



City of
Los Banos
At the Crossroads of California

**Community & Economic
Development Department**
520 J St.
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2445
www.losbanos.org

SPECIAL EVENT PERMIT SUBMITTAL REQUIREMENTS

- Completed application, including:
 - Name, address and telephone number of the applicant and an alternative contact person
 - If the event is proposed to be sponsored by an organization, the name, address and telephone number of the organization, the authorized head of the organization, and written authorization to apply for the special event permit by an officer of the organization
 - Name, address and telephone number of the person who will be present and in charge of the event on the day of the event
 - Nature/purpose of the event
 - Date and time (starting and ending) of the event, including necessary setup/takedown time
 - Location of the event
 - Estimated number of participants in the event
 - Type and number of vehicles, animals, and structures which will be used at the event
 - Whether there will be water aid stations at the event
 - Description of any sound amplification equipment which will be used at the event
 - Whether any food or beverages will be sold at the event.
 - Whether any alcoholic beverages will be present or sold at the event.
 - Whether monitors will be employed at the event
 - Parking requirements for the event
 - Additional information required for parades and other events occurring along a route, including:
 - The assembly point for the event, the time at which units of the parade or other event will begin to assemble
 - The route to be traveled
 - Whether the parade or other event will occupy all or only a portion of the streets proposed to be transversed
 - The number, type, size and material of any floats or banners
- Site Plan
 - 8.5" x 11" format

- Depicting the location of the event, including its boundaries
- Depicting where there will be water aid stations at the event
- Depicting parking for the event
- Additional information required for parades and other events occurring along a route:
 - Assembly point for the event
 - Route to be traveled
 - Parade staging/overflow areas, if applicable
- Copy of Certificate of Liability Insurance Policy and endorsement naming the City and the City's officers, employees, and agents as additional insureds and providing minimum coverage of \$1,000,000 per occurrence (\$2,000,000 per occurrence for parades/processions) for injury or death arising out of the operation of the event
 - If your organization does not have an insurance policy or is having difficulty obtaining insurance coverage, you can go to www.rvnuccio.com to purchase a Certificate of Liability Insurance Policy for the event.
- Executed Hold Harmless & Indemnification Agreement
- Application fee - \$311.14 major events; \$109.33 minor events
- Departmental services charges due prior to the release of the permit:
 - Processions (no more than 1.25 miles, one way) - \$444.22
 - Street closures (3 blocks or less) - \$229.60
 - Parades (standard May Day Parade route) - \$1,517.64

Please Note: Applicable department service charges will be charged to the applicant based on the standard types of Special Events and due prior to the issuance of the permit. Intensifications from the standard types of Special Events shall require the applicant to enter into a Cost Recovery Contract with the City of Los Banos to recoup full cost of departmental service charges. See City Council Resolution No. 5871 for details.

SPECIAL EVENT PERMIT APPLICATION

City of Los Banos



Any person desiring to sponsor a parade, public assembly or other special event not otherwise exempted will need to submit a Special Event Permit Application along with all supporting information required by the Community and Economic Development Department, not less than thirty (30) days before the event date. The application will be accompanied by a nonrefundable, nontransferable application fee.

If your event occurs at a city park or city facility, please inquire with Parks & Recreation Staff for the availability and rental of the park or city facility. Parks & Recreation Office can be contacted at: (209) 827-7034, or in-person at the Los Banos Community Center at: 645 7th St., Los Banos, CA. 93635.

For all other locations, submit application to Community & Economic Development Department at: cedd@losbanos.org, (209) 827-2445, or Los Banos City Hall, 520 J St., Los Banos, CA. 93635.



Application Received Date: (Entered by Staff)
<hr/> Application #: (Entered by Staff)
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APPLICATION FOR SPECIAL EVENT PERMIT

DIRECTIONS: Complete pages 2-7; attach event layout map or route(s) map and (if applicable) a Certificate of Insurance and Endorsement. For amplified music or street closure, a Special Event Street Closure Notification Form and a Traffic Control Plan needs to be submitted.

Special Event

I. EVENT INFORMATION: (Please Print Clearly)

Date(s) of Event: _____ Setup Start Time: _____ am/pm
 Actual Time of Event: _____ am/pm to: _____ am/pm Tear Down Time: _____ am/pm
 Title of Event: _____ Number of participants: _____
 Name of Location: _____
 Address of Event: _____
 Is this event identical to a prior event: No / Yes
 If yes last date held: ___/___/___, Permit #: _____

II. APPLICANT INFORMATION:

Name of Applicant: _____ Home Phone #: _____
 Work Phone #: _____ Cell #: _____
 Email: _____
 Name of Sponsoring Group/Business: _____
 Address of Sponsoring Group: _____
 Sponsoring Group Phone #: _____
 Profit _____ or Non-Profit _____ (may be required to show proof of non-profit status)
 Name of Main Contact Person **During** Event: _____
 Contact's Address: _____
 Business Phone #: _____ Cell #: _____

III. DESCRIPTION OF EVENT: Provide a brief description of the event. Please add separate sheet if more room is needed.

Parking provided: on Street, in Private Lot, in Public Lot. No Parking signs need? Yes / No
 Sanitation provided by: Restrooms in building, Restrooms on site, Portables, how many? _____

Portable Vendor Name: _____ Phone #: _____

IV. CHECK YES OR NO FOR EACH ITEM LISTED THAT APPLIES TO YOUR EVENT

If you write yes to any item please include a brief explanation. Standard Conditions or other forms required is provided in italics. Additional conditions may be entered by City Staff. *Please note: If additional space is needed, please attach a separate sheet of paper to the application with the additional information.*

	EVENT DESCRIPTION / DETAILS	YES / NO	STANDARD CONDITIONS
1.	Alcohol Consumption: Details:		<i>If yes, needs ABC License to be submitted. Contact the CA Department of ABC at (209)381-1100</i>
2.	Alcohol Sales: Details:		<i>If yes, contact the Community & Economic Development Department for a business license. Vendor(s) may also need a seller's permit through the CA Department of Tax and Fee Administration, (559)440-5330 or https://www.cdtfa.ca.gov/</i>
3.	Will admission be charged:		
4.	Live Band - Concert:		<i>If yes, may need Neighborhood Notification Form and Security Service</i>
5.	Outdoor Amplified Sound/Music:		<i>If yes, may need Neighborhood Notification Form and may need Security Service</i>
6.	Public Street Use/Street Blockage:		<i>If yes, needs: a) Special Event Street Closure Notification Form completed; b) Street Signs posted 24 hours in advance of event; c) Traffic control map must be submitted.</i>
7.	Parade/Run/Walk/Bike Race: Details:		

8.	Street Fair and/or Car Show: Details:		
9.	City barricades and/or traffic signs requested:		<i>If yes, Public Works needs 2 weeks' notice with an already approved Traffic Control Plan. Contact the Public Works Department, (209)827-7056.</i>
	Set-up: _____AM/PM		
	Pickup: _____AM/PM		
	Details:		
10.	Use of City Temporary Parking Signs:		<i>If yes, please contact the Public Works Department: (209)827-7056. For Special Events only, not Block Parties!</i>
11.	Food (pre-packaged, cooking, prepping, demonstrating, distribution, vendors, catered, donated, sales)		<i>If yes, may need a Merced County Environmental Health Department - Health Permit. Contact: (209)381-1100 or visit:https://www.countyofmerced.com/1636/Applications-Forms-Permits</i>
	Details:		
12.	Stage >30" high or Stage Lighting:		<i>No permit needed but accessible ramp to access stage must be provided.</i>
13.	Open Flames, deep frying, or wood fires:		<i>If yes, there needs to be 10' from combustibles and have a fire extinguisher.</i>
14.	Power generators, Light Strings:		No permit needed by Building Department.
15.	Tent/Canopy:		If yes, may need a Fire Inspection with the Fire Department. Contact: (209)827-2594.
	Details:		
16.	Food Sales:		If yes, may need a Seller's Permit/Sub-Permit for each vendor or a BOE-410D, as well as Business License to cover event. Please contact the CA Department of Tax and Fee Administration (559)440-5330 or https://www.cdtfa.ca.gov/ and contact the Community Economic Development Department to inquire for a business license, (209)827-2445.
	Details:		
19.	Table/chairs setup for food consumption:		
	Details:		
20.	Use of Public Park or Building:		

	Details:		If yes, needs a park reservation from the Parks & Recreation Department/ letter from Owner.
21.	Hazardous Materials (fuels/chemicals)		If yes, needs a Hazmat Permit, contact the Merced County Environmental Health Department, (209)381-1100 or visit: https://www.countyofmerced.com/1636/Applications-Forms-Permits
	Details:		
21.	Carnival, Fair, Circus:		If yes, please describe.
	Details:		
22.	Use of Animals:		If yes, please describe.
	Details:		

V. ATTACH A CERTIFICATE OF LIABILITY INSURANCE POLICY

Please attach a copy of the Certificate of Liability Insurance Policy and endorsement naming the **City of Los Banos and the City's officers, employees, and agents** as additional insureds and providing minimum coverage of \$1,000,000 per occurrence (\$2,000,000 per occurrence for parades/processions) for injury or death arising out of the operation of the event.

- If your organization does not have an insurance policy or is having difficulty obtaining insurance coverage, you can go to: www.rvnuccio.com to purchase a Certificate of Liability Insurance Policy for the event.

VI. ATTACH SITE-PLAN OF EVENT. Include the following attachments: *Please attach a site-plan for the event in a 8.5" x 11" sheet of paper.*

- Show streets and map** of the event location. **Show street route** plan if event is a: for parades, races, & walks.
- Show entry/exit points:** Including barricades, fences, buildings, as tents, stage, booths, bleachers, trailers ticket booths and band location.
- Show all fueled equipment:** (i.e. BBQs, cooking equipment, generators, heaters, etc.)
- Show sanitation facilities:** Include restrooms, portable toilets, hand-wash stations, gray water tanks, & dumpsters.
- Identify the General Activity Areas:** (i.e. "vendor area", "food area", "entertainment", and show dining tables and/or seating arrangements.) Show booths/tents/canopies.
- Show Parking Plan:** That identifies the parking areas to be used, including use of street parking, fields, and existing parking lots. Provide a count of spaces that could be used for the event attendees.

- For Performance Events:** Show stage/performance area. Indicate if there are curtains and props (all must be fire retardant), a stage, (under 30 inches high or have a building permit), and show seating and aisles widths (aisles to be 44” wide if serving seats on both sides, or 36 inches wide. Aisles to lead to each exit and rest-rooms). 2 Exits minimum.

VII. ATTACH CONFIRMATION OF PARK RESERVATION

- For city reserved parks or facility, please attach your confirmation receipt.

VIII. STANDARD CONDITIONS: *Read and sign at the bottom of conditions. All of the following Standard Permit Conditions apply to this activity. Special conditions may be entered at the request of City Staff.*

1. This PERMIT is ONLY for the event, date(s) and time(s) as specified on this application.
2. The event shall be kept in a clean and orderly manner free from trash, wastewater run-off and hazards.
3. The location shall be cleaned up afterward with no trash, debris or equipment left.
4. Any parade or procession, street closure or use is restricted to the route(s), location(s) and checkpoint(s) as shown/attached to this application.
5. Participant(s) in this activity agree to comply with restrictions applied to said activity by the California Department of Transportation (CALTRANS) or any other agency with applicable jurisdiction.
6. The movement of emergency vehicles shall have priority.
7. Any noise or music at this event shall be operated at a sound level not to exceed applicable City standards. Applicant(s) understand that any complaints of sound disturbance may result in cancellation of this permit.
8. Mobile sound devices will be operated only on the main arterials and will not go into residential districts.
9. Barricades and signs shall be obtained from a private supplier. The placement of said barricades and signs must be coordinated with the Los Banos Police Department and Public Works Department. Barricades and signs shall be in accordance with Traffic Control Plan guidelines.
10. Equipment and lighting used for said event shall not obstruct vehicular traffic.
11. The number of participants in proposed event shall be restricted to that stated on the application.
12. The applicant(s) agrees to obey all traffic laws applied to proposed activity as determined by the City of Los Banos.
13. “Disabled” vehicle parking stalls and any other access facility for the disabled shall not be blocked or made unusable by this event.
14. Applicant(s) understands and agrees that security and traffic control may be required by the Los Banos Police Department.
15. Applicant(s) understands and agrees that any permit required from the County Health Department is responsibility of the applicant to obtain.
16. Do not place signage on any public street, signpost, fence, sound-wall, pole, or other public property. This includes anywhere within 10 feet of the street curb. Signage on private property is subject to property owner and Community & Economic Development approval.

17. The approved Special Event Permit must be available on-site during each approved event and must be presented to city staff upon request.

Signature: _____

Print Name: _____

Date: _____

IX. HOLD HARMLESS & INDEMNIFICATION AGREEMENT

The Hold Harmless & Indemnification Agreement will be executed upon issuance and signing of the Special Event Permit.

Special Event Permit No. : _____	OFFICE USE ONLY
Current Zoning: _____	Application Received /Reviewed By: _____
Filing Fee(s): _____	Date Received: _____
Total Amount Paid: _____	Receipt Number(s) : _____

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City of Los Banos
Community and Economic Development
Complete Fee Schedule

License/Permit/Entitlement Type	Basic Fees	State Fees	Additional Fees	Notes	Total Fee
Business Licenses					
<i>Commercial</i>					
Commercial Business License Annual Initial Year (less than 20,000 sqft)	\$ 162.52	\$ 1.00		Additional fees may apply	\$ 163.52
Commercial Business License Annual Initial Year Big Box Store (20,000+ sqft)	\$ 1,218.28	\$ 1.00		Additional fees may apply	\$ 1,219.28
Commercial Business License Short Term/6 Months	\$ 124.50	\$ 1.00		Additional fees may apply	\$ 125.50
Commercial Business License Short Term/3 Months	\$ 97.80	\$ 1.00		Additional fees may apply	\$ 98.80
Commercial Business License Temporary (up to 3 days)	\$ 71.09	\$ 1.00		Additional fees may apply	\$ 72.09
Commercial Business License Tenant Improvement			\$ 26.71	One time fee	\$ 26.71
Commercial Business License New Construction			\$ 115.12	One time fee	\$ 115.12
Commercial Business License Renewal	\$ 130.00	\$ 1.00		Additional fees may apply	\$ 131.00
Commercial Business License Delinquent Fee			\$ 81.26	Not to exceed 50% of license fees (all fees excluding state fee)	\$ 81.26
Commercial Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
Commercial Business License Fire/Building Reinspection			\$ 144.22	Per occurrence - 3rd+ inspection	\$ 144.22
Commercial Business License ABC (not a bar/tavern)	\$ 162.52	\$ 1.00	\$ 26.71	Annual	\$ 190.23
Commercial Business License ABC (bar/tavern)	\$ 162.52	\$ 1.00	\$ 26.71	Annual	\$ 190.23
Commercial Business License Massage Therapist	\$ 162.52	\$ 1.00	\$ 150.56	Annual	\$ 163.52
Commercial Business License Massage Establishment	\$ 162.52	\$ 1.00	\$ 182.18	Annual	\$ 163.52
Commercial Business License Taxi/Limo Service	\$ 162.52	\$ 1.00	\$ 232.49	Annual	\$ 163.52
Commercial Business License Card Room	\$ 162.52	\$ 1.00	\$ 141.82	Annual	\$ 305.34
Commercial Business License Psychic	\$ 162.52	\$ 1.00	\$ 44.39	Annual	\$ 207.91
Commercial Business License Vehicle Tow	\$ 162.52	\$ 1.00	\$ 44.39	Annual	\$ 207.91
Commercial Business License Special Event	\$ 162.52	\$ 1.00	\$ 53.87	Annual	\$ 217.39
Commercial Business License Mobile Vendor Private Property	\$ 162.52	\$ 1.00	\$ 70.91	Annual	\$ 234.43
Commercial Business License Mobile Vendor Public ROW	\$ 162.52	\$ 1.00	\$ 70.91	Annual	\$ 234.43
Commercial Business License Pawn Broker	\$ 162.52	\$ 1.00	\$ 167.35	Annual	\$ 330.87
Commercial Business License Adult Entertainment (dancing venue, etc.)	\$ 162.52	\$ 1.00	\$ 740.88	Annual	\$ 904.40
Commercial Business License Adult Entertainment Performer	\$ 162.52	\$ 1.00	\$ 316.75	Annual	\$ 480.27
Commercial Business License Adult Entertainment (videos, dvds, etc.)	\$ 162.52	\$ 1.00	\$ 353.88	Annual	\$ 517.40
<i>Home Occupation</i>					
Home Occupation Business License Annual Initial Year	\$ 97.80	\$ 1.00		Additional fees may apply	\$ 98.80
Home Occupation Business License Short Term/6 Months	\$ 97.80	\$ 1.00		Additional fees may apply	\$ 98.80
Home Occupation Business License Short Term/3 Months	\$ 71.09	\$ 1.00		Additional fees may apply	\$ 72.09
Home Occupation Business License Temporary (up to 3 days)	\$ 44.39	\$ 1.00		Additional fees may apply	\$ 45.39
Home Occupation Business License Renewal	\$ 26.71	\$ 1.00		Additional fees may apply	\$ 27.71
Home Occupation Business License Delinquent Fee			\$ 48.90	Not to exceed 50% of license fee (excluding state fee)	\$ 48.90
Home Occupation Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
<i>Out of Town</i>					
Out of Town Business License Annual Initial Year	\$ 71.09	\$ 1.00		Additional fees may apply	\$ 72.09
Out of Town Business License Short Term/6 Months	\$ 97.80	\$ 1.00		Additional fees may apply	\$ 98.80
Out of Town Business License Short Term/3 Months	\$ 71.09	\$ 1.00		Additional fees may apply	\$ 72.09
Out of Town Business License Temporary (up to 3 days)	\$ 44.39	\$ 1.00		Additional fees may apply	\$ 45.39
Out of Town Business License Renewal	\$ 26.71	\$ 1.00		Additional fees may apply	\$ 27.71
Out of Town Business License Delinquent Fee			\$ 48.90	Not to exceed 50% of license fee (excluding state fee)	\$ 48.90
Out of Town Business License Reprint/Duplicate Fee	\$ 10.00				\$ 10.00
Solicitation Permit					
Solicitation Permit Initial	\$ 286.62				\$ 286.62
Solicitation Permit Renewal	\$ 124.50				\$ 124.50
Massage Permits/Registrations					
Massage Establishment Permit Initial	\$ 232.04				\$ 232.04
Massage Establishment Permit Renewal	\$ 232.04				\$ 232.04
Massage Therapist Registration Initial	\$ 79.93				\$ 79.93
Massage Therapist Registration Renewal	\$ 79.93				\$ 79.93
Exempt Massage Therapist Permit Initial	\$ 232.04				\$ 232.04
Exempt Massage Therapist Permit Renewal	\$ 232.04				\$ 232.04
Bingo License					
Bingo License Initial	\$ 124.50				\$ 124.50
Bingo License Renewal	\$ 71.09				\$ 71.09
Taxicab Permits					
Taxicab Business Permit Initial	\$ 596.48				\$ 596.48
Taxicab Business Permit Renewal	\$ 596.48				\$ 596.48
Taxicab Driver Permit/IDs Initial	\$ 207.10				\$ 207.10
Taxicab Driver Permit/IDs Renewal	\$ 207.10				\$ 207.10
Auction Licenses					
Auctioneer's License (up to 3 months)	\$ 305.82			1x time/per quarter	\$ 305.82
Itinerant Merchant Auctioneer's License (daily)	\$ 360.49			1x time/daily	\$ 360.49
Auction Sales License (daily)	\$ 251.16			1x time/daily	\$ 251.16

City of Los Banos
Community and Economic Development
Complete Fee Schedule

License/Permit/Entitlement Type	Basic Fees	State Fees	Additional Fees	Notes	Total Fee
Mobile/Sidewalk Vendor Permits					
Mobile Vendor Permit Initial	\$ 625.83				\$ 625.83
Mobile Vendor Permit Renewal	\$ 97.62				\$ 97.62
Sidewalk Vendor Permit Initial	\$ 450.00				\$ 450.00
Sidewalk Vendor Permit Renewal	\$ 450.00				\$ 450.00
Cottage Food Operator Permit					
Cottage Food Operator Permit (one time)	\$ 455.43				\$ 455.43
Planning Permits					
Administrative Permit - other	\$ 720.98			Deposit / Cost Recovery Contract	\$ 720.98
Special Events Permit - minor event	\$ 109.33				\$ 109.33
Special Events Permit - major event	\$ 311.14				\$ 311.14
Special Events Permit - minor event:	\$ 109.33		\$ 229.60		\$ 338.93
Street Closures (3 blocks or less)					
Special Events Permit - major event:	\$ 311.14		\$ 444.22		\$ 755.36
Religious Processions (1.25 miles one way max)					
Special Events Permit - major event:	\$ 311.14		\$ 229.60		\$ 540.74
Street Closures (3 blocks or less)					
Special Events Permit - major event:	\$ 311.14		\$ 1,517.64		\$ 1,828.78
Parades (standard May Day Parade route)					
Residential Neighborhood Block Party Permit	\$ 203.90				\$ 203.90
Farmers' Market Permit	\$ 230.42				\$ 230.42
Temporary Use Permit - minor use	\$ 230.42				\$ 230.42
Temporary Use Permit - major use	\$ 311.14				\$ 311.14
Miscellaneous					
Digital Sign at W. I St./Pacheco Blvd.	\$ 119.52			Per month	\$ 119.52
Sixth Street Banner - installation & removal	\$ 446.40			Per banner per occurrence	\$ 446.40
Donation Collection Bin Initial	\$ 432.81			Non-refundable	\$ 432.81
Donation Collection Bin Renewal	\$ 163.24			Non-refundable	\$ 163.24
Signage					
Master Sign Plan	\$ 1,681.41				\$ 1,681.41
Sign Review	\$ 82.00				\$ 82.00
Temporary Sign Review	\$ 82.00			Per occurrence	\$ 82.00
Planning Project Entitlements					
Annexation	\$ 23,731.72			Deposit / Cost Recovery Contract	\$ 23,731.72
General Plan Amendment	\$ 8,034.82			Deposit / Cost Recovery Contract	\$ 8,034.82
Zone Change/Pre-Zone	\$ 7,489.10			Deposit / Cost Recovery Contract	\$ 7,489.10
Conditional Use Permit	\$ 1,940.24			Deposit / Cost Recovery Contract	\$ 1,940.24
Site Plan Review	\$ 3,133.79			Deposit / Cost Recovery Contract	\$ 3,133.79
Variance	\$ 1,594.30			Deposit / Cost Recovery Contract	\$ 1,594.30
Tentative Subdivision Map - up to 100 lots	\$ 9,259.06			Deposit / Cost Recovery Contract	\$ 9,259.06
Tentative Subdivision Map - 101+ lots	\$ 12,101.86			Deposit / Cost Recovery Contract	\$ 12,101.86
Revised Tentative Map	\$ 4,575.05			Deposit / Cost Recovery Contract	\$ 4,575.05
Planned Development	\$ 4,554.77			Deposit / Cost Recovery Contract	\$ 4,554.77
Development Agreement	\$ 3,500.00			Deposit / Cost Recovery Contract	\$ 3,500.00
Final Development Plan	\$ 2,000.00			Deposit / Cost Recovery Contract	\$ 2,000.00
Environmental Review/Categorical Exemption	\$ 197.75			Deposit / Cost Recovery Contract	\$ 197.75
Negative Declaration/Initial Study	See Notes			Actual Cost + 20% / Deposit / Cost Recovery Contract Required	\$ -
Environmental Impact Report	See Notes			Actual Cost	\$ -
Minor Subdivision/Parcel Map	\$ 1,024.15			Deposit / Cost Recovery Contract	\$ 1,024.15
Lot Line Adjustment/Parcel Merger	\$ 415.16				\$ 415.16
Reimbursement Agreement	\$ 3,500.00			Deposit / Cost Recovery Contract	\$ 3,500.00
Appeal	\$ 2,587.84				\$ 2,587.84
Time Extension	\$ 2,404.91				\$ 2,404.91

Notes:
State established \$1.00 fee for Business Licenses as mandated by Senate Bill 1186 effective January 1, 2013. State Fee increased to \$4.00 as mandated by Assembly Bill 1379 effective January 1, 2018 thru December 31, 2023.

Fees adopted by City Council Resolution No. 6131 on 9/18/19; fees effective 12/1/19

Commercial Business License renewal basic fee subsidized/reduced by City Council Resolution No. 6158; adopted 11/20/19; fee effective 12/1/19