



City of Commerce

Economic Development and Planning Department
2535 Commerce Way
Commerce, CA 90040
Tel. (323)722-4805 • planning-division@ci.commerce.ca.us

SPECIAL USE PERMIT APPLICATION

FOR OFFICE USE ONLY

Project No: _____ *Application Fee:* _____ *Date Submitted:* _____

APPLICATION COMPLETENESS: Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application. The Economic Development and Planning Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

An application for a Special Use Permit shall be submitted no less than 21 days prior to the date of the event to ensure adequate review of the application.

NOTE: The Special Use Permit Application is also available at the following website address:

<https://www.ci.commerce.ca.us/city-hall/economic-development-and-planning/planning/planning-applications-fees>

Pursuant to Section of 19.39.770 of the Commerce Municipal Code, the Planning Commission shall review each Special Use Permit application and act to approve, conditionally approve, or deny an application. Special Use Permits are acceptable for a period of four (4) or more days, but not exceeding thirty (30) days in any calendar year.

INSTRUCTIONS TO APPLICANT:

A. Complete all the items listed below. *Please print legibly.*

B. Submit the following:

- 1 completed Application
- 1 electronic copy of Site/Plot Plan to scale (*or 8 1/2 x 11 sheets if submitting in person*)
- 1 electronic copy of Floor Plan to scale (*or 8 1/2 x 11 sheets if submitting in person*)

Please show location of the event/activity, including buildings, temporary improvements, portable restrooms, vendor locations, parking areas and driveways, tents, canopies, cooking area, platforms, portable generators, etc., including pedestrian and/or vehicle circulation is required.

- Los Angeles County Fire Prevention Division Public Assemblages and Event
- Provision of ABC License, Building Permits and/or Resale Permits, if applicable. All Los Angeles County Fire Department, and Health Department requirements must be satisfied.

C. Application Fee (*See link above for current ‘Fee Schedule’ information*)

***For electronic submittals email all required documents to:** planning-division@ci.commerce.ca.us

OTHER SUBMITTAL REQUIREMENTS: *The following documentation may be required following the initial review of the Application. Documentation may vary depending on the type of event.*

- Signed letter from the property owner agreeing to the use, as specified in this application.
- Insurance policy naming the City, redevelopment agency, its officers, agents and employees as additional insured. Insurance policy shall be satisfactory to the City Attorney, and in an amount

determined to be adequate for the risks involved in the activity, as determined by the Economic Development and Planning Director.

- General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- Provision of any other Business Licenses, or Permits required by Local, State, or Federal Governments.
- Pedestrian Safety Plan and Signage Plan for street closures. *Applicants must contact Public Works for more information.*
- Maintenance/Clean up Plan.
- Prior to the issuance of a Special Event Permit, the City may require a cash bond to be deposited with the City for the purpose of defraying the costs of property cleanup by the City, in the event the permittee fails to do the same. The amount of the cash bond shall be established by the Economic Development and Planning Director or Planning Commission in the permit Conditions of Approval.

GENERAL INFORMATION: *Applicants must be a person(s) who is able to demonstrate a legal vested interest in the proposed application. The authorized agent of any person with a legal vested interest may also initiate an application. If the applicant is an organization or business, also include name of a contact person.*

Applicant: _____

Address of Event: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

Is the Applicant a Non-Profit Organization?: Yes No

If yes, attach a letter from the IRS determining exemption from Federal Income Tax described in Section 501 (c).

Is the Applicant the business owner/host of the event?: Yes No

Business License: _____ Expiration Date: _____

Business Owner (*If not the Applicant*): _____

Mailing Address: _____

Telephone No.: _____ Email: _____

EVENT/ACTIVITY INFORMATION:

Describe purpose of event/activity. Include all activities such as meetings, assembly, entertainment, etc., if more space is needed, please attach a separate sheet of paper:

Date(s) of Event/Activity: _____

Set Up Time(s) (for each day): _____ Event Time(s): _____ Clean Up Time(s): _____

Anticipated Attendees: 1-50 51-100 101-500 501-1,000 Over 1,000

Check Type of Event/Activity:

Carnival Festival Special Shows (Vehicles)
 Circus Parade/Race/Marathon Other: _____

Will there be live entertainment?: Yes No

If yes, provide a detailed description of the live entertainment.

Will the event include any of the following:

Will there be security provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who?	
Will there be vendors? Including vending booths/tables	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type(s)?	
Will there be temporary signs or banners? <i>Please note a temporary sign permit may be required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?	
Will there be portable restrooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?	
Will there be alcoholic beverages served? <i>Please note ABC License approval is required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type(s)?	
Will there be tents/canopies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many and what size?	
Will there be portable generators?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many and what size?	
Will there be pyrotechnics, candles, open flame cooking, or other open flame?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?	

Will there be propane tanks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many and what size?	
Will there be bleachers or platforms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many and what size?	
Will there be a stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what size and height?	
Will there be special electrical devices or equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type(s)?	
Will there be extension cords?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type(s) and how many?	
Will there be any other temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type(s)?	
Will there be trash bins, boxes, containers etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes how many? <i>Show in stie plan</i>	
Will there be street/sidewalk closure? <i>Please note other permits will be required from other Departments.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact Public Works for a Permit.	PWPermitCounter@ci.commerce.ca.us

If you answered yes to any of the questions above, please explain:

TENT COMPANY INFORMATION:

Company Name: _____

Address: _____

License Number: _____ Telephone No.: _____

Liability Insurance Information Attached?: Yes No

Number of Tents: _____ Size of Tents: _____

SECURITY COMPANY INFORMATION:

Company Name: _____

Address: _____

Contact Name: _____

License Number: _____ Emergency Telephone No.: _____

Will security personnel be armed?: Yes No How many security will be provided onsite?: _____

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/we understand and agree to abide by all the regulations of the City of Commerce and any other conditions imposed for the permit/activity requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

Applicant Signature

Date

All property owners must sign this application. If this portion is completed by someone other than the property owner (i.e., property manager or landlord) written proof is required authorizing the individual to sign on behalf of the property owner.

Property Owner Signature

Date

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Received By: _____ Application Fee: _____ Receipt No.: _____

Recommend to: Approve Not Approve Scheduled for Planning Commission: (Date) _____



**COUNTY OF LOS ANGELES
FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

PUBLIC ASSEMBLAGES AND EVENT INFORMATION

Public Assemblages and Events, Section 403, of *Los Angeles County Fire Code* (Title 32) states:

Fire watch personnel. When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted. (403.1)

Duties. Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures. (403.1.1)

Public safety plan. In other than Group A or E occupancies, where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. (403.2)

Contents. The public safety plan, where required by Section 403.2, shall address such items as emergency vehicle ingress and egress, fire protection, emergency egress or escape routes, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event. (403.2.1)

Crowd Managers. Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler or based upon the nature of the event. (403.3)

Fire safety officers and advisors. When in the opinion of the fire code official, it is necessary for the preservation of life or property, due to the hazardous nature of an event, production, operation or function, the fire code official shall require, the owner or lessee to employ or cause the employment of one or more approved fire safety officers or advisors, to be on duty at such place during the hazardous activity. (403.4)

The information above states general Fire Code permit requirements. Additional specific requirements may be set by the fire code official after reviewing the application for a permit and subsequent field inspection. Application for a permit required by the Fire Code should include enough detail information such as a statement, plot plan, drawings, photos, lists, technical specifications, and applicable approval from other agencies in order to show compliance with Fire Code requirements.

Rev. 5/14



**COUNTY OF LOS ANGELES
FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

PUBLIC ASSEMBLAGES AND EVENT DECLARATION

FIRE DEPARTMENT APPROVAL FOR A PUBLIC ASSEMBLAGE OR EVENT AS REGULATED IN SECTION 403 OF THE LOS ANGELES FIRE CODE (TITLE 32) REQUIRES DETAILED INFORMATION TO BE SUBMITTED IN ORDER TO CHECK FOR APPLICABLE REGULATIONS.

Return this form along with a detailed letter and scaled plot plan describing the event you are proposing. Include a description of the event, dates, times, and any special information that is requested. Show distance from structures and parking areas. Show emergency vehicle access to the event and any other pertinent details relating to emergency and fire safety issues such as emergency exiting, seating plans, fire hydrant location, fire sprinkler connections, generators, tents, carnival rides, floats, cooking areas, combustible brush and grass, parking, fencing, barricades, and structures, etc., involved in or affected by the event.

Type of event: _____

Location of event: _____

Date/time of the event: _____

Promoter: _____

On-site responsible person: _____

Contact information: _____

Expected total attendance: _____ Average attendance: _____

Medical services provided at event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number and qualification on letter.
Providing security personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number and company name on letter.
Using flammable liquids or gas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount and location state on plan/letter.
Using temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number/size shown on plan/letter.
Using cooking/heating equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on the plan/letter.
Altering access roads or Bldg exits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on the plan/letter.
Using fireworks or pyrotechnics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show permit and license/letter.
Using open flame devices or fire?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on plan/letter.

If you answered yes to any of the above questions, please include detailed information about each item in your declaration letter and show details on the plot plan. Additional information may be requested by the Fire Code Official.

Signature _____ Date _____