



**CITY OF ATASCADERO**  
**COMMUNITY DEVELOPMENT DEPT.**  
**SPECIAL EVENT PERMIT**  
**APPLICATION FORM**

**REQUIREMENTS OF THIS APPLICATION**

1. Site Plan required identifying sales/event area and available parking within the existing property boundary.
2. If you are a non-profit, you must provide proof of non-profit status at time of application. There is a \$1 charge for non-profits.
3. Application must be made at least 48 hours in advance of the event.

**Cash or Check Only**

Applicant(s): \_\_\_\_\_  
Last Name First Name Middle Initial (required)

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

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

Home Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Social Security # \_\_\_\_\_ Drivers Lic.# \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Federal I.D. # (Partnership Tax#): \_\_\_\_\_ Corporate I.D.#: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

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

Business Mailing Address: \_\_\_\_\_

Nature of Business/Proposed Activities (list all aspects of business, type of sales/event, etc.):

\_\_\_\_\_

Do you plan to close the street? Yes \_\_\_\_\_ No \_\_\_\_\_.

If 'Yes,' please also submit a road closure request form and turn it in with this application.

# of employees: Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_  
Name Phone

Street Address \_\_\_\_\_ City & State \_\_\_\_\_

I hereby declare that I have read and understood the conditions of Temporary Business License approval on the reverse side of this application form and that to the best of my knowledge, true and correct.

Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 Wet signature required. Faxed signatures will not be accepted.

Property Owner/Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Planner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*MUST be signed before Applicant leaves*

Date Received
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*For Office Use Only*

**Application Fees Effective July 25, 2016**

**FEE \$223 PER DAY**

Date paid: \_\_\_\_\_ Amount paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Issue Date: \_\_\_\_\_

For large events the following approvals are required:

\_\_\_\_\_  
Name/Title  
FIRE DEPARTMENT

\_\_\_\_\_  
Name/Title  
POLICE DEPARTMENT

**SB 1186 (Steinberg). Disability Access.**

Chapter 383, Statutes of 2012 (Urgency)

This measure seeks to increase compliance with the state's disability access laws while reducing unwarranted litigation by:

- Prohibiting demand letters from including a request for money;
- Reducing a defendant's liability for statutory damages if certain conditions are met;
- Permitting a defendant to file for a court stay and early evaluation conference under special conditions;
- Requiring commercial property owners to indicate on a lease or rental agreement whether the property has undergone inspection by a certified access specialist; and
- Requiring cities and counties to collect a \$1 fee on an applicant for a local business license and dividing that money between the local entity collecting the money (70 percent) and the state (30 percent).



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Temporary Sales Events – Conditions of Approval for Temporary Sales/Events Business License

Business License holder shall be responsible for completing all necessary documentation to require that sales tax for all sales occurring during the temporary event or as a direct result of the temporary event shall go to the City of Atascadero.

Strict application of Atascadero Municipal Code, including Section 9-6.174 (Seasonal or temporary sales) and Section 9-15.003 (Temporary signs/banners) shall apply to all sales event activities, as summarized below.

Sales may occur outdoors or in locations not otherwise designated by this title as being appropriate for permanent retail trade facilities.

Licensing Requirement. Business license clearance is required for all seasonal or temporary sales, except sidewalk sales when conducted by merchants with previously approved annual business licenses.

Banner or Temporary Signs. Constructed from nonpermanent material, (e.g. paper, canvas, vinyl, etc.) for a temporary event. Each business event may have one (1) banner sign per public street frontage, with an aggregate area of forty (40) square feet.

Prohibited Signs include:

- Off-premises signs that direct attention to a business, service or product not sold or offered on the premises on which the sign is located, including billboards;
- Confusing signs that simulate in color or design any traffic sign, signal, or which makes use of words, symbols or characters in such a manner to interfere with, mislead, or confuse pedestrian or vehicular traffic;
- Animated, moving, flashing, blinking, reflecting, glaring or revolving, or any other similar sign, except electronic message boards displaying time or temperature;
- Snipe signs advertising temporary events such as garage sales, rummage sales, moving sales, car washes or any other sign attached to a tree, utility pole, fence post, etc.;
- Signs on vehicles when the vehicle is parked or placed for the primary purpose of displaying said sign;
- Portable signs not permanently affixed to the ground or a building; and
- Inflatable signs.

(1) Time Limit. Such sales are conducted no more frequently than one two-day (48-hour) period in every ninety (90) days.

(2) Location. Sales are to be conducted only in a zone authorized for such use by this title which are in the following locations: Outside of any public road right-of-way, in a paved vacant lot, or shopping center parking lot where no more than twenty (20) percent of the parking spaces are to be occupied by seasonal sales activities. Written permission of the owner shall be submitted with any required application. Encroachment or use of any public sidewalk for the sales/event is not permitted.

(3) Parking Requirements. None, provided sufficient open area is available to accommodate all employee and customer parking needs entirely on-site.

(4) Guarantee of Site Restoration. A bond or cash deposit is required for approval of a seasonal sales activity to guarantee site restoration after use and operation in accordance with the standards of this section. The guarantee is to be in the form established by Section 9-2.122, and shall be in the amount of fifty dollars (\$50) for each five thousand (5000) square feet of gross use area.

(5) Hours of Operation. The hours of operation are to be between 7:00 a.m. and 10:00 p.m. (Ord. 104 §2, 1985; Ord. 68 §9-6.174, 1983).

(6) Noise. Noise/sound from outdoor live music to be contained on site.

PLEASE NOTE: Failure to observe the provisions of the Atascadero Municipal Code or the conditions of business license approval is considered a misdemeanor, citable at the discretion of the City Attorney as an infraction.

Applicant Keep This Page