



CITY OF EMERYVILLE

INCORPORATED 1896

1333 PARK AVENUE
EMERYVILLE, CALIFORNIA 94608-3517

TEL: (510) 596-4300 FAX: (510) 658-8095

TEMPORARY USE PERMIT CHECKLIST

PROJECT NAME: _____ PROJECT NO.: _____

___ Plans

Please include one set of 11" x 17" plans that show the following information, to scale:

- ___ Layout of event, including tents, rides, stages (show height, area, support system) and bathrooms
- ___ Parking, circulation, and ingress/egress, including disabled access and bicycle
- ___ Pedestrian, disabled and car access from nearest public right of way
- ___ Fire aisle access of 20' width
- ___ Cooking areas and cooking equipment layout
- ___ Alcohol Sales areas
- ___ Layout of trash, recyclables and compostables collection and storage locations
- ___ Layout and location of food preparation
- ___ Fences and gates (support, size, hardware)
- ___ Electrical (grounding, panel locations, disconnects, water proof, etc.)
- ___ All lighting
- ___ Generators
- ___ Fire extinguishers

We do not require that an architect or engineer complete the plans, but please ensure that they are neat, legible and to scale. If all of the items above cannot fit clearly on one plan, please include additional sheets with more details. Stages and rides should have structural details as well. Elevations and renderings are welcome.

___ **Letter**

Describe the event, including details on the following:

- ___ Event type and activities
- ___ Event address or location
- ___ Day, Dates and Times of event
- ___ Recurrence and expected run time (i.e., every day for two weeks, once a week for one year)
- ___ Set up and Load out times and dates
- ___ Tents (type, material)
- ___ Traffic handling plan that ensures no disruption to City vehicular, bicycle or pedestrian facilities
- ___ Security for event (number, shifts, action plan)
- ___ Expected attendance (total, per day)
- ___ Alcohol sales (procedures for checking ID)
- ___ Sound amplification systems (hours to be used)
- ___ Generators (type, size, hours to be used, separation from surrounding equipment)
- ___ All lighting (type, water proof, GFIs, etc.)
- ___ Cooking equipment (type, fuel)
- ___ Trash, recyclables and compostables signage, method of containment on-site; hauling and disposal off-site (City can provide signage by request).
- ___ Disposable food and beverage packaging and food service-ware to be used (where packaged, type of packaging material and wares). *See attached for more information*

___ **Proof of Alameda County Health permit**

Include copy of health permit for event as a whole, and written statement verifying that all individual vendors have or will have all required Alameda County Health permits before event takes place.

Please note: Inspections may be required by any of the reviewing departments. If they are, they will be included in the Conditions of Approval for the project.