



# PETALUMA POLICE DEPARTMENT

## SPECIAL EVENT PERMIT APPLICATION FAQs

969 PETALUMA BLVD N  
PETALUMA CA 94952  
707-778-4372  
FAX 707-656-4059

### WHEN IS A SPECIAL EVENT PERMIT REQUIRED?

A Special Event Permit is required to be obtained from the Police Department by any person desiring to sponsor a parade, athletic event or other special event on a city street, sidewalk or other city owned land and improvements in the city (13.32.040 PMC).

A Special Event Permit is not required for the following:

1. Parades, athletic events or other special events which occur exclusively on city property under the jurisdiction of the Petaluma parks and recreation department
2. Funeral processions
3. Parades involving a total of thirty or fewer pedestrians marching along a parade route which is restricted to marching on sidewalks, and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls. Pedestrians participating in the parade shall cross crosswalks in units of ten or less, and shall allow vehicles to pass between each unit.

### WHEN SHOULD THE SPECIAL EVENT PERMIT APPLICATION BE TURNED IN?

Special Event Permit applications must be received not less than thirty (30) days prior to the event date. Applications submitted fewer than 30 days prior to the event date may be denied. Do not include payment with the application; the event sponsor will be invoiced by the City of Petaluma Finance Department after the permit is received.

### WHAT ARE THE SPECIAL EVENT PERMIT FEES?

- A. **POLICE DEPARTMENT PERMIT REVIEW:** The sponsoring organization will be invoiced for payment of a nonrefundable permit application fee after the application is received. Payment of the fee does not indicate or guarantee approval or issuance of the permit. Permits will not be issued until payment is received in full.

**Special Event Permit – Minor:** A minor event generally includes applicants that are reviewed and approved solely by the Police Department. These events include 30 or fewer participants and/or are unlikely to require any additional police presence or have minimal impact on the community.

Individual Applicant    \$67  
Commercial Applicant    \$152

**Special Event Permit – Major:** A major event generally includes applications that require review and action by the Police Department and other City Departments (Fire Department, Public Works, Risk Management, Parks and Rec., etc.). Major events may include large numbers of participants or attendees. Major events may require the preparation of a Neighborhood Impact Notices and City Council Resolutions to authorize street closures for the event. Major events may require the use and costs of police department and public works personnel to safely conduct the event.

Residential Applicant    \$152  
Commercial Applicant    \$558

- B. **POLICE DEPARTMENT TRAFFIC CONTROL:** If overtime officers will be assigned for traffic control at the event, the sponsor of the event shall be required to prepay the estimated costs of providing the officers prior to the issuance of the event permit. The traffic control fees will be computed by determining the number of police officers who will be required for traffic control, the number of hours the officers will be on duty, and the City's full costs of providing officers on an hourly basis. If the actual costs to the City of providing police officers on the day of the event are in excess of the sponsor's deposit, the sponsor shall be billed for the difference. If the actual costs of providing police services is less than the sponsor's deposit, the sponsor shall be refunded the difference.

### **C. FIRE DEPARTMENT PERMIT REVIEW**

The Fire Department charges a permit processing fee of \$129/hour for reviewing special event permits. Review for most permits is minimum one hour fee.

### **D. FIRE DEPARTMENT EVENT INSPECTION**

The Fire Department charges an inspection fee of \$129/hour for larger events which require additional inspections the day of the event.

## **IS A SPECIAL EVENT PERMIT REQUIRED FOR A BLOCK PARTY?**

Yes. A block party, defined as a gathering on a residential street which requires the closure of a street or portion of the street to vehicular traffic, typically occurs on a dead end street, cul-de-sac, or court. In addition to the Special Event Permit application, you must also acquire written permission from all the neighbors affected by the street closure; the form must contain the following:

1. Day, date, and time of the planned block party
2. Description of activities
3. Name, address, and signature of all property owners and residents on the closed street

## **WHEN IS INSURANCE REQUIRED?**

Proof of insurance is required to be submitted with all Special Event Permit applications. Please refer to **Attachment A: Special Conditions for a Special Event Permit** for details.

## **WHEN IS A FACILITY PERMIT REQUIRED?**

A **Facility Permit** from the City of Petaluma is required for special events taking place in a City building or park which involve any of the following conditions: 20 or more people, exclusive use, sales of goods, amplified sound, stage/booth placement, or alcohol (<http://cityofpetaluma.net/parksnrec/pdf/park-reservation-book.pdf>). Contact the City of Petaluma Recreation Services at 707-778-4380 for further information.

## **WHEN IS AN ABC LICENSE REQUIRED?**

A nonprofit organization selling donated or purchased alcohol at a special event is required to obtain a **Daily License** from the California Department of Alcoholic Beverage Control (<http://www.abc.ca.gov/FORMS/ABC221I.pdf>). The alcohol can be sold by the glass or included in a door charge or other donation; it cannot be given away for free.

A winery or brewery can assist in pouring alcohol outside of their premises only if a nonprofit organization sponsors the event and obtains a Daily License.

A private party hosting a special event does not require a Daily License, as long as the event is not open to the public, the alcohol and the event are free, and the premises is not a restaurant, bar, winery, or brewery (23399.1 BP).

Sponsoring organizations are responsible for the conduct of the special event. Contact the California Department of Alcoholic Beverage Control 707- 576-2165 for further information.

## **WHEN IS AN ENCROACHMENT PERMIT REQUIRED?**

An **Encroachment Permit** from the City of Petaluma is required anytime someone encroaches on the public right away, either for construction work on sidewalks, driveway approaches, underground utilities, or for temporary placement of scaffolding, dumpsters, storage bins or debris boxes (<http://cityofpetaluma.net/pubworks/encroachment-permit-submission.html>). Contact the City of Petaluma Public Works at 707-778-4303 for further information.

## WHEN IS A SONOMA COUNTY HEALTH DEPARTMENT PERMIT REQUIRED?

If your community event is two or more days in length and includes two or more food vendors who are selling or giving away food or beverages, including samples, the following permits from the Sonoma County Department of Health Services are required:

1. The individual responsible for facilities or equipment shared by two or more food vendors at a community event is required to obtain a **Community Event Organizer Permit** (<http://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Community-Event-Organizer-Permit/>)
2. The event organizer must ensure that all food vendors have submitted a **Temporary Food Facility Permit** application 30 days prior to the event, or have a current permit on file with Environmental Health & Safety (<http://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Temporary-Food-Facility-Permit-for-Community-Events/>)

A **Farmers Market Food Permit** is required your community event includes a certified farmers' market (<http://sonomacounty.ca.gov/Health/Environmental-Health/Food-Program/Farmers-Market-Food-Permit/>).

Sponsoring organizations and vendors are required to comply with all County Health Department Food Safety Regulations. Contact the Sonoma County Department of Health Services Environmental Health & Safety at 707-565-6565 for further information.

## WHEN IS A SELLER'S LICENSE REQUIRED?

A **Seller's Permit** from the California State Board of Equalization is required if you do business in California and intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail (includes corporations, partnerships, and limited liability companies, wholesalers, manufactures, and retailers). A **Temporary Seller's Permit** may be obtained for sales during temporary periods lasting no longer than 90 days at one location (<https://www.boe.ca.gov/sutax/faqseller.htm>).

Sponsoring organizations and vendors are responsible for complying with all California State Board of Equalization licensing requirements. Contact the California State Board of Equalization at 707-576-2100 for further information.

## CAN A SPECIAL EVENT PERMIT APPLICATION BE DENIED?

Please refer to the **City of Petaluma Municipal Code Chapter 13.32.080** for the list of grounds for denial of application for a Special Event Permit, including but not limited to incomplete or false information on the application, or substantial interruption to traffic.