeled. It should be obvious to an event attendee the difference between the recycle, organics, and trash container.
- Use clear bag liners for recycling containers and black liners for trash containers. Black bags will be considered contamination if placed in the recycling dumpster.
- 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.
- 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.
- If your event is collecting organic waste, communicate directly with the hauling company to confirm acceptable items and best practices.

With your help, we can work together to reduce the amount of waste disposed in San Diego's local landfills.

## **EVENT INFRASTRUCTURE — WATER POLLUTION PREVENTION**

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 drain system.



The Transportation & Stormwater Department, Stormwater Division is charged with protecting water quality, preventing flooding, and providing environmental and community benefits to all San Diegans. The Stormwater Division uses innovative and strategic stormwater management techniques to safeguard water quality, reduce the risk of flooding, and protect and restore natural habitats and recreation areas. This work includes ensuring our storm drain system is functioning properly, and not allowing trash, liquids (other than uncontaminated rainwater runoff), and other potential pollutants into the storm drain system.

The City of San Diego Stormwater Management and Discharge Control Ordinance (San Diego Municipal Code §43.0301-§43.0312) and the San Diego Regional Water Quality Control Board's most current Municipal Separate Storm Sewer System (MS4) Permit require preventing unauthorized discharges to the storm drain system, and eliminating any such discharges that occur, with necessary enforcement action taken by the City. Your event plans must include a "Stormwater Pollution Prevention Plan" (SWPPP) that complies with all local, state, and federal laws governing stormwater management and discharge control. Under the City of San Diego's Municipal Code provisions cited above, discharging pollutants into the stormwater conveyance system is illegal. 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 sanitary sewer system are not connected (except for a few limited exceptions). Nearly everything that enters storm drains flows untreated directly into our creeks, rivers, bays, beaches, and ultimately the ocean. Stormwater can contain harmful pollutants, including pesticides, other chemicals, bacteria, pet waste, sediment, trash, and oil/grease. The Federal Clean Water Act prohibits disposal of waste and pollutants into creeks, rivers, lakes, bays, and the ocean because of the harmful effects that pollutants have on recreational waterways and wildlife and human health and safety. Some of San Diego's most popular beaches have been temporarily closed because of unauthorized urban runoff and stormwater 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. 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, bay, ocean, etc.) to prevent flooding. As a component of your SWPPP, all storm drain inlets 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 storm drains that could be impacted by event-related activities. Uncontrolled discharges can flow downstream a considerable distance from an event venue.

## **Best Management Practices**

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As explained above, you are responsible for identifying and implementing Best Management Practices (BMPs) to prevent illicit discharges to the storm drain system. BMPs are activities that you are required to implement to prevent non-stormwater flows and pollution from reaching the City's storm drain system and receiving waters. The BMPs you use should be tailored to the type of event, its location, number of participants, and anticipated weather conditions, among other variables. The following guidance is provided to assist in developing your event plans.

### ***OUTREACH/TRAINING***

- Provide training and educational information to event staff, vendors, volunteers, attendees, and other participants regarding stormwater pollution prevention strategies at your event.
- Include water pollution prevention responsibilities in vendor and service provider contracts and agreements and obtain written confirmation that they have read, understand, and agree to comply with these requirements.
- Notify all vendors of their stormwater pollution prevention responsibilities and potential fines that could be assessed for violations. Fines can range from \$100 to \$1,000 for administrative citations, and as noted above, can reach up to \$10,000 a day per violation for civil penalties. Escalating enforcement also applies, where fines increase when prior violations have occurred.

### ***STORM DRAIN PROTECTION***

- Place signage in visible areas throughout the event venue stating:
  - "Do not pour liquids or place trash into the storm drain system. Violators will be subject to fines."
  - "No tire líquidos ni basura en el sistema de conducción de aguas pluviales. Violadores serán multados."
- Protect all potentially affected storm drain inlets within or immediately downstream from the event site. Place non-porous material, filter fabric, or other effective materials over storm drain inlets for the duration of the event, including set-up and clean-up, to prevent debris and non-



stormwater discharges from entering. Do not use roofing materials or other materials that may release harmful pollutants.

- Place food stands, crafts, portable restrooms and other activities that may potentially generate pollutants at a significant distance (at least 50 feet) away from storm drain inlets.
- Provide secondary containment for portable restrooms and sinks or hand sanitizing units to capture any leaks or spills. Specify this requirement to the provider of portable restrooms and sinks for the event. For standard portable restrooms, this usually consists of plastic pans installed underneath. Other measures may need to be taken if heavy rainfall occurs to prevent portable toilets or protective pans placed underneath them from overflowing. For Americans with Disabilities Act (ADA) accessible restrooms, use other measures to address potential leaks or spills.
- Spills must be immediately cleaned up using proper spill containment and clean-up methods.
- Waste wash water and other liquids must be captured and properly disposed of, and not allowed to leak from washing facilities.
- Make spill kits available that are comprised of materials effective in capturing and collecting potential leaks or spills, and may consist of such items as 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 immediately 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 drain system that starts at the curb and gutter where streets are involved. A wet vacuum may also be used to take up liquids.
- Prevent air conditioning or other cooling condensate from reaching the storm drain system. This includes containment and capture of liquids from food and beverage trucks, ice and melted ice, condensation, and other potential pollutant sources.
- Any activities at the event involving liquids require additional best management practices (BMPs) to assure such liquids are not allowed to enter streets, curb and gutters, alleys, or drain inlets at any time.
- Reinforce drain inlet protection as necessary (with chicken wire, plywood, etc.) to prevent special event participants from stepping through the drain cover and into the inlet. Tape may be used to secure protective materials without creating a trip hazard. Do not use sandbags, gravel bags, or other items to secure protective materials where they may create a trip or other hazard.
- Carefully monitor temporary drain inlet protection throughout the event to assure protective measures are working safely and effectively. Assure that any bags or rolls used do not release materials into the storm drain system if damaged.



- Drains are not to be covered or blocked when measurable rain is forecast at a chance of 40% or greater as of 24 hours prior to the event set-up.
- 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 measurable rain is forecast during your event, including set-up and dismantle, at a 40% chance or greater. Pull temporary drain inlet covers placed for an event if measurable rain falls during the event to prevent flooding,

#### ***VENDOR COOKING AND GREASE MANAGEMENT***

- Make available spill kits comprised of materials such as 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 using an on-site grease collector or collection system, or by disposing of grease after the event at an acceptable facility.
- Coals used for cooking must be placed in water before disposal. Do not dump or otherwise allow cooking residue, water, or other liquids to reach the storm drain system.

#### ***VENUE HOUSEKEEPING***

- Assign an adequate number of personnel to collect loose trash and debris throughout your event, including set-up and dismantle.
- The required number of recycling and trash containers must be placed in appropriate locations throughout the event venue. Regularly check and empty containers, and do not allow recyclables or trash to exceed the capacity of containers.
- Prevent leaks or spills from such containers and do not drag or stack bags of trash or recyclables to avoid ripping or tearing the bags. If a liner is placed under a receptacle, assure liquids don't run off from the liner to the street, gutter, or other parts of the storm drain system. A receptacle or bag leaking onto the curb, gutter, or street can be a stormwater violation.
- Place drip pans under parked vehicles or equipment with a potential to leak fluids or other pollutants, and properly dispose of any materials captured.
- Describe the presence of any anticipated animals in the Special Event Permit application submitted to the City and include measures for addressing animal wastes in your SWPPP. If animals are transported in a trailer, include addressing any animal wastes from that source.
- Sweeping of all venue-related areas such as parking and production sites should take place throughout the event. Street sweeping equipment may be required for some large events.
- Control windblown trash and debris, especially in waterfront locations.
- 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, and permission of the owner.
- DO NOT dispose of liquids in the curbs, gutters, streets, and other parts of the storm drain system.
- 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, and permission of the owner, or otherwise properly disposed of.
- At the conclusion of your event, the event venue and surrounding area must be clean and returned to a condition equal to or better than the condition prior to the onset of your event activities.

#### **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. Working together, we can protect and enhance water quality in the San Diego Region.

## **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 shall comply with the MUTCD. In instances where a particular sign, safety equipment or traffic control device is not defined in the MUTCD, the principles 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.



## **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 Farmers/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/619-531-2000

The temporary No Parking message shall not be pasted over other signage.



### ACCEPTABLE SIGNAGE



### NOT ACCEPTABLE SIGNAGE



## Barricades

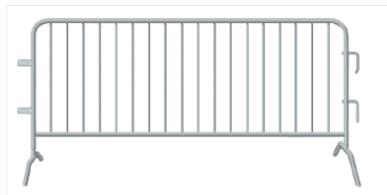
A barricade is a portable or fixed device having one or two rails with appropriate markings and is used to control road users by closing, restricting, or delineating all or a portion of the right-of-way. If barricades are required as part of your street closure and/or traffic plan, they will be included 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**

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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.)

## **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 stormwater conveyance system (including curb gutters and storm drain inlets). The Fire Marshal will also determine a maximum occupancy for the fenced area and corresponding number



of required accessible exits. The door and gate serving the accessible entrances shall be compliant and connected to an accessible route.

## 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.
- Generators shall be installed not less than 20 feet (6096 mm) from tents and other membrane structures and not less than 10 feet (3048 mm) from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet ( 914 mm) away from the internal combustion power source.

#### ***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 — 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 installation 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 may be required to provide additional review, plans, submission of engineering calculations and drawings stamped by a California licensed engineer, self-certified inspections, or a Building Permit. 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 approval 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 or self-certified inspection 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.

## **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 carrier 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.

## **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.

## **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.

## **EVENT INFRASTRUCTURE — COMMAND AND CONTROL**

Some events may require an on-site command and control facility. This facility shall provide a safe location for public safety officials and key event staff to co-locate and manage the event. The facility shall be equipped with the following:

- Climate controlled workspace to include tables and chairs





- Power and lighting
- Restrooms
- Internet and phone connections
- Access to event surveillance

Public safety officials will meet with the event organizer to plan and approve the command and control facility.

## 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 an ABC 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.

## 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:
  - Corner to Corner Diagonal Distance ÷ 2 = 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.

## 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 “[all] 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 shall not 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 AND HEAT MANAGEMENT

This section of the permit application has been designed to help assess the level of medical services that best meet your anticipated event needs. The goal is to limit impacts to the 9-1-1 system.

You are required to establish and submit a medical and, if applicable, a heat management 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, a representative on-site with CPR training certification, a basic First Aid kit and access to an AED. 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. Some options to help manage heat related emergencies is providing free water, water fill stations, mist systems, and access to shade.

Should Advanced Life Support (Paramedic) transport be needed at your event, your medical service provider is required to use the City's contracted ambulance provider. Please provide the company name, address, telephone number and e-mail address of the primary contact for each medical service provider. Providers must be approved to provide their level of service by the County of San Diego Emergency Medical Services.

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.



Event Type	Anticipated Crowd Size	Knowledge of 9-1-1 Access and CPR. AED(s) on Site	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	•	•	✓	✓	•	✓	✓
	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.
- ✓ May be required 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 ridesharing, 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-way 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.
- All cycle tracks or other bicycle infrastructure within the venue must be included in your permit application. Options for vertical posts include removal and reinstallation by City staff with an associated fee to be paid by the applicant, or the posts may remain in place for the duration of an event, with an inspection afterward to assess any damage, Other separated bikeways around the city may utilize posts, AC berms or concrete islands, but are unlikely to be removable.
- 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 or rideshare 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 or rideshare 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, shuttle, rideshare drop-off/pick-up zones should be coordinated with the San Diego Police Department.
- You must include accessible parking compliant with the City of San Diego Standard Drawing SDM-117 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.

## **STREET CLOSURE AND REOPENING**

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 that 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 must 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 must meet accessibility standards.

## **Lighting Special Effects**

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Under certain conditions, lasers are prohibited or limited. For example, there are specific guidelines for the use of lighting within a flight zone. FAA permitting and/or notification may be required.

## **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 California Fire Code as amended by the City of San Diego. Examples of pyrotechnic activities include indoor and outdoor fireworks, 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, on-site Fire Safety Officer 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. Outdoor fireworks may also need to be approved by the San Diego Regional Water Quality Control Board.



## 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.

### 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.

#### **Massages**

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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.

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 portable fire extinguisher having a minimum 2-A:10-B:C rating 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 alcohol consumption is permitted on floats and parade vehicles.
- 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:10-B: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 any time 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 must comply with all applicable city, county, state and federal access laws and regulations. All temporary venues, related structures, and outdoors sites associated with your event must be accessible to all persons with disabilities. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas; however, the alternate area must be offered for the general public including patrons with disabilities.

The City requires special event activities causing temporary removal or closure of existing disabled/ blue parking zones to replace those spaces 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 shall follow special events access regulations for accessible parking and provide a sufficient number of appropriately-sized and located temporary blue zones.



The following guidelines were established to help ensure your event is accessible to attendees, participants, and service providers. Please note these are guidelines only and may not be inclusive of all city, county, state, and federal access requirements.

## **Paths of Travel/Accessible Routes**

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- Your event must include accessible routes throughout your event venue, including to accessible parking areas, accessible passenger loading and unloading zones, accessible restrooms, accessible entrances and exits, accessible counters and tables, etc.
- Accessible routes must be a minimum of 48 inches in width, not including the curb.
- Temporary ramps with a maximum 8.33% grade may be required to provide an accessible route and must be used when elevation changes more than 1/3" vertical or 1/2" beveled.
- Cable ramps or rubberized mats must 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 shall 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 must have no protrusions up to a height of 80 inches, including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path must 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 accessible 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 must provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place accessible 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.



- 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 toilet rooms shall have signs indicating such.

### **Accessible Booths/Service Counters**

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- An accessible route to all booth, check out aisles, sales, service, and other public counter areas must be provided.
- Booths and/or service counters must be no more than 34" in height and must be 36" or greater in length.

### **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 (per City of San Diego Standard Drawing SDM-115).
- 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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- If requested by an individual with a disability you must provide event information in alternative formats such as sign language interpretation free of charge. .
- Signage must be in high-contrasting colors and placed in visible location(s).
- 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.
- Site plans must include all required accessible features.
- 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, other membrane structures, 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.
- Command Post
- 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 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.

### Required Insured Entities:

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*THE BELOW LISTED INSURANCE REQUIREMENTS APPLY TO EACH OF THE FOLLOWING ENTITIES:*

- Host Organization
- Primary Contact (Applies only to Professional Service Provider/Event Organizer)
- Private Security Service Provider
- Medical Service Provider
- Other, if required by the City's Risk Management Department

### Required Certificates:

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**COMMERCIAL GENERAL LIABILITY:**

- \$2 million per occurrence
- \$4 million general aggregate
- ***In addition to the certificates of insurance, the City of San Diego requires proof of the following policy endorsements:*** 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:**

- \$1 million - REQUIRED FROM EACH INSURED ENTITY, IF ENTITY HAS PAID EMPLOYEES
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- ***In addition to the certificates of insurance, the City of San Diego requires proof of the following policy endorsements:*** 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.

**LIQUOR LIABILITY**

- \$1 million - Required if alcohol will be served at the event

**ALL CERTIFICATES MUST LIST THE FOLLOWING AS THE CERTIFICATE HOLDER:**

City of San Diego  
Risk Management Department  
1200 Third Ave. Suite 1000  
San Diego, CA 92101

**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, please upload to the Eproval online application system during the review process, but ***no later than 14-days prior to your event date.***



## 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, pandemic 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.