

DEVELOPMENT CODE SECTION: **Title 18, Division V, Sections 18.200.200**
DESCRIPTION: **Major Temporary Uses – Special Events**

Administrative Permit for Special Events Procedures for Processing

Why do I need an Administrative Permit?

Concord's Development Code requires all major temporary activities and special events, such as fairs, circuses, car shows, promotional events, outdoor exhibits, vehicle sales events, and similar uses to obtain an Administrative Permit prior to the event. Other permits for associated activities such as right-of-way encroachments, alcoholic beverage sales, dancing or live entertainment, tents, or temporary electrical connections may also be required by the Engineering Division, Building Division, Fire District, Police Department, and/or Alcoholic Beverage Control (ABC) following approval of the Administrative Permit.

What documentation do I need to provide for the Administrative Permit?

An Administrative Permit application for a special event requires the following items:

1. Signed approval from the property owner on the application. If a property manager is signing, their signatory authority should be clearly identified with a statement on company letterhead. Contact information for the property owner must also be provided.
2. A detailed Site Plan including the following information:
 - a. Name and date of event and provide a north arrow.
 - b. Name and location of adjacent streets and property lines.
 - c. Location of existing buildings, parking areas, driving aisles, sidewalks, and ADA accessible parking (access to ADA parking and ramps must be maintained).
 - d. Location of temporary structures (such as porta-potties, tents, traffic barriers, play equipment, stages, exhibits, ticket booths, concessionaires, etc.), and specific event area location(s).
 - e. Location and capacity of available parking for event attendees and employees.
 - f. Location of emergency access and paths of travel through the event site.
 - g. Location of portable generators, event lighting, and any equipment.
 - h. For large attendance or multi-day events, a professionally prepared site plan drawn to scale is recommended.
3. A detailed Operational Plan / Written Narrative detailing the following information:
 - a. Identify a responsible person and their contact information, including a cell phone number. This person must be available to respond during the event.
 - b. Event description, including persons involved, maximum expected number of attendees, and exact time, date, and duration of the event.
 - c. Information regarding any music or entertainment provided. An Entertainment Permit may also be required by the Concord Police Department.
 - d. Time of event set up and take-down/removal of equipment, tents, clean-up, etc. Please clarify proposed hours of operation including the time of event set-up and clean-up responsibilities. A deposit may be required to ensure event clean-up.
 - e. Identify number of persons working at the event and volunteers.

- f. If a charitable organization, club, or hobbyist group is involved, please identify the organization(s) and provide their contact information.
 - g. If a rental service will be used for porta-potties, fencing, trash disposal, traffic control devices, etc., please identify the rental company and provide contact information. A copy of the equipment rental contract and site plan may be required if an Encroachment Permit from the Engineering Division is needed.
 - h. If private security or an ambulance service will be used, please identify their staging location on the site plan and provide their contact information.
 - i. Identify location and size of proposed banner or temporary sign to be placed or used during the event (if any) with the location clearly identified on the site plan.
4. Proof of general commercial liability insurance (a copy of a certificate of insurance) for the business or organization. The City Attorney's Office may determine that the City of Concord must be named as an additional insured with a separate additional insured endorsement needed. Please contact the City for specific coverage requirements.
 5. Administrative Permit fee, as per the current fee schedule posted online.
 6. A business license may be required. Business license applications are available on-line at: <http://www.cityofconcord.org/business/bizlicense/> or in the Finance Department.

Are there any special or additional requirements for large events?

Large special events with a substantial number of attendees or vehicular traffic, such as festivals, carnivals, concerts, or circuses, will have additional requirements. These requirements could include a deposit or contract for public safety services provided by the Police Department or Fire District, a deposit to ensure site clean-up and restoration, and/or a traffic control plan and rental agreement for traffic control devices. Tents and temporary structures for special events exceeding 200 square feet and/or canopies exceeding 400 square feet always require an additional permit from the Building Division and Fire District.

Who reviews and approves Administrative Permits and how long does it take to process them?

The Review Authority for Administrative Permits is the Planning Division. Applicants are recommended to apply at least three months in advance of any scheduled event. Because the review and processing typically involves multiple City departments and outside agencies, last minute applications may not be accepted. Additional permits may be required depending on the type of event, so applicants are encouraged to submit as early as possible.

What are the procedures for approval of an Administrative Permit?

An Administrative Permit can be approved once the required documentation is provided, deposits are paid, and any requirements from other agencies and departments have been satisfied. The approved permit comes in the form of a letter to the applicant and typically includes conditions of approval. These conditions may require further permits, inspections, or actions to be taken by the applicant or event sponsor before the event can be held.

