



SPECIAL EVENT PERMIT APPLICATION
COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION
Grand Openings, Business Events, Promotions, or Giveaways
(NMC Section 5.28.020)

APPLICATION FEE OF \$ _____

EVENT INFORMATION

Applicant Name: _____ Phone: (_____) _____

Event Name: _____ Email: _____

Event Address: _____

Organization/Business name: _____

Briefly describe the purpose of event: _____

Event Date(s): _____ Event Start & End Time: _____

EVENT QUESTIONNAIRE

Is this a repeat event? Yes No

Will there be alcohol at event? Yes No

Will food be served at event? Yes No

Will event have amplified sound? Yes No

Will there be canopies or tents? Yes No

If yes, what is the size and quantity? _____

Number of parking spaces being occupied: _____ Attendance per day: _____

SUBMITTAL REQUIREMENTS

- ☐ Completed Special Event Permit Application
- ☐ Copy of Applicant's Current Business License
- ☐ Detailed Site Plan, showing adjacent streets, designated parking, and the location of equipment, canopies/tents, temporary signs, trash bins, seating, food service areas, or any other related equipment
- ☐ Permit Payment Fee

CERTIFICATION

I hereby certify the foregoing statements to be true and correct and I acknowledge that I am responsible to comply with the information, restrictions and conditions of the permit. I understand and authorize by filing the application, information on the application and plans, but not necessarily limited to name and address, will be included on public records that are posted on the internet. Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citations, fines and denial of future permit applications.

Applicant's Signature _____ Date _____

Property Owner's Name and Signature _____ Date _____

CITY STAFF USE ONLY

Date Received: _____ Application No. _____ ☐ Approved ☐ Denied

ADDITIONAL REQUIRED APPROVALS

- ☐ 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. Contact the Building & Safety Division at (562) 929-5733.
 - Building Division Initial: _____ Date: _____
- ☐ 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. Contact the County Fire Department at (562) 860-8014. Address: 19030 Pioneer Boulevard, Cerritos, CA 90703.
- ☐ 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.
 - Public Services Dept. Initial: _____ Date: _____

SITE PLAN