



Submittal Checklist:

- Site Map** – An aerial view of the project location with event boundaries clearly identified.
- Site Plan** – A computer generated plan of the event showing all event components. Ex: Stages, bleachers, chairs, parking, vendors, etc.
- Detailed Project Description** – Please be as detailed as possible. Include the type of event, equipment that will be used, physical site improvements, road closures, restrooms, vessel berthing, estimated attendance, daily work force, security/crowd control, etc. Please describe in detail, everything selected in the following sections.
- Fencing Specs** – Specs are usually provided by the fencing company and must be submitted at the time of filing.
- Structural Specs and Engineering Calculations** – Required for tents larger than 10' x 10', stages taller than 2', lighting equipment, etc.
- Closure Plan** – Plans prepared by a traffic engineer describing the traffic and street closure plan.
- Hazardous/Flammable Chemical List** – Including quantity and frequency used.
- Chemical Route Map** – Route for transporting hazardous/flammable chemicals.
- Emergency Response** – Indicate emergency access points and lanes, first aid areas, locations of ambulances, etc. throughout the venue.
- National Pollution Discharge Elimination System Permit or Industrial Waste Discharge Permit** (if applicable)

*Additional items may be requested throughout the permitting process.