



CITY OF NORWALK
SPECIAL EVENTS APPLICATION PROCESS AND
CHECKLIST
Ordinance No. 14-1655

Department of Public Safety
12700 Norwalk Boulevard, Room #15
Norwalk, CA
(562) 929-5962

Special Event Permit Application Deadlines are as follows:

| Event Type | Application Deadline | Application Fee | Non-Profit Organization Fee |
|--|------------------------|-----------------|-----------------------------|
| New/one-time Events, Carnivals, Circuses, Fairs, Festivals, Street Closure Events, Events with Alcohol | 45 Days Prior to Event | \$325.00 | \$155.00 |
| Annual events, semi-Annual events, or reoccurring events, with changes in scope | 30 Days Prior to Event | \$230.00 | \$105.00 |
| Annual events, semi-annual Events, or reoccurring events, with no changes in scope ; Grand openings, business vents/business promotions, which occupy parking areas, drive aisles, or public right-of-way | 15 Days Prior to Event | \$185.00 | \$55.00 |

1. Complete the forms listed below and return them no later than the indicated deadline to the City of Norwalk, Public Safety Department, Room 15, 12700 Norwalk Blvd., Norwalk CA 90650
 - a. Application fees and business license payments must be submitted with the application and are made in the Finance Department, room 5. Proof of payment shall be submitted with the application in room 15. b. Forms to be submitted for consideration:
 - Special Event Permit Application Indemnification Copy of Valid Business License
2. A detailed plot plan of the event area showing the location of equipment, rides, booths, stages, lighting, canopies, tents, portable toilets, traffic control devices, parking areas, temporary signs and banners, temporary fencing, trash bins, seating food service areas, sound systems, or other related equipment shall be attached to the application. This plot plan is to include the surrounding streets to the nearest intersection.
3. Upon approval, the applicant shall pay a refundable Security/Clean-up Deposit Fee of \$1,000.00 per event. This fee shall be submitted no later than 48 hours prior to the start of the event.
4. The applicant for a Special Event Permit must possess or obtain liability insurance to protect against loss from liability imposed by law for damages in the following amount:
 - a. The policy limits shall not be less than one million dollars (\$1,000,000.00) per occurrence for all covered losses and two million dollars (\$2,000,000.00) general aggregate;
 - b. If event takes place on City property, the policy limits shall not be less than two million dollars (\$2,000,000.00) per occurrence for all covered losses and two million dollars (\$2,000,000.00) general aggregate.
 - c. The policy must contain this provision: **The City of Norwalk, its Officers, Agents and Employees shall be named as additional insured.**

An ORIGINAL CERTIFICATE OF INSURANCE, including endorsement(s) on ISO Form CG 20 10 11 85, must be filed with the Department of Public Safety, prior to the commencement of the event.

5. Approval from the City of Norwalk Building & Safety Department is required for Tent/Canopy permit prior to any event activity 30 days prior to any event activity. For questions please contact the Building and Safety Department at (562) 929-5733.
6. Approval from the Fire Department is required for Tent/Canopy Permit **30 days** prior to any event activity. For questions, contact Inspector Brent Times at (562) 860-8014. Address: 19030 Pioneer Blvd., Cerritos, CA 90703.
7. Circus and carnivals contact Los Angeles County Fire Department Financial Management Division at (323) 838-2306. Address: 5801 S. Eastern, Commerce, CA 90040.
8. Approval from the Engineering Department, Los Angeles County Sheriff's Department, and the Los Angeles County Fire Department is required for all street closures, parking, or traffic interruptions. Please contact the Engineering Department at (562) 929-5723 for information.
9. Approval from the Los Angeles County Health Department is required for food sales; you may contact the Health Department at (562) 345-6800.

Note: Each applicant shall comply with all terms and conditions set forth on Special Event Permit, and in Chapter 5.28 of the Norwalk Municipal Code. Failure to comply with approved conditions of Special Event will result in the charge of the following penalty fees deducted from the Security/Cleanup Deposit Fee:

| 1 st Violation | 2 nd Violation | 3 rd and Subsequent Violation |
|---------------------------|---------------------------|--|
| \$100.00 | \$300.00 | \$500.00 |