



Temporary Outdoor Event Permits

- Always take the time to research the regulations and consult with City staff, and you can avoid costly mistakes and penalties.

Did you know...?

- A Temporary Outdoor Event Permit is required for outdoor events such as circus, carnival, festival or any similar outdoor event held on private property within Delano's City Limits.
- Temporary Events are allowed in Commercial and Industrial Zones Only
- The maximum number of days per event is 10 per calendar year.
- Temporary Outdoor Event Permits **do not** include flea markets, swap meets, or garage sales (Garage Sales for Non-profit groups exempted DMC 6.22.150)
- Temporary Outdoor Event Permits **are not transferrable** to other properties.
- Temporary Outdoor Events **do not** include: Holiday Sales, Seasonal Sales, or Fireworks Sales. These types of permits are issued a different type of permit.

Permits

- Always file the request for a Temporary Outdoor Event **20 days** prior to the holiday. Late applications less filed less than ten days prior to the sale **will not be accepted** for processing.
- The current application fee is \$155.00. Late applications are charged an additional fee of \$50.00. (Application fees are subject to change without notice) Sound Permits require an additional \$10.00 fee.
- Please use the attached application and fill in **all** the blanks.
- Make sure you get the permission of the property owner and their signature on the application.
- Always include a Site Plan of the property and show where the Holiday or Seasonal Sale will take place on the site. (See filing requirements of information required on the site plan).

For more information on obtaining a Temporary Outdoor Permit, call the Community Development Department at 661-721-3360 or stop by City Hall at 1015 11th Avenue in Delano. Business Hours are 8:00 AM to 5:00 PM Monday through Friday.



CITY OF DELANO

Community Development Department
1015 Eleventh Avenue
P.O. Box 3010
Delano, California, 93216
Phone: (661) 721-3340 Fax: (661) 721-2135

APPLICATION FOR TEMPORARY EVENT PERMIT

Primary Contact, check all that apply: *Applicant* *Owner* *Other (Specify):*

Name/Company/Organization: _____

Phone: _____ Cell Phone: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Property Owner's Information (Required)

Name: _____

Phone: _____ Cell Phone: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Property Address Where Sale Will Take Place:

Assessor's Parcel Number:

Date and Time of Temporary Event

Date(s): _____	Time(s): _____
Date(s): _____	Time(s): _____
Date(s): _____	Time(s): _____
Date(s): _____	Time(s): _____

CERTIFICATION AND SIGNATURES*

As the property owner, do hereby authorize the applicant to apply for this permit and is hereby designated to act as my representative during the application review process by City staff and agencies.

 Owner's e-Signature (Required) Date: _____

I, the applicant, do hereby declare under penalty of perjury that the facts and information contained in this application, including any supplemental forms and materials, are true and accurate to the best of my knowledge.

 Applicant's e-Signature (Required) Date: _____

This Space is for Staff Use Only

Date Received: _____ Receipt No: _____ Total Paid: \$ _____

Received by: _____ Application No. _____



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FILING PERMIT REQUIREMENTS FOR TEMPORARY OUTDOOR EVENTS

- The application for the Temporary Event Permit Application is required to include the applicant's signature and the property owner's signature or written authorization from the property owner. Your application will not be accepted unless this signature is included, *(the property owner's signature is subject to verification)*.
- Certificate of Liability Insurance with Endorsement Page:** *(with certificate holder to be: City of Delano, its Officers, Employees, Boards and Commissions), (a minimum one million dollar coverage).*
- A Business License is Required.** A temporary business license application shall be submitted with a Temporary Outdoor Event Permit application (fees are set forth in Section 5.04.240 Business Tax — Flat Rate of the Delano Municipal Code). Contact the City finance Department to apply.
- Applications must be submitted twenty (20) days prior to the Temporary Event with the current fee of \$155.00; otherwise, there will be an additional charge of \$50.00 dollars. If submitted less than 10 days before an event. Please note: Applications submitted less than ten (10) days before an event will not be accepted. Request for a **Sound Permit** (\$10.00) (for music or any amplified sound).
- If food is planned on being served during the temporary event submit the Permit from Kern County Environmental Health Department.
- Serving Alcohol: Yes No. If serving alcohol, you shall notify the Planning Department and acquire a permit from the State of California Alcoholic Beverage Control Department.
- Will the event require security or traffic control measures? If so required please include a written description with your application.
- A Site Plan** showing the following:
 - ▶ Scale, north arrow, and date of drawing.
 - ▶ Show the approximate location and boundaries of the property.
 - ▶ Location of all bordering streets and alleys, vehicular access, on-site parking and loading.
 - ▶ The location of trash bins.

- ▶ Location of any temporary signs or banners (subject to the City Sign Ordinance) location.
- ▶ Any other information as may be required by the city or any other reviewing agency.