



## Special Event Guidelines 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, right-of-ways; City public parks or other City public property; and outdoor private property, only when the property is part of a special event venue that includes City public property (for example, a parking lot used as part of a street festival venue). Examples of special events include festivals, parades, runs/walks, farmer's markets and other planned group activities that require the coordination of a number of city departments or other agencies such as the use of alcohol, on-site cooking, food sales, or large-scale temporary structures.

The City of San Diego does not issue Special Event Permits for the portions of a special event venue that are: the land management responsibility of other jurisdictions; located exclusively on outdoor private property when City public property is not a part of the venue; and facilities.

### Citywide Special Event Permit Application

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You can obtain a Citywide Special Event Permit Application from the City of San Diego's website at [www.sandiego.gov/specialevents](http://www.sandiego.gov/specialevents).

### Application Designed to Assist Event Organizers

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The Citywide Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.



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As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the San Diego Municipal Code, Citywide Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence. You and your representatives also agree to accept the venue in an as-is condition and inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

### Application Submittal Deadline

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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.

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## Special Event Guidelines Permit Application

### 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. It is therefore important to provide all required information and documentation in a timely and complete manner throughout the permit review process.

For an application to be considered complete, applicants must submit the following minimum information required in sections of the Citywide Special Event Permit Application in sufficient detail that the material can be understood and assessed:

- Host Organization Section (Complete)
- Event Summary Section (Complete)
- Event Infrastructure Section (All aspects that relate to the specific event)
- Operational Plan Section (All aspects that relate to the specific event)
- Site Plan/Route Map Section (Complete)
- Community Outreach Section (Complete)
- Insurance Section (Complete including all required certificates of insurance and endorsements)
- Signature Section (Complete)
- Any required documentation relevant to the permit application processes and requirements set forth in the Special Events Planning Guide and Citywide Special Event Permit Application. (Complete)



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Applicants are responsible for obtaining all permits, authorization and/or exemptions required by other agencies with jurisdiction for any element of the event (e.g. Alcohol Beverage Control Permits, Health Permits, California Coast Guard, California Coastal Commission approval, etc.).

### Application Fee

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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, Route Map and/or Fully Dimensional Close-up of Enclosed Area(s), Park and Recreation Department Park Reservation Form and/or other property use authorization. The 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



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be substantially complete. During the review process, the City of San Diego will accept letters of community support, proof of insurance and waiver form verification, as well as plan revisions that may not have been identified at the time of submittal.

The Host Organization will be billed the permit application fee based on the date the permit application has been determined to be substantially complete. For example, should a Host Organization submit a permit application on September 1, however, additional information is required for the application to be determined substantially complete and such information is not submitted to the City until the September 15, the Application Fee and Late Fee (if applicable) will be calculated using the September 15 date. Please do not submit payment with your permit application.

The special event permit application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved. Your willingness to pay a late fee does not guarantee that the City of San Diego will be able to process your permit application due to time or staffing constraints.

### Other Costs and Fees

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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.



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### 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 right-of-ways, you are required to secure use of your desired venue prior to submitting your Citywide Special Event Permit Application. If you plan to hold your event on a city beach or at a city park you must contact the appropriate division or facility manager within the Park and Recreation Department to secure the use of the proposed venue. Your Citywide Special Event Permit Application is not complete without a Park Reservation issued by the Park and Recreation Department to use the requested venue.

The Park and Recreation Department does not permit special events in Mission Bay Park, Shoreline Parks and Balboa Park from Memorial Day weekend through Labor Day due to the summer event moratorium. A waiver to apply for a special event permit to hold a special event in these parks during the summer moratorium or other moratorium time periods must be obtained from the Park and Recreation Department and submitted with your Citywide Special Event Permit Application. The process to obtain a waiver includes, but is not limited to, presenting the proposed special event to the area park committee and receiving an endorsement for the waiver from the committee with final authorization granted by the Park and Recreation Director. Some events may also require California Coastal Commission review.

### Special Events Calendar

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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 [www.sandiego.gov/specialevents](http://www.sandiego.gov/specialevents).





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Events are added to the calendar from permit applications as they are received. The listing of a special event on the calendar does not guarantee that a permit will be issued. Because the application submission time requirement is as few as sixty (60) days prior to an event, some special events may not be listed until the month in which they are scheduled to occur. If you cannot find information about an event in the current year, review the events that occurred during the prior year. Most events held in one year will repeat again, usually within the same time frame and sponsored by the same organization.

Events and recreational programs scheduled at city parks and recreation centers that receive permits directly through the City of San Diego Park and Recreation Department may not appear on this calendar. However, community events in Balboa Park, Mission Bay Park and along the Coastline Park Region are typically represented on this calendar. Periodically, events of significance or great public interest are included in the City of San Diego Calendar of Special Events.

The calendar is not intended as a promotional vehicle for private events or for events held on private or commercial property even though the event may be sponsored by a non-profit organization and open to the public. The City of San Diego reserves the right to determine the events and content included in the Calendar of Events.

### Business License

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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.



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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 cancelled, 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





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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. Therefore, as a general matter, such information shall not be provided except as set forth in this section or as required by state or federal law.

The city recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of the event on the surrounding area. In this regard, the following information on your special event permit application and any attachments and supporting documents included thereto are subject to public disclosure: Event Title; Event Summary; Name and Contact Information for the Host Organization and Designated Primary Contact; Website Address of the Host Organization; Dates



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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.

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