



## City of Palm Desert Special Event Guidelines Special Event Related Permits (continued)

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### **Tent, Canopy, Membrane Structures, Bleachers, Platforms and Stages Permit**

All tent and membrane structures having an area in excess of 400 square feet (19m<sup>2</sup>) in area must be approved and reviewed by the City of Palm Desert Building & Safety Department in compliance with the 2016 California Building Code and California Fire Code.

### **Food Permits**

Food vendors must comply with all health laws, ordinances, and regulations of the county of Riverside pertaining to public health and sanitation. For specific details, contact the local Riverside County Dept. of Environmental health at 760.863.8287.

### **Business License**

All businesses located within the City limits are required to have a valid business license from the City of Palm Desert. Businesses located outside the City of Palm Desert who conduct business activity within the city limits are also required to have a valid business license, this includes vendors who are a part of special event. Vendors for special events who currently do not have a business license with the City can apply for a one day business license for just \$29.

### **Temporary Use Permit**

Temporary use permits (TUP) allows for short-term activities that may be appropriate when regulated. The temporary use permit process is covered under article 25.64 of the Palm Desert Municipal Code. The normal review time for these requests is one to three days.

A Temporary Use Permit may only be granted for the following:

- Sales of art work
- Christmas tree sales
- Carnivals, circuses, special events of not more than 72 consecutive hours
- Parking and storage of earth moving or construction equipment
- Storage of materials incidental to the carrying on of a public works project, subdivision, or construction project
- Real estate tract sales office
- Construction - garage or shed for subdivision construction
- Model homes, model home sales offices



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There are a number of different special event related permits that may be issued independent of a Citywide Special Event Permit or may be required in conjunction with a Citywide Special Event Permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types.

Following is a summary of the most common permits types you may be required to obtain if you are planning a special event or an activity associated with a special event:

### **Alcohol Use Permit**

If you plan to have alcohol at your event, you must receive authorization from the Palm Desert Sheriff Department and the State of California Department of Alcoholic Beverage Control (ABC). If the proposed event will take place on public land; within a city-owned facility; or other city-managed property, you will also be required to have the City Manager of Palm Desert sign off on the application. The State of California Department of Alcoholic Beverage Control (ABC) may place restrictions on the way in which alcohol is managed at your proposed event. More information is available at [www.abc.ca.gov](http://www.abc.ca.gov) or the local Palm Desert ABC office at 760.324.2027. It is your responsibility to obtain the appropriate license from the State of California Department of Alcohol Beverage Control.

### **Firework/Pyrotechnic/Special Effect/Laser Permit**

All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Riverside County Fire Department. Examples of activities in this category include outdoor fireworks, lasers, model rocket launches, open flame activities such as fire walking and special effects using pyrotechnical devices. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

### **Building Permit**

If your event includes the introduction of portable structures, pre-fabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, etc. you will be required to obtain a building permit from the City of Palm Desert Building & Safety Department.

## **Encroachment Permit**

Any construction or demolition occurring in the City of Palm Desert that involves work within the public right-of-way requires an Encroachment Permit prior to beginning the work. Along with your permit application you must submit an approved traffic control plan. Encroachment Permit applications can be downloaded from the Resources section to the right, and are available upon walk-in to the Public Works Department located at the Palm Desert City Hall. Please allow 48 hours for approval of your application for an encroachment permit.