
Instructions for Special Event Permit

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist (permitspecialist@mltwa.gov) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

Use the following examples for naming your application documents. Please note the difference between initial submission and subsequent submissions.

Initial Application Submittal Naming: Document Type, YYYY.MM.DD

Example: Building Plans 2024.08.30

Subsequent submittals: Submittal Number, Permit Number, Document Type, YYYY.MM.DD

Examples: 1S BLD-R24-00000 Building Plans 2024.12.17

2S BLD-R24-00000 Building Plans 2025.02.17 and so on...

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

Complete the any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.

Special Event Permit Submittal Required Attachments:

☐ OTHER PERMITS/PROJECTS

Minimum Scale: N/A

File Name Example: Base file names off the other permit descriptions

- [Temporary Use Permit](#)
- [Noise Variance Project](#)
- [Electrical Permit](#)
- [Fire Operational Application](#) (if fireworks or open flame will be present)

☐ SITE PLAN

Minimum Scale: 1" = 20'

File Name Example: S1 BLD-R24-00000 Site Plan 2024.10.17

Must Include:

- Standard plan elements: north arrow, bar scale, legend
- Location of existing buildings, parking areas, landscape areas, driveways, entrances, and exits
- A clearly marked area for the temporary use
- Mark all proposed structures, entrances/exits, and objects to be used. Include any locations of furniture, tents, awnings, canopies, buildings, inflatable structures, play equipment, large machines, or other equipment and the size/dimensions of such structures
- Show all utilities (water, sewer, power, heating, phone, cable, emergency power backup, other) types and locations in proximity to the special event.
- Show and label the emergency vehicle access route. Label the width of such access in full
- Label outer dimensions of the proposed use area
- Show that the proposal is ADA compliant (inside any structures or use areas and in vehicular use area)
- Mark any proposed special event signage; size, text, number and locations

☐ AUTHORIZATION FROM PROPERTY OWNER

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Authorization from Property Owner
2024.10.17

Must Include:

- Must be signed and notarized
- Must state what the temporary use of the property is

☐ CERTIFICATE OF LIABILITY

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Certificate of Liability 2024.10.17

Must Include:

- A certificate of liability insurance for at least \$1,000,000 pertaining to the temporary shelter encampment and naming the City as insured, provided, that a religious organization, as defined in RCW [35.21.915\(1\)](#), shall not be required to provide such insurance

☐ TRAFFIC AND PARKING PLAN

Minimum Scale: Refer to Site Plan

File Name Example: Will be shown on Site Plan

Must Include:

A plan to manage the traffic and parking around the special event must be provided, otherwise determined by the City to not be needed.

- Show the traffic control plan described on the site plan

☐ GARBAGE/RECYCLING PLAN

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Garbage/Recycling Plan 2024.10.17

Must Include:

A plan to manage the garbage and recycle at the special event must be provided.

☐ ADDITIONAL INFORMATION

Minimum Scale: N/A

File Name Example: Name as listed below

Must Include:

- If the event is sponsored by a non-profit entity and/or is to benefit a non-profit, provide evidence of its nonprofit status
 - File name must be “Non-Profit Proof”
- How will the event be announced to potential attendees? For example, by flyers, personal invitations, internet, newsletters, newspaper, radio, community announcements, signs or other means. Provide a copy of any planned or published announcements / advertising
 - File name must be “Advertising Proof”
- What registration, admission, parking or other fees will be required for event participants and, if so, the type and amount of each fee
 - File name must be “Fee Information”
- Provide a plan for staffing the event and all its activities on the day(s) of the event

- File name must be “Staff and Activities Information”
- Identify and describe potential impact of proposed event on bus services and on any City facilities and services.
 - File name must be “Impact of Event”