



# TEMPORARY USE PERMIT APPLICATION

Permit No. BTUP-\_\_\_\_\_-\_\_\_\_\_

Application Date: \_\_\_\_\_

NON-REFUNDABLE FEE: \$94 / \$42 (Non-Profit) + Inspection Fee

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

APPLICANT INFORMATION			
ORGANIZATION / APPLICANT'S NAME		TELEPHONE NUMBER	
IF THE APPLICANT IS AN ORGANIZATION, PLEASE LIST THE PRIMARY CONTACT		TELEPHONE NUMBER	EMAIL
ORGANIZATION / APPLICANT'S PHYSICAL ADDRESS	CITY	STATE	ZIP
ORGANIZATION / APPLICANT'S MAILING ADDRESS	CITY	STATE	ZIP
PROPERTY OWNER INFORMATION <input type="checkbox"/> SAME AS APPLICANT			
PROPERTY OWNER'S NAME		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
EVENT INFORMATION			
LOCATION / ADDRESS OF EVENT		PRESENT USE OF PROPERTY (i.e. park, parking lot, etc.)	
EVENT NAME			
FULL DESCRIPTION OF EVENT & ACTIVITIES			
EVENT DATE	EVENT TIME (Setup to Teardown) <input type="checkbox"/> AM/ <input type="checkbox"/> PM to <input type="checkbox"/> AM/ <input type="checkbox"/> PM	ESTIMATED NUMBER OF ATTENDEES	
EVENT DETAILS			
<b>WILL THE EVENT INCLUDE ANY OF THE FOLLOWING ACTIVITIES:</b>			
VENDORS /DONATORS/ ENTERTAINERS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please provide a listing with this application. Please include their business name, contact name, phone number, and City of Barstow Business License No.	
USE OF CITY PROPERTY OR RIGHT-OF-WAY?	<input type="checkbox"/> YES <input type="checkbox"/> NO	The use of City property or right-of-way includes the use of public parking lots, parks, 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. If use of a public park or park facility is requested, please contact the Parks & Recreation Department at (760) 255-5217 for information regarding use of a City facility.	
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.	
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, please provide a listing of the types of vehicles/equipment being used.	
FOOD/BEVERAGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please contact San Bernardino County Environmental Health Services (EHS) at (800) 442-2283 for permitting requirements. <b>Event Organizer - copy of TFF application with SR # must be furnished with this application.</b>	
ALCOHOL?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please contact the State of California Department of Alcohol Beverage Control (ABC) at (760) 324-2027. <b>A copy of the ABC permit must be furnished with this application.</b>	
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 and Fire permits.	
		How many electrically driven?	Mechanically driven?
SIGNS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please identify the location of signs on the site plan.	
		How many signs?	
LOUDSPEAKER(S)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please identify the location of loud speak(s) on the site plan.	
		How many loudspeakers?	

TRASH/RECYCLING CONTAINERS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, please identify the location(s) on the site plan. To setup trash/recycling services for your event, please contact Burrtec Waste at (760) 256-2730.		
			How many?		
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.		
			How many?		
PORTABLE STRUCTURES (Tents, Trailers, Portable Toilets)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Tents	How Many?	
			<input type="checkbox"/> Trailers	How Many?	
			<input type="checkbox"/> Portable Toilets	How Many?	
USE OF PRIVATE SECURITY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, please provide the following information:		
			Name of Security Company		
			Phone Number:		Business License No:

### INSPECTION REQUIREMENTS

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

EVENT CONTACT RESPONSIBLE FOR INSPECTION

TELEPHONE NUMBER

#### INSPECTION FEES (Due at permit issuance):

Weekday Event (Monday – Thursday) - **\$85.00**

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

### 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.

**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.
- 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.
- Application for City of Barstow Encroachment Permit, Building Permit, and/or Barstow Fire Protection District Fire Permit, if applicable.
- Vendor/Sponsor/Donator Listing, if applicable.
- Vehicle Listing, if applicable.
- Animal Listing, 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, 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