



**Community Development Department
Planning Division**
12700 Norwalk Boulevard
Norwalk, CA 90651-1030
(562) 929-5744 Voice (562) 929-5584 Fax

SPECIAL EVENT PROCEDURES

REQUIRED SUBMITTAL INFORMATION

1. **Special Event Permit Application**
2. **Indemnification Form**
3. **Copy of Applicant's Current Business License**
4. **Detailed Plot Plan**, identifying adjacent streets, showing the location of equipment, rides, booths, stages, lighting, canopies/tents, portable toilets, traffic control devices, parking areas, temporary signs/banners, temporary fencing, trash bins, seating food service areas, sound system, or any other related equipment.
5. **Permit Payment Receipt**
6. **Application Submittal Dates and Fee Amounts** are listed in the below table:

Event Type	Application Deadline	Application Fee	Non-Profit Organization Fee
New/one-time events, carnivals, circuses, fairs, festivals, street closure events, events with alcohol.	45 days prior to event	\$370.00	\$160.00
Annual events, semi-annual events, or reoccurring events, with changes in scope of Event.*	30 days prior to event	\$270.00	\$110.00
<ul style="list-style-type: none"> • Annual events, semi-annual events, or reoccurring events, with no changes in scope of event.* • Grand openings, business events/business promotions, which occupy parking areas, drive aisles, or public-right-of-way 	15 days prior to event	\$260.00	\$60.00
<ul style="list-style-type: none"> • Grand openings, business events/business promotions, which occupy parking areas, drive aisles, or public-right-of-way, but less than 1.5 hours in duration and not utilizing more than 4 parking spaces, where no money is exchanged. 	15 days prior to event	\$0	\$0
<ul style="list-style-type: none"> • Norwalk non-profit organization for giveaways and events, where no money is exchanged. 	15 days prior to event	\$0	\$0

*Per Chapter Norwalk Municipal Code (NMC) 5.28, scope of event includes, but is not limited to, an event's anticipated number of attendees, location, duration, features such as number of participants, tents, booths, entertainment, anticipated road closures, and other elements as determined by City staff.

ADDITIONAL REQUIRED DOCUMENTS

Upon meeting ALL above listed requirements, the following additional documents must be submitted no later than 72 hours prior to the start of the event.

1. **Refundable Security Deposit** - Security/Clean-up Deposit Fee of \$1,000.00 per event.

2. **Liability Insurance** - The applicant applying for a Special Event Permit must possess or obtain liability insurance to protect against loss from liability imposed by law for damages in the following amount:
 - a. The policy limits shall not be less than one million dollars (\$1,000,000.00) per occurrence for all covered losses and two million dollars (\$2,000,000.00) general aggregate;
 - b. If event takes place on City property, the policy limits shall not be less than two million dollars (\$2,000,000.00) per occurrence for all covered losses and two million dollars (\$2,000,000.00) general aggregate.
 - c. The policy must contain this provision: **The City of Norwalk, its Officers, Agents and Employees shall be named as additional insured.**

An ORIGINAL CERTIFICATE OF INSURANCE, including endorsement(s), must be filed with the Department of Community Development, at least 3 working days prior to the commencement of the event.

ADDITIONAL REQUIRED APPROVALS

1. Approval from the City of Norwalk Building & Safety Division is required for a tent/canopy permit if tent/canopy size is 100 square feet or larger and must be obtained 30 days prior to any event activity. For questions please contact the Building and Safety Division at (562) 929-5733.
2. Approval from the Fire Department is required for any tent in excess of 200 square feet & canopy in excess of 400 square feet. Permit must be obtained **30 days** prior to any event activity. For questions, contact Inspector Brent Times at (562) 860-8014. Address: 19030 Pioneer Boulevard, Cerritos, CA 90703.
3. Circus and carnivals contact Los Angeles County Fire Department Financial Management Division at (323) 838-2306. Address: 5801 S. Eastern, Commerce, CA 90040.
4. Approval from the City of Norwalk, Engineering Division, Los Angeles County Sheriff’s Department, and the Los Angeles County Fire Department is required for all street closures, or traffic interruptions. Please contact the City of Norwalk Engineering Division at (562) 929-5723 for more information.
5. Approval from the Los Angeles County Health Department is required for ALL food sales; for more information, contact the Health Department at (562) 345-6800. Please note: Permit could take as long as 30 days to obtain.

PENALTIES FOR NONCOMPLIANCE

Each applicant shall comply with all terms and conditions set forth on the Special Event Permit, and any conditions in NMC Chapter 5.28. Failure to comply with any approved conditions of a Special Event Permit, will result in the charge of the following penalty fees deducted from the Security/Clean-up Deposit Fee:

1 st Violation	2 nd Violation	3 rd and Subsequent Violation
\$100.00	\$300.00	\$500.00