Special Event Application Checklist
Applications must be submitted a minimum of 45 days prior to the event date.

All Special Event Applications:

☐ **Special Event Application** (Events hosted either fully or partially on private property)

☐ **Detailed Event Description**

☐ **Detailed Site Plan**

☐ **Emergency Action Plan** (EAP)

☐ **Safety Plan**

☐ **Fire Special Event Permit Application**

☐ **Letter(s) of Authorization Approving Use of Property for the Proposed Event**
(Events hosted either fully or partially on private property require approval from the property owner.)

☐ **Health Permits** (If food is being served)

☐ **Alcoholic Beverage Control (ABC) License** (If alcohol is being served)

☐ **Building Permit Application** (Building permits are required for stages over 30" high or generators larger than 25kw.) (Trailers and other structures on wheels are exempt from a building permits.)

☐ **Downey Business License** (All vendors need to obtain a City of Downey Business License prior to doing business within City limits.)

☐ **Proof of Non-Profit Status** (If applicable)

☐ **Payment of Application and Fees**

Street Closure Requests:

All of the above PLUS:

☐ **Parade Permit/Street Closure Application** (Events hosted on a City right of way)

☐ **Map Clearly Marking Street Closure Locations**

☐ **Encroachment Permit Application**

☐ **Traffic Management Plans** (Traffic control must be implemented by a traffic management company that holds a current and active a C-31 license.)

☐ **Street Closure Notification Template** (Notifications should be sent to the impacted area no less than 2 weeks prior to the event date.)

☐ **Posting "Temporary NO Parking/Tow-Away" Signs throughout the Street Closure Area.** (Signs must be posted and proof submitted no less than 72 hours prior to the start of the street closure.)

☐ **Advanced Warning Signs** (Changeable Message Signs (CMS) should be posted at least 3 days prior to the closure in a City approved location.)

☐ **Certificate of Insurance** (General Public Liability Insurance Protection to City in the amount of $2,000,000)