



This checklist is a guide to ensure the correct permits and necessary approvals are obtained for your temporary event/special event. The links on this checklist will guide you to the different city and county web pages and permit applications as you plan your successful and safe event. (Ctrl+Click to follow links)

Outdoor Events on Private Property

- Obtain City approval through a Temporary Use Permit

Events in a Public Street

- Review the Special Event Reference Guideline packet
- Obtain City approval through a Special Event Application/Agreement

Events in a Public Park

- Obtain approval through the Desert Recreation District
- If any items below are included in your event you must obtain City approval as well. Contact Vanessa Mager, Management Analyst at 760.776.6425 or vmager@cityofpalmdesert.org

Links to these if they are included in your event

- Fireworks displays / pyrotechnics / special effects
- Temporary Tents, Canopies, Membrane Structures, Bleachers, Platforms and Stages
- Temporary power / generators
- Vendors (including Food Vendors)
- Food Vendors - Riverside County Health Department requirements
- Street Closures
- Music / Amplified Sound
- Business / Resident Notification
- Insurance
- Site Plan/Map
- Restrooms / Recycling and Trash

Events with Liquor

- Obtain a temporary liquor license from the California State Department of Alcoholic Beverage Control (ABC)
- Submit beer garden layout to Fire Marshal for approval