



CITY OF BARSTOW COMMUNITY DEVELOPMENT

City of Barstow
Planning Division

APPLICATION FOR: TEMPORARY USE PERMIT APPLICATION

APPLICATION FEE (All fees are non-refundable):
\$94.00 (\$42 Non-Profit) + Inspection Fee
***Note, all fees are due at time of application**

Application No: BTUP# _____
Application Date: _____

APPLICATION MUST BE SUBMITTED A MINIMUM OF TWENTY (20) DAYS PRIOR TO THE EVENT

Organization: _____	Contact Person: _____
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
E-Mail: _____	E-Mail: _____

Property Owner: _____
Mailing Address: _____
Phone Number: _____
E-Mail: _____

EVENT INFORMATION

Location / Address of Event: _____
Current Use of Property (i.e., park, parking lot, etc.): _____
Event Name: _____
Full description of event & activities to occur at event: _____

Event Date: _____ Estimated # of Attendees: _____
Event Setup: _____ AM / PM | Event Duration: _____ AM / PM to _____ AM / PM | Event Teardown: _____ AM / PM

INSPECTION REQUIREMENTS

An inspection conducted by the Building & Safety Department / Fire Department will be required for special events.

The Contact Person listed above will be responsible for event day inspections.

**Note: events determined to require additional inspection time beyond 2 hours are subject to additional inspection fees.*

- Weekday Event (Monday – Thursday) **\$85.00** Weekend Event (Friday – Sunday) – 2 Hour Min. **\$181.10**

SITE PLAN

ALL TEMPORARY USE PERMIT APPLICATIONS must be accompanied by a site plan of the event that shows the event route (if the event is a parade, race, or similar event), street fair, or block party. Additionally, as applicable to the event, the site plan must contain the locations of vendors, tents, trailers, portable toilets, electrical equipment (i.e., generators, lighting, speakers, etc.), stages, signs, trash/recycle containers, animal cages, carnival rides, and designated parking areas.

EVENT DETAILS

Vendors / Service Providers / Entertainers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, the attached vendor listing is required. Must include their business name (DBA), contact name, phone number, and City of Barstow Business License No. Those serving alcohol and/or food must also attached a copy of their appropriate licenses (i.e. ABC license, health permit). List all organizations/businesses involved with the event (i.e., vendors, party suppliers, info booths, DJs, etc.)
Use of City Right-of-Way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The use of City right-of-way includes the use of public streets and sidewalks. If yes, please contact the City of Barstow's Engineering Department regarding the Encroachment Permit application process at (760) 255-5161 if the use of a public sidewalk, street, or right-of-way is being requested as part of your event. Encroachment Permit #: ENCD-_____
Use of City Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The use of City property includes the use of City-owned public parking lots, parks, and facilities. If use of a public park or park facility is requested, please contact the Parks & Recreation Department at (760) 255-5217 for Facility Use Agreement. *Copy of FUA is required to be attached. Requesting use of water: <input type="checkbox"/> Yes <input type="checkbox"/> No Requesting use of electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No Restroom Requirements: <input type="checkbox"/> City Facilities (FUA required) or <input type="checkbox"/> Porta Potties
Street Closure / Traffic Control?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please contact the City of Barstow's Engineering Department regarding the Encroachment Permit application process at (760) 255-5161. Please note that street closures must be approved by the City Council.

Animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide a listing with the number and types of animals. Also, please contact the Barstow Humane Society at (760) 252-4800 for approval/inspection.
Vehicles / Equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a vehicle listing is required. Provide vehicle types/equipment being used.
Food / Beverage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Event Organizer required to obtain a Temporary Food Facility permit if there is two or more food vendors. If yes, the Event Organizer is required to supply a copy of the approved TFF permit with SR number through the San Bernardino County Environmental Health Services (EHS). EHS – (800) 422-2283 Event Organizer Temporary Food Facility Permit #: _____
Alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, the Event Organizer is required to provide a copy of the ABC permit . State of California Department of Alcoholic Beverage Control – (760) 324-2027 ABC Permit #: _____
Carnival Rides?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact the City of Barstow's Building Department at (760) 255-5161 for information on obtaining the necessary Building & Fire permits. # of Electrically Driven: _____ # of Mechanical Driven: _____
Signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a temporary sign permit will be required. Identify the location of signs on the site plan. # of Signs: _____
Loudspeaker(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please identify the location of the loudspeaker(s) on the site plan. # of Speakers _____
Trash/Recycling Containers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please identify the location(s) on the site plan. To set up trash/recycling services for your event, please contact Burrtec Waste at (760) 256-2730. *Note, events of a certain size will be required to set up additional trash/recycling services at cost to the Event Organizer. # of Containers: _____
Lighting (Portable or Otherwise)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please identify the location(s) and specify the type on the site plan. # of Lights: _____
Portable Structures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Tents # of Tents: _____
		<input type="checkbox"/> Trailers # of Trailers: _____
		<input type="checkbox"/> Portable Toilets # of Portable Toilets: _____
		<input type="checkbox"/> Stages # of Stages: _____
		<input type="checkbox"/> Bounce Houses # of Bounce Houses: _____
Use of Security?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide the following information: *Note, events serving alcohol are required to have licensed Security. BPD can be utilized at cost to the Event Organizer. Requesting Barstow Police Department: <input type="checkbox"/> Yes <input type="checkbox"/> No Private Licensed Security: <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ B/L # _____

INSURANCE REQUIREMENTS

Amount of Liability Insurance*: _____
 Name of Insurer: _____

*If the event will be conducted within the City of Barstow's right-of-way or on City property, the City must be named as an additional insured. A minimum of \$1,000,000 per occurrence and in the aggregate are required. Depending on the event, additional coverage amounts may be required. Special Event Insurance can also be obtained via PERMA - <https://www.permanisk.gov/coverage/special-events/>

A COPY OF THE INSURANCE CERTIFICATION MUST BE ATTACHED TO THIS APPLICATION

APPLICATION SUBMITTAL CHECKLIST

- Completed and signed application. Please note that this application **MUST BE** signed by the Property Owner, in addition to the applicant. If the Property Owner is unable to sign this application, a notarized original letter of authorization must be attached.
- Certificate of Insurance. If your event is located within the City of Barstow's right-of-way (i.e. sidewalks, streets) or on City property (i.e., parks, Harvey House, or other City-owned facility), the City of Barstow **MUST BE** named as an additional insured.
- Site Plan - ALL TEMPORARY USE PERMIT APPLICATIONS must be accompanied by a site plan.**
- Application for City of Barstow Encroachment Permit, Building Permit, Barstow Fire Protection District Fire Permit, and/or Facility Use Agreement if applicable.
- Vendor/Sponsors/Donors Listing, if applicable.
- Encroachment Permit, if applicable.
- Facility Use Agreement, if applicable.
- Vehicle Listing, if applicable.
- Animal Listing, if applicable.
- Traffic Control Plan, if applicable.
- Copy of Alcohol Beverage Control permit, if applicable.
- Copy of San Bernardino County Environmental Health Services Permit if food/beverage will be sold or furnished.

CERTIFICATION

I (we) hereby certify under penalty of perjury that the information contained herein is true and that incomplete or false information may result in delay of the application or denial thereof.

I (we) hereby understand approval of this Temporary Use Permit includes conditions and that failure to comply with those conditions will result in revocation of the Temporary Use Permit.

I (we) hereby covenant and agree that if any claim, action, or proceeding shall hereafter be brought seeking to hold the City liable on account of any debt, liability, or obligation, I (we) will defend the City at my (our) sole expense against any claim or demand, or threats thereof, whether or not well founded and hold the City harmless therefrom, together with reasonable attorney fees and costs in connection with any defense there against. Furthermore, I (we) shall indemnify and hold the City harmless from any such debt, liability, or obligation.

I (we) further certify that we have read Chapter 9.45 of the Barstow Municipal Code and understand the provisions contained therein.

I (we) understand that it is our responsibility to obtain necessary permits and approvals that may be required by agencies other than the City of Barstow (e.g., Barstow Fire District, Environmental Health Department, and Alcohol Beverage Control).

I (we) further covenant and agree that if the City property or right-of-way is damaged in the course of this event, I (we) will repair and restore such property to its original condition. Alternatively, I agree that the property will be restored by the City at the permittee's expense. I agree to pay the City all such expenses, as well as costs (attorney's fees, etc.) associated with the collection, plus interest at the prevailing rate.

Applicant's Signature: _____ Printed Name: _____ Date: _____
Property Owner's Signature: _____ Printed Name: _____ Date: _____

FOR OFFICE USE ONLY			
Date Received:			Payment Date:
Received By:			Planning Dept. Received:
Application Deemed Complete			Application Deemed Incomplete:

