



## City of South San Francisco Special Event Permit Guidelines



### General Information Read Carefully

Special Events or organized activities of 75 or more people that involve street closures or include event components requiring the coordination of a number of City Departments or other agencies such as the use of alcohol, on-site cooking, food sales, or large-scale temporary structures are reviewed through the City's "Special Event Team".

*"Special Event Team" means group of designated representatives from, but not limited to, the following City Departments; Police Department, Fire Department, Planning Department, Building Department, Water Quality Control, Public Works Department, Code Enforcement, Engineering Department and Parks and Recreations - SSFMC 6.48.101(k).*

Examples of these events include festivals, parades, runs/walks, block parties, farmer's markets and other planned group activities.

These type events require the organizers complete a South San Francisco Special Event Permit application. An electronic copy of the South San Francisco Special Event Permit Application can be obtained at City of South San Francisco website [www.ssf.net](http://www.ssf.net). A print copy can be obtained at the South San Francisco Police Department, located at 33 Arroyo Drive, Suite C, South San Francisco, CA 94080

### Application Submittal Deadline

The South San Francisco Municipal Code requires permit applications to be submitted no later than sixty (60) days prior to the actual date of your event (6.48.055(a) SSFMC). Applications may be submitted as early as one year before the event date. At the discretion of the City of South San Francisco, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the police department. Information requested by a designated reviewing department that clarifies information already provided in the permit application may be submitted directly to the requesting department.



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### Application Designed to Assist Event Organizers

The Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with the City of South San Francisco's policies and regulations governing activities associated with the management of special events.

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a Special Event Permit, you and your representatives agree you have the responsibility to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the South San Francisco Municipal Code, Special Event Permit Application, other city documents, permits, requirements and/or correspondence.

### Application Must Be Complete

Under the provisions of the South San Francisco municipal code (6.48.055 MC) the Special Event Permit will not be forwarded to the Special Event Team until all of the required information is provided. It is therefore important to provide all requested information and documentation in a timely and complete manner throughout the permit review process.

For a Special Event Permit application to be considered complete, applicants must submit the following minimum information required in sections of the Special Event Permit Application in sufficient detail that the material can be understood and assessed:

- Host Organization Section (Complete)
- Event Summary Section (Complete)
- Site Plan/Route Map Section (Complete if applicable)
- Security Plan (Complete if applicable)



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- Marketing Plan (Complete if applicable)
- Medical Plan (Complete if applicable)
- Insurance Section (Complete including all required certificates of insurance)
- Signature Section (Complete)
- Any requested follow-up documentation relevant to the permit application processes. (Complete)

### Application Fee

All applications require a \$250.00 processing fee payable to the South San Francisco Police Department. Application received thirty (30) days or less from the date of the event will be assessed an additional \$45.00 late fee.

The Special Event Permit Application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your Special Event Permit Application is complete nor does it guarantee that any or all aspects of the application will be approved.

Your willingness to pay a late fee does not guarantee that the City of South San Francisco will be able to process your permit application due to time or staffing constraints.

### Other Costs and Fees

In addition to the permit application fee, you may be assessed other city permit fees, department rates and fees, costs and fees associated with personnel or resources provided to your event by a city department, program or division.

### Special Event Team Process

The Special Event application process is managed by the South San Francisco Police Department and supported by the "Special Event Team". The team is comprised of representatives from various city departments, divisions, and programs that may be affected by or have regulatory authority related to elements found in your event. The Special Event Team process provides a coordinated approach to the planning, review, and on-site management of your event.



## City of South San Francisco Special Event Permit Guidelines



The permit process begins when you submit your Special Event Permit application to the ***South San Francisco Police Department Planning and Crime Prevention Division***. All attachments and supporting documentation should be submitted with the original application. Acceptance of your permit application for the initiation of the review process does not deem your permit application to be complete, nor should submission of a permit application be construed as final approval of your request. The application will be distributed to the Special Event Team for review, comment and approval.

Throughout the permit review process you may clarify your permit application by providing information or documents requested by a member of the Special Event Team. At the discretion of the Special Event Team, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the South San Francisco Police Department Planning and Crime Prevention Division.

Delays in providing additional required information may affect the ability to finish reviewing your permit application in a timely manner or result in the determination that your permit application is incomplete and cannot be acted upon. The City of South San Francisco Special Event Team will do its best to keep you apprised of any issues regarding your permit application throughout the review process.

In most instances Special Event Permits are issued only a few days in advance of the event date due to the many changing components of an event.

### **Event Cancellation**

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the South San Francisco Police Department Planning and Crime Prevention Division in writing no less than 48 hours in advance of the set-up time for your event.



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Should personnel or other resources be dispatched to support your proposed event or an event activity that has been cancelled, the Host Organization will be assessed the cost of the services provided.

### Final Permit

The final permit issued by the City of South San Francisco is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as described in the Special Event Permit Application and any attachment and/or amendments made to the application during the review process.

The City of South San Francisco may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of the City of South San Francisco, or requirements established in the Special Event Team may result in the immediate cancellation of the event, denial of future Special Event Permit applications or the requirement of a cash deposit or surety bond.

If you have any questions regarding the application process and/or the conditions for obtaining a Special Event Permit with the City of South San Francisco, please contact the Planning and Crime Prevention Sergeant at 650-877-8927.

We wish you success with your event!

Sincerely,

South San Francisco Police Department  
Special Events Team