



# SPECIAL EVENT PERMIT

Revised 3/13/23

Temporary outdoor promotional events conducted as part of an existing business or in conjunction with a non-profit organization are permitted within the City of La Habra upon the granting of a Special Event Permit. Temporary outdoor sales do not include seasonal commercial sales such as Pumpkin Patches and Christmas Tree Lots which are governed by Section 5.04.610 of the La Habra Municipal Code.

## *Classification of temporary outdoor promotional events:*

**Small Events-** consist of a promotional outdoor sale or event directly related to the operation of the business that are 4 days or less in duration and do not utilize more than 25% of the available on-site parking area. Application for this type of event must be submitted no later than 30 days prior to the date of the event. **There is a nonrefundable processing fee of \$28.00 (Account 113000-4455).** The application may be approved by city staff subject to implementation of certain conditions. The specific submittal requirements are detailed on page two.

**Large Events-** consist of a promotional outdoor sale or event directly related to the operation of the business that are more than 5 days in duration, may utilize an inflatable larger than 200 square feet in size or temporarily removes more than 25% of the available on-site parking. Application for this type of event must be submitted 90 days prior to the date of the event. **There is a nonrefundable processing fee of \$500.00.** Large events are reviewed through a public hearing and must be approved by the Planning Commission subject to the implementation of certain conditions. The specific submittal requirements are detailed on in a separate attachment identified as "Planning Divisions General Information Packet."

## Restrictions:

No property may have more than four (4) Special events per calendar year with a minimum of thirty (30) days between each event.

Based on the structures (tent, stage, etc) to be brought onto the property for the event, a temporary building permit may be required. Please contact the Chief Building Official for any special requirements prior to the submittal for a Special Event Permit. The Chief Building Official may be reached at (562) 383-4116.

Should you wish to advertise the event a temporary banner/sign permit is required. Advertising the special event may be permitted subject to the issuance of a banner permit. The temporary banner/sign can be a collective square footage not to exceed 32 square feet or an inflatable not to exceed 200 square feet with proper inspection. The cost for a banner permit is \$28.00. No human signs are permitted at any time.

Regardless of the type of event, submittal of a special event permit application does not automatically assure approval of the event. The application must be fully processed and approved by the City of La Habra before you can initiate the event. You will be notified when your application has been approved or denied. Should you have any questions, you may contact the Planning Division at (562) 383-4100.

## SUBMITTAL REQUIREMENTS:

An application submitted for staff review shall include all of the items checked marked below before being accepted for processing. The Planning Department will not accept incomplete application submittals.

- \_\_\_\_\_ A. Submit application and attachments no less than 45 calendar days for small events or 90 calendar days for large events prior to date of the proposed event.
- \_\_\_\_\_ B. A site plan showing the location of all existing structures, the location of the special event/activities and all special equipment to be brought onto the site. This includes the location of any bleachers, tents, signs, generators, and restroom facilities. A circulation/parking and traffic control plan shall also be submitted with the site plan.
- \_\_\_\_\_ C. For all tents/canopies with an area of 120 square feet or more or an occupant load of 10 or more, a temporary building permit is required. In order to obtain that permit, the following is required to be submitted to the Chief Building Official:
  - a. **A site plan showing the proposed location of the tent/canopy layout in relation to any other buildings or structures on the site in question and the distance from the tent to all property lines. Please note (2007 CBC 3104E).**
  - b. **All heating and cooking equipment must be installed in accordance with the California Mechanical Code and noted as such on the site plan.**
  - c. **A tent floor plan that shows all tables, seating, exit aisles, and a clear, accessible path of exit travel to a public way.**
  - d. **Provide valuation of the installation, rental and removal of the tent or tents.**

Upon approved of a temporary building permit by the Chief Building Official, the temporary building permit fee is to be paid. A building inspection will be conducted upon the installation and removal of the tent.

- \_\_\_\_\_ D. If the special event involves other properties, consent from all the involved property owners must be submitted. Any approvals/signatures obtained from other tenants/owners must be provided.
- \_\_\_\_\_ E. If the event includes food distribution or service, a Health Department permit or a release from the Health Department has to be obtained.
- \_\_\_\_\_ F. A Certificate of Fire Retardation for all canopies/tents.
- \_\_\_\_\_ G. Indemnification Agreement, Compliance with City Insurance requirements and Property Owner Permission shall be obtained prior to the approval of any Special Event request.

# Planning Division

110 East La Habra Blvd.  
La Habra, CA 90633-0337  
Phone: (562) 383-4100  
Fax: (562) 383-4476



## SPECIAL EVENT PERMIT

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

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

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

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

Type of Event: \_\_\_\_\_

Type of Structures used: \_\_\_\_\_

Dates of Event – From: \_\_\_\_\_ To: \_\_\_\_\_

Time of Event – From: \_\_\_\_\_ To: \_\_\_\_\_

**PROPERTY OWNER AUTHORIZATION:** I am the owner of record, or his/her authorized representative of the property (Provide letter of authorization) which is the subject of this application. I approve of the action requested above.

Property owner of record: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Title: \_\_\_\_\_

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

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

1. Type of event: \_\_\_\_\_
2. Describe planned activities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Please provide the following:  
 Estimated number of persons at the event: \_\_\_\_\_  
 Estimated number of vehicles at the event: \_\_\_\_\_  
 Estimated number of parking spaces needed: \_\_\_\_\_
4. Route or location of event: \_\_\_\_\_  
 \_\_\_\_\_
5. Will food be served or sold at the event?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_
6. Have you obtained a permit for the sale of food?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, what governmental agencies issued permits?  
 \_\_\_\_\_
7. Will alcoholic beverages be served or sold at the event?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_
8. Have you obtained a permit for the sale of alcoholic beverages?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, what governmental agencies issued permits?  
 \_\_\_\_\_
9. Will any animals be displayed/exhibited at the event? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_
10. Will any structures (i.e., tents, booths, stages) be erected at the event?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_
11. Will there be any sound amplification equipment at the event?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_
12. Will cooking or heating equipment be used in any tents or other temporary structures involved in the event?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_
13. Will there be any portable generators or temporary lighting at the event?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_
14. Will there be temporary sanitation facilities at the event?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, describe number and location: \_\_\_\_\_  
 \_\_\_\_\_
15. Will there be monitors or security personnel at the event?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, describe number and duties: \_\_\_\_\_  
 \_\_\_\_\_
16. Will there be any merchandise sales at your event? Have you notified the State Board of Equalization?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, please provide the date of notification: \_\_\_\_\_
17. Have you obtained a City Business License? YES \_\_\_\_\_ NO \_\_\_\_\_

**I declare upon penalty of perjury that the above information is true and correct to the best of my knowledge. I further understand that knowingly providing any false information is cause for the immediate denial of a special event permit or its suspension if one has been issued.**

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

\_\_\_\_\_  
 Date Signed



## TEMPORARY OUTDOOR USE PERMIT INDEMNIFICATION AGREEMENT

In consideration of being granted a Special Event Permit, and to the full extent permitted by law, the undersigned \_\_\_\_\_ on behalf of \_\_\_\_\_, hereby agrees to defend, indemnify, and hold free and harmless the City of La Habra, its elected officials, officers, employees, agents, and volunteers, with respect to any and all liabilities, claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including the payment of actual attorney's fees, court costs and any and all other costs of defense, incurred as a consequence of, arising out of, or in any way attributable to, the granting of a Special Event Permit to:

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(Describe the activity and provide the dates)

The undersigned hereby represents that he or she has read and fully understands that by signing this Agreement, important legal rights are being waived and legal obligations are being assumed. If signing as a representative, the undersigned further represents that he or she is fully authorized to enter into this Agreement on behalf of each and every person, group, business and/or organization to which the Special Event Permit is being issued.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date