



# San Bernardino County

## Land Use Services Department, Planning Division

San Bernardino County Government Center  
 385 N. Arrowhead Ave., San Bernardino, CA 92415-0182  
 15900 Smoke Tree Street; Hesperia, CA 92345  
 San Bernardino Office – (909) 387-8311 High Desert Office – (760) 995-8140  
 Fax (909) 387-3249 Fax (760) 995-8167



## TEMPORARY SPECIAL EVENT PERMIT INFORMATION SHEET AND APPLICATION

Temporary Special Events include all carnivals, community celebrations, off-road vehicle races, outdoor festivals, sporting events, parades, fairs, animal races, religious festivals, revival meetings and similar public gatherings. Temporary Special Events are categorized as follows:

1. Minor Event
  - a. Class I – Anticipated attendance of five hundred (500) to one thousand (1,000) persons per day; or a community celebration, religious festivals, revival meetings and similar public gatherings with anticipated attendance of five hundred (500) or more.
  - b. Class II – Intensive sporting events, such as off-road vehicle races or rodeos, etc., and music events with an anticipated attendance of two hundred (200) to five hundred (500) persons per day. Included in this class are any such events that are advertised by a means of mass media (i.e., radio, television, newspaper, Internet, phone trees, fliers, etc.) provided that a means of limiting attendees to five hundred (500) persons per day is available and is strictly enforced.
2. Major Event
  - a. Class I – Anticipated attendance of over one thousand (1,000) persons per day.
  - b. Class II – Intensive sporting events, such as off-road vehicle races or rodeos, etc., or music events with an anticipated attendance of over five hundred (500) persons per day. Included in this class are any such events that are advertised by a means of mass media (i.e., radio, television, newspaper, Internet, phone trees, fliers, etc.) where a means of limiting attendees is not available.

**No Class I minor event with an anticipated attendance under five hundred (500) persons per day or Class II minor event with an anticipated attendance under two hundred (200) persons per day shall require a Special Event Permit.**

### CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Customer Service Unit at (909) 387-8311.

#### **Section A – Fees/Deposit**

1. \_\_\_\_\_ A check or money order made out to San Bernardino County must be submitted with the applications.

Minor Event – Planning Review <b>Initial Deposit*</b> (J667)	<b>\$596.00</b>
Major Event – Planning Review <b>Initial Deposit*</b> (J667)	<b>\$2,384.00</b>
Renewal of previously approved Local Community Sponsored yearly event (Minor Event- Average Cost) (L667)	<b>\$596.00</b>
Renewal of a previously approved Local Community Sponsored yearly event (Major Event-Average Cost) (L667)	<b>\$1,788.00</b>

**\*Actual Cost Initial Deposit** – The basic review fees for this application are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your proposed project. Your account is then charged for the staff time at established hourly rates (\$65 to \$250/hr). **You are responsible for all charges made to the project account. If account funds are depleted an additional deposit will be required.**

If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the project review process. For more information on fees, please contact County Planning.

### **Section B - County Documents**

2. \_\_\_\_\_ Submit the completed Temporary Special Event Permit Application that is included in this packet.
3. \_\_\_\_\_ Submit the completed Evaluation of a Temporary Special Event Permit from the Sheriff's Department that is included in this packet.
4. \_\_\_\_\_ Submit the completed Application for Temporary Special Event Permit from Emergency Medical Services (ICEMA) that is included in this packet.
5. \_\_\_\_\_ Submit the completed Temporary Special Event Permit Form from the Division of Environmental Health Services (Land Use) that is included in this packet.
6. \_\_\_\_\_ Submit the completed Application for Temporary Special Event Permit from the appropriate fire agency that is included in this packet.
7. \_\_\_\_\_ Submit a copy of the application for and a Special Event Permit from the Roads Department if any activities are planned on County roads.
8. \_\_\_\_\_ Submit electronic version (PDF) of the plot plan and each application, approval and all supporting materials from each of the agencies listed above in Items 2-7. *The electronic version shall be submitted on a disc to allow for electronic distribution to prevent any unnecessary delays in distribution.*

### **Section C – Other Documents**

8. \_\_\_\_\_ **Fifteen copies** of a **parcelized** plot plan of the proposed event as it is to be conducted. The size of the map can range from 8½" X 11" to 18" X 24" depending on the size and complexity of the event. Refer to the Plot Plan Checklist for specific requirements.
9. \_\_\_\_\_ **One copy** of the plot plan reduced to 11" X 17" if the original plan is larger in size.
10. \_\_\_\_\_ **One copy** of all advertising flyers, news copy, internet website, etc.
11. \_\_\_\_\_ **One copy** of an insurance certificate in an amount determined by the County. If serving or vending of alcohol is proposed show coverage for Liquor Liability, in an amount determined by the County.
12. \_\_\_\_\_ **One copy** of an Event Description, which details the event in its entirety, including, but not limited to schedules; activities proposed; exact locations identified with APN numbers or street names; etc.
13. \_\_\_\_\_ **One copy** of signed Property Owner permission to occupy private property for purposes listed in the event description; including owner signature, and printed name; APN number of property; approved use of the property; and event name and date.

**Section D – Plot Plan:** Use the following checklist to be sure that your plans include all of the required elements. The plot plan is a drawing on one sheet of paper (minimum size of 8½" X 11") of the entire land parcel showing the physical layout of the event, including buildings, improvements, other physical features. Remember that the staff is not familiar with the property and will need this information to evaluate your event. **If the plans are not legible or do not contain the information listed below, your application will be returned.**

1. \_\_\_\_\_ **Plan Identification:** Include the event name, location, date, and the name and contact information of the applicant.
2. \_\_\_\_\_ **North Arrow:** Indicate north (pointing to top or left hand side of the plan).
3. \_\_\_\_\_ **Streets/Roads:** Indicate location and names of all streets or roads adjacent to the property. If property is not on a road or easement, show access to property.

4. \_\_\_\_\_ Event layout: All locations are to be clearly specified as taking place on private or public property.
  - a. \_\_\_\_\_ Stage(s): Show location, size, type and height.
  - b. \_\_\_\_\_ Amplifiers/Loudspeakers: Show location and hours, if applicable.
  - c. \_\_\_\_\_ Seating: Show location and type (fixed or portable).
  - d. \_\_\_\_\_ Event entry: Show location of any ticket booths and entry into the event.
  - e. \_\_\_\_\_ First Aid Station/Command Post: Show location.
  - f. \_\_\_\_\_ Chemical toilets/hand-washing facilities: Show location and indicate number. If existing restrooms are to be used, show location and indicate number.
  - g. \_\_\_\_\_ Vendor booths: Show location and indicate number of booths
  - h. \_\_\_\_\_ Food and drink booths: Show location and indicate number.
  - i. \_\_\_\_\_ Tents: Indicate on a note if tents are to be used.
  - j. \_\_\_\_\_ Trash/Recycling bins: Show location.
  - k. \_\_\_\_\_ Parking: Show location.
  - l. \_\_\_\_\_ Miscellaneous: Show location of any other aspect of the event that has not been previously listed.
5. \_\_\_\_\_ Adjacent land use: Indicate how the land is used on adjacent parcels, particularly if amplifiers are to be used.
6. \_\_\_\_\_ Vicinity Map: Indicate project location within a general vicinity map with a north arrow. Indicate nearest cross streets, major access roads and community name.
7. \_\_\_\_\_ Utilities: Indicate how power is obtained. If by generator, show location.
8. \_\_\_\_\_ Jurisdictions: Indicate local agencies with jurisdiction over the locations in question: local fire agency, local Sheriff's Station; local CHP office.

### **Information and Procedures**

1. To receive approval to conduct a Temporary Special Event, you should contact a Land Use Services Department representative as soon as possible to discuss the proposed event. Planning Staff will inform you of the steps you will need to accomplish before you will receive a Temporary Special Event Permit. ***You need to submit a complete application to Land Use Services Department at least 30 days prior to a minor event and 180 days prior to a major event.*** These time frames are for the review only and may not allow any time for advertisement or advanced ticket sales before the day of the event so you may want to submit your application even earlier. If the event requires an environmental review or if the event approval is appealed by an individual or group, additional time will be required to resolve any issues.
2. The applicant will have to go to the following agencies to receive their approvals/permits for the event:
  - a. County Sheriffs Department (local station);
  - b. County Public Health Department - Emergency Medical Services;
  - c. County Division of Environmental Health Services (Food Protection Program and Land Use);
  - d. The applicable fire agency;
  - e. County Public Health Department - Preventative Veterinary Services;
  - f. State Department of Alcoholic Beverage Control (if alcohol will be available);
  - g. Traffic Division of the Department of Public Works, if Road Permit is required.
  - h. California Highway Patrol, if event is on or near a state highway. **The hiring of officers at actual cost may be required if the applicable CHP office is not contacted by the applicant in due time**, usually 30 days prior to the event.

These agencies must be contacted and approvals/permits received prior to submitting the formal application to the Land Use Services Department. Special forms are located in the back of this information packet to take to each of these agencies to document their approvals. The applicant should complete the top portion of each form prior to contacting these agencies. Any or all of these agencies may have their own fees that must be paid at time of submittal of these special forms. Completed forms must accompany the application when it is submitted to the Land Use Services Department. Additional forms not included in this packet may be necessary as required by the applicable agency.

3. The applicant must obtain an insurance certificate in an amount determined by the County. The certificate shall show "The County of San Bernardino, its officers, employees, agents and volunteers" as additional insured. (The policy shall be for at least \$1 million and shall give the name and date of the event.) If the serving of alcohol is proposed, coverage for liquor liability is required.

4. Once complete, Planning Staff will evaluate the application and conditionally approve it or deny it. The applicant must return an original, signed copy of the Conditions of Approval showing that the applicant understands the Conditions of Approval and is prepared to meet all of them prior to the event. The approved application and Conditions of Approval serve as the permit and must be kept on-site during the event. **PLEASE NOTE: The approved application is not in effect until eleven (11) days after approval. No ticket sales or advertising may take place until after this period has passed.** The 11 day delay provides a period for appeals to be filed on the permit.
5. County Departments substantially affected by the event will submit a billing to the event sponsor for the total estimated fees and charges pertaining to the event. Such fees and charges shall be deposited with the CAO at least 60 days prior to the event (Major Events only).
6. The event sponsor may be required to post sufficient indemnity/performance/corporation surety bonds as determined by the Board of Supervisors in consultation with the office of County Counsel.
7. Where the Planning Director cannot make the findings or determines that the application is controversial, a public hearing before the Board of Supervisors and/or Conditional Use Permit may be necessary.
8. The sponsor must submit Security/Traffic Control/Fencing/Area Restriction Plans to the Sheriffs Department for approval. These plans shall include:
  - a. Plans to contract for required number of Sheriffs deputies.
  - b. Plans, methods, or measures to control:
    - (1) Maximum attendance (gate control)
    - (2) Introduction of alcohol, drugs, weapons to event
    - (3) Access to restricted areas:
      - (a) What areas are restricted and why.
      - (b) Pass System
      - (c) Fences/barriers (make site map)
      - (d) Six foot chainlink fences for areas of public danger
      - (e) Four foot cattle type fences for areas public should not enter to implement event containment/adjacent property protection/event entrance limits.
  - c. Plans relative to private staff
    - (1) Copy of contract with security firm citing number of guards, type of guards (uniformed, armed, untrained), duty hours.
    - (2) Number, qualifications and duties of "volunteer" security/crowd control staff.
  - d. Communications plan to provide coordination/alert between security posts/officials and law enforcement (specify equipment provided).
  - e. Method of controlling unauthorized camping (on or in the vicinity of the event).
  - f. Plan (with map) showing control of parking, direction signs, locations of staff directing parking/traffic. Plan to show handling of "mass" exit of people/autos when event has an end time where the majority of attendees leave at one time (e.g. end of concert, rodeo, etc.).
  - g. Plan for lighting (existing and temporary) to assure event safety for events extending into evening/ night hours.
9. The sponsor must submit acoustical information to Environmental Health Services to determine whether or not this event will have a significant noise impact on adjacent properties. You will need to state the sources of noise at the event, potential harm or annoyance to participants or surrounding area people/environment, and the measures to mitigate the effects of this noise (e.g. limited operating hours, absence of any affected people/environmental factor, special amplifiers, natural terrain).
10. The sponsor must submit a Solid Waste Plan to Environmental Health Services for approval covering the following topics:
 

a. Refuse Collection Contract	d. Litter Control
b. Containers and Locations	e. Recycling
c. Storage of Refuse	
11. The sponsor must submit sanitation plans (Toilets/Potable Water/Lavatories/Waste Water) to Environmental Health Services for approval covering the following topics (Refer to the table below and the attachment for Environmental Health Services Land Use for amplification on these requirements):
 

a. Toilets	d. Food Handlers
b. Handwashing	e. Drinking Water
c. Wastewater	f. Water Systems

**SPECIAL EVENT PORTABLE  
TOILET RECOMMENDATIONS**

The following chart can be used to calculate the number of portable toilets necessary for an event. The chart assumes there are no fixed facilities, no pumping service is provided, a 50/50 Mix of Men & Women. One unit provides approximately 200 uses with 4 hours between uses. Add 40% more if alcohol is served.

Average Crowd Size ↓	AVERAGE HOURS AT THE EVENT									
	→ 1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

## TEMPORARY SPECIAL EVENT PERMIT APPLICATION

I hereby apply for a permit to operate a temporary special event under the provisions of Section 84.0745 of the San Bernardino County Code, and agree to comply with all provisions of said Code, applicable State laws and all established standards. I hereby state that I am aware it is my responsibility to attempt to maintain order at said enterprise, and will provide such personnel as may be required and approved by the Sheriff. I also hereby attest to the truth of the facts presented in this application. I hereby agree to defend any action brought against the County, its agents, officers or employees because of the approval of this application. I shall reimburse the County, its agents, officers, or employees for any court cost and attorney's which the County, its agents, officers or employees may be required by a court to pay as a result of such approval.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ APN: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) and Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

(Give exact location and distance to nearest streets)

Signature: \_\_\_\_\_

Company, policy number, agency and amount of liability insurance (submit certificate of insurance naming "The County of San Bernardino, its officers, employees, agents and volunteers" as additional insured):

Number of persons per day expected: \_\_\_\_\_

Number of food units with event: \_\_\_\_\_

Date final clean-up of site to be completed: \_\_\_\_\_

Will a temporary structure be built? Yes  No

Will temporary lighting be required? Yes  No

Number of Employees with event: \_\_\_\_\_

Is the site disturbed/developed? Yes  No

Will the event include pyrotechnics? Yes  No

Expected number of hours/person: \_\_\_\_\_

Number of toilets: \_\_\_\_\_

Will a tent be used? Yes  No

Will overnight camping be requested? Yes  No

Will alcoholic beverage be available? Yes  No

Will animals be a part of the event? Yes  No

Will a State Highway be impacted? Yes  No

Submit the following:

1. Plot plan indicating event location, ingress, egress, food booths, restrooms, parking (indicate capacity), major streets, trash receptacles, and fences/ barriers along with this application.
2. Copies of contracts for portable toilets, County approved pumper to service portable toilets, County permitted refuse hauler.
3. Copy of all publicity materials.
4. Submit a list of emergency contacts including names, phone numbers and times/dates covered by each person.
5. Schedule of activities. List details including dates, hours, specific locations, nature of, and anticipated attendance for each activity.

NOTE: This application is provided with information of the requirements of San Bernardino County for Health, Safety and Law Enforcement, and each applicant must be prepared to comply with said requirements prior to the submittal of this application and prior to any operation. Separate permits must be obtained from each department or agency when required. For your protection and for the protection of your patrons, the Uniform Building, Fire, Plumbing and Electrical Codes are in effect and a rigid inspection of Food and Health facilities is made.

To be completed by County Staff: Filing Date: \_\_\_\_\_ Project No.: \_\_\_\_\_ Zoning Dist.: \_\_\_\_\_

**OTHER DEPARTMENT/AGENCY APPROVALS:**

Using the forms provided in the information packet, approvals of County and State departments/agencies shall be submitted in writing to the Land Use Services Department.

Date  
Approved

\_\_\_\_ County Public Health Department — Emergency Medical Services  
\_\_\_\_ Land Use Services Department — Environmental Health Services (Food Protection Program)  
\_\_\_\_ Land Use Services Department — Environmental Health Services (Land Use)  
\_\_\_\_ County Public Health Department — Preventative Veterinary Services  
\_\_\_\_ County Sheriff's Department (local station)  
\_\_\_\_ Fire Authority  
\_\_\_\_ State Department of Alcoholic Beverage Control      \_\_\_\_\_ Other Agencies

**SPONSORING ORGANIZATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature, Title, and Phone Number: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature and Phone Number: \_\_\_\_\_

Temporary Special Event Permit:      Approved       Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

## San Bernardino County Sheriffs Department Evaluation of Temporary Special Event Permit Application

This evaluation is prepared per Section 84.0745 of the San Bernardino County Code.

Name of Applicant: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Name and Location of Event: \_\_\_\_\_

Dates of Event Operation: \_\_\_\_\_ Times of operation: \_\_\_\_\_

Dates for start of event set-up and finish of final clean-up: \_\_\_\_\_

It has been determined that the applicant and the proposed site/support arrangements for the above event either satisfactorily meet the County code or need to fulfill further conditions (as marked below) before permit approval.

	Satisfactory	Must meet further conditions
1) Applicant's proof of identity	<input type="checkbox"/>	<input type="checkbox"/>
2) Sufficient experience or background to run event	<input type="checkbox"/>	<input type="checkbox"/>
3) Accessways for emergency vehicles	<input type="checkbox"/>	<input type="checkbox"/>
4) Police protection	<input type="checkbox"/>	<input type="checkbox"/>
5) Crowd control measures	<input type="checkbox"/>	<input type="checkbox"/>
6) Control of alcoholic beverages and dangerous substances	<input type="checkbox"/>	<input type="checkbox"/>
7) Emergency evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>
8) Proposed news releases	<input type="checkbox"/>	<input type="checkbox"/>
9) No false application information	<input type="checkbox"/>	<input type="checkbox"/>
10) Adequate parking and overnight camping arrangements, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
11) Traffic guards and signals	<input type="checkbox"/>	<input type="checkbox"/>
12) Electrical illumination requirements	<input type="checkbox"/>	<input type="checkbox"/>
13) Inclement weather contingencies	<input type="checkbox"/>	<input type="checkbox"/>
14) Communications equipment and facilities for all regulatory personnel on site	<input type="checkbox"/>	<input type="checkbox"/>
15) Adequate public address system	<input type="checkbox"/>	<input type="checkbox"/>
16) Avoidance of public overnight camping problems	<input type="checkbox"/>	<input type="checkbox"/>
17) Traffic congestion	<input type="checkbox"/>	<input type="checkbox"/>
18) Conflicting construction or maintenance work in area	<input type="checkbox"/>	<input type="checkbox"/>
19) Interference with other permitted area activities	<input type="checkbox"/>	<input type="checkbox"/>
20) Interference with schools	<input type="checkbox"/>	<input type="checkbox"/>
21) Access for Fire, Paramedic, Ambulance, Police during event	<input type="checkbox"/>	<input type="checkbox"/>
22) Time, route, or size of event	<input type="checkbox"/>	<input type="checkbox"/>
23) Other Considerations	<input type="checkbox"/>	<input type="checkbox"/>

It is recommended that:

- A. Permit be denied (reasons attached) \_\_\_\_\_
- B. Permit be issued if further conditions are met (review by Sheriff required) \_\_\_\_\_
- C. Permit be issued if further conditions are met (further Sheriff review not Required) \_\_\_\_\_
- D. Permit be approved without need for meeting conditions beyond the description of the activities of the event as defined in the event application \_\_\_\_\_

County Sheriff (or designated official)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Note to Sheriff- Please specify in your additional conditions when proof of compliance is required before permit approval. Please sign and date any list of conditions provided to the applicant for Planning review. If conditions are sent directly to Planning, under separate cover letter, send to San Bernardino County Land Use Services Department, 385 N. Arrowhead Avenue, San Bernardino, CA 92415-0182.)

**Emergency Medical Services (ICEMA)**  
**515 N. Arrowhead Avenue, San Bernardino, CA 92415-0060**  
**(909) 388-5823**

**APPLICATION FOR TEMPORARY SPECIAL EVENT PERMIT**

\*\*\* The Emergency Medical Services Agency (ICEMA) requires a permit fee on all temporary special event applications.  
The fees are as follows:

- (1) \$75.00 for a minor event application or
- (2) \$315.00 for a major event application.

\*\*\* Please attach a cashier's check or money order made payable to:

*Inland Counties Emergency Medical Agency (ICEMA)*

Name of Applicant: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS SECTION IS FOR OFFICIAL USE ONLY AND WILL BE COMPLETED BY ICEMA.

1. The Emergency Medical Services Agency Recommends:

- A. Permit be approved.
- B. Permit be approved based upon compliance with the below listed conditions. Conditions are to be met at least eleven days prior to the date of the event.
- C. Permit be approved based upon compliance with the below listed conditions and further review by the EMS Agency is required. Conditions must be met eleven days prior to the date of the event.
- D. Permit be denied based upon the findings identified below.

Conditions of approval: \_\_\_\_\_

II. EMS Fee Paid: \$ \_\_\_\_\_  
Amount Date

ICEMA Executive Director (or designated official)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Evaluation of Application to operate special event in an unincorporated area of San Bernardino County, under the provisions of Chapter 85.16 of the San Bernardino County Code.**

**Emergency Medical Services (ICEMA)**  
**515 N. Arrowhead Avenue, San Bernardino, CA 92415-0060**  
**909-388-5823**

**APPLICATION FOR TEMPORARY SPECIAL EVENT  
EMERGENCY MEDICAL AND FIRST AID SERVICES EVALUATION**

ICEMA must review and approve the applicant's plan to provide acceptable first aid and emergency medical care for any ill or injured person at the special event and for transporting any seriously ill or injured person to a local hospital. You are required to provide the information requested below and/or submit a plan for the provision of emergency medical and health care services. You will be required to comply with conditions or provisions that ICEMA imposes prior to ICEMA recommending approval of your temporary special event application. If the ICEMA determines that a written plan is required, the plan must address the specific issues identified in Section IV of the San Bernardino County/ICEMA Guidelines for Special Events.

1 Project the anticipated daily public attendance, the number of workers, performers, and security personnel:

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2. List the injury and illness rates based on similar events:

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3. Project the number of daily illness and injuries anticipated to occur at the event:

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4. Project the number of illness and injuries anticipated to require transportation to outside medical facilities. These projections must be specific as to day, time, and location within the event:

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5. List the name, telephone number, qualifications and experience of the person responsible for providing emergency medical services:

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6. List the name and telephone number of the special event site coordinator for emergency medical services:

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7. Identify the type of personnel at each medical aid site, list the numbers of above personnel, show duty locations on site map, cite duties performed at each location and specify duty hours of each location/person:

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8. Describe the equipment that will be provided at each medical site:

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9. List the type and quantity of supplies that will be available to support the medical care operation:

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10. Describe how you plan to record treatment administered to each patient and how you plan to report summary data on patients treated according to type of illness or injury, disposition and whether or not transported to a nearby hospital. Upon request, this information is to be provided to ICEMA:

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APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**San Bernardino County Land Use Services Department  
 Division of Environmental Health Services (Land Use)  
 385 North Arrowhead Avenue, San Bernardino, CA 92415-0160  
 (909) 387-4666**



**TEMPORARY SPECIAL EVENT**

**Event:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**Community:** \_\_\_\_\_ **Phone #.:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

There is a **fee** due to the Division of Environmental Health Services for this application. Contact a Division representative for the amount required.

**Sanitation Plan**

1. **Toilets:** Include on the site map the number and locations of portable toilets that will be offered to the public and used by food vendors. Refer to the attached table to determine the number of toilets required. Toilets shall be placed so that food/drink vendors are all within 200 feet of a toilet. A copy of the contract for the portable toilets, from a San Bernardino County licensed hauler, is required. Permanent toilets/urinals will not be considered suitable for public use unless served by a municipal sewer system. Other toilet facilities (served by septic systems, holding tanks, etc.) may be used for the event if approved by EHS Safe Drinking Water program.
2. **Handwashing:** Public handwashing facilities (lavatories) are required for all events. Lavatories shall dispense potable water for handwashing at each toilet area - 1 lavatory per 4 toilets minimum. Where lavatories are provided as part of portable toilet contract, the responsibility of the contractor to maintain potable water shall be stated on the contract.
3. **Wastewater:** Discharge of wastewater to the ground or surface water is prohibited unless approved by the Regional Water Quality Control Board (RWQCB) for the area of the event. A copy of RWQCB approval for the planned discharges shall be provided to EHS.
4. **Food Handlers:** All food/drink vendors (except prepackaged food/drink vendors i.e. candy bars & canned drinks) shall have hand washing facilities in each booth. Each vendor shall obtain permits from the EHS Food Program. For specific requirements for booth construction and food handling, obtain a copy of the Temporary Food Facility booklet from the EHS Food Program (or Land Use Services Department).
5. **Drinking Water:** Free potable water shall be made available for public drinking at event locations **only** when events are conducted with **all** of the following:
  - a. Event is longer than 2 hours;
  - b. Public is expected to stay at the event longer than 2 hours or requires more than 2 hours to see all exhibits;
  - c. Event is conducted in an enclosed area where admission is charged.
6. **Water Systems:** Potable water shall be from an EHS approved community system, from a state approved water hauler, or approved vendor. A detailed description of the water storage and distribution plan (as applicable) shall be provided to EHS. Any extension of an approved permanent water system requires plan check and field inspection prior to use. Temporary potable water distribution systems will require plan check and field inspection prior to installation and a field inspection of the installed water system prior to distributing water. Water shall be provided so that 1 gallon/person/each 4 hour period is available. Proof of water availability shall be provided where a municipal water source is not used for the event.

**Solid Waste Plan**

1. **Refuse Collection Contract:** Provide a copy of the contract with a County permitted refuse hauler or copy of recent billing for event location showing pick up schedule.
  
2. **Containers and Locations:** On the site map, indicate the number and type of refuse receptacles and their locations. Refuse containers shall meet the following requirements:
  - a. Minimum of 2 receptacles per food concession.
  - b. Receptacles shall be lined with plastic liners at all times.
  - c. Recommended size is 55 gallons cardboard containers.
  - d. Trash containers shall be emptied 5 times per 8-hour period.
  - e. Provide containers to handle a minimum of 1.27 gallons/8-hours/person.
  
3. **Storage of Refuse:** After collection of trash from receptacles, trash shall be stored in the following manner:
  - a. Bags shall be tied shut prior to putting into the dumpsters.
  - b. Dumpsters shall be covered at all times.
  - c. All refuse shall be removed from the event site within 72 hours.
  
4. **Litter Control:** Provide personnel to collect ground litter inside and outside the event areas during the event. In addition, provide a plan to ensure that litter does not impact adjacent properties.
  
5. **Recycling:** Provide a plan defining what recycling methods will be used at the event (i.e. separating cans, bottles, plastic, etc.)

**Acoustical Information**

The following information is needed in order to determine whether or not this event will have a significant noise impact on adjacent properties. The information is presented in a check off list format to assist you in providing all of the information necessary for an adequate review. From this information, event parameters may be defined. Please include your name and daytime phone number in case any additional information is needed. If you have any questions, please contact DEHS at (909) 387-4666.

- 1. Describe the event with emphasis on all aspects of the event that may generate noise. Include potential noise sources, times of day noises may occur, duration, if noises are restricted to indoor or outdoor areas and if there are plans to change the size or intensity of operations. Event shall comply with County Noise Standards, Title 8, Section 87.0905 (b) of the San Bernardino County Code.
  
- 2. Zoning and current land uses of the properties to the north, south, east and west.
  
- 3. Distances to the adjacent property lines from the onsite noise source.
  
- 4. What is the noise source (amplifiers, loudspeakers, stage, etc.)?
  
- 5. Are there any structures or other obstacles that may aid in reducing the noise exposure?
  
- 6. Provide a facility map (hand drawn is adequate) noting the information in questions 2, 3, 4, and 5.
  
- 7. Notify surrounding property owners of the event.

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Temporary Special Event Permit:                      Approved \_\_\_\_\_ Denied \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_



**San Bernardino County Land Use Services Department  
 Division of Environmental Health Services  
 385 North Arrowhead Avenue, San Bernardino, CA 92415-0160  
 (909) 387-4666**



**SPECIAL EVENT PORTABLE  
 TOILET RECOMMENDATIONS**

The following chart can be used to calculate the number of portable toilets necessary for an event. The chart assumes there are no fixed facilities, no pumping service is provided, a 50/50 Mix of Men & Women. One unit provides approximately 200 uses with 4 hours between uses. Add 40% more if alcohol is served.

Average Crowd Size ↓	AVERAGE HOURS AT THE EVENT									
	→ 1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

**FIRE AGENCY  
APPLICATION FOR TEMPORARY SPECIAL EVENT PERMIT**

Application to operate Special Event in an unincorporated area of San Bernardino County, under the provisions of Section 84.0745 of the San Bernardino County Code.

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**Event Date:** \_\_\_\_\_

**Major Event :**

**Minor Event:**

**Ending Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Business/Organization Sponsoring Event:** \_\_\_\_\_

Address: \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

Address of Event: \_\_\_\_\_

**FIRE PROTECTION AND LIFE SAFETY REQUIREMENTS NEEDED (as checked)**

- (a) Site & Vicinity Map
- (b) Event Security Services to be provided (list # and type to be present)
- (c) Fire Emergency / Vehicle Access (show both on site map)
- (d) Event Medical Services to be provided. (Specify all pertinent information, include locations on site map.)
- (e) Fire Protection (Fire Hydrant/Supplemental Water Sources / Weed Abatement/ Flame Proof Canvas Certificates / Fire Extinguishers / Combustibles Control. Assure the locations of above applicable items are shown on the site map and describe plan to handle any of the above items that apply to the event.
- (f) Communications (show location of public telephones on site map and missing persons contact points on site map. Describe public address system or other communications to be used)
- (g) Bonds / Insurance / Certificate / Landowner Permission in writing.
- (h) Overnight Camping (state if overnight camping is associated with the event and sham on site map)
- (i) Electrical Outlets / Portable Power Cords / Portable Generators (specify where to be used) Evidence of Bldg. & Safety Permits and inspection required.
- (j) Food Booths / Concessions Stands (location on site map) Identify individual concessions.
- (k) LPG Tanks (Specify #, location on site map and list gallons per tank)
- (l) Emergency Evacuation Procedure Copy (Fire Dept. Approval Required)



**PROPERTY OWNER PERMISSION TO UTILIZE PROPERTY**

I, \_\_\_\_\_

Hereby give \_\_\_\_\_ (applicant name)

Permission to use my property at \_\_\_\_\_ (address)

Assessor's Parcel Number \_\_\_\_\_

During the hours of \_\_\_\_\_

For \_\_\_\_\_

(type of use: parking, staging, vendor booths, alcohol sales, etc)

As part of the \_\_\_\_\_ major/minor event

To take place \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number  
\_\_\_\_\_  
\_\_\_\_\_