



City of Emeryville

INCORPORATED 1896

1333 Park Avenue

Emeryville, California 94608-3517

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TEMPORARY USE PERMIT CHECKLIST (Updated June 30, 2023)

PROJECT NAME: _____ PROJECT NUMBER: _____

Plans

Please include one set of 11" x 17" plans that show the following information, to scale:

- Layout of event, including tents, rides, stages (show height, area, support system) and bathrooms
- Parking, circulation, and ingress/egress, including disabled access and bicycle
- Pedestrian, disabled and car access from nearest public right of way
- Fire aisle access of 20' width
- Cooking areas and cooking equipment layout
- Alcohol Sales areas
- Layout of trash, recyclables and compostables collection and storage locations
- Layout and location of food preparation
- Fences and gates (support, size, hardware)
- Electrical (grounding, panel locations, disconnects, water proof, etc.)
- All lighting
- Generators
- Fire extinguishers

We do not require that an architect or engineer complete the plans, but please ensure that they are neat, legible and to scale. If all of the items above cannot fit clearly on one plan, please include additional sheets with more details. Stages and rides should have structural details as well. Elevations and renderings are welcome.

Letter

Describe the event, including details on the following:

- Event type and activities
- Event address or location
- Day, Dates and Times of event
- Recurrence and expected run time (i.e., every day for two weeks, once a week for one year)
- Set up and Load out times and dates
- Tents (type, material)
- Traffic handling plan that ensures no disruption to City vehicular, bicycle or pedestrian facilities
- Security for event (number, shifts, action plan)
- Expected attendance (total, per day)
- Alcohol sales (procedures for checking ID)
- Sound amplification systems (hours to be used)
- Generators (type, size, hours to be used, separation from surrounding equipment)
- All lighting (type, water proof, GFIs, etc.)
- Cooking equipment (type, fuel)
- Trash, recyclables and compostables signage, method of containment on-site; hauling and disposal off-site (City can provide signage by request).
- Disposable food and beverage packaging and food service-ware to be used (where packaged, type of packaging material and wares). See attached for more information

Proof of Alameda County Health permit

Include copy of health permit for event as a whole, and written statement verifying that all individual vendors have or will have all required Alameda County Health permits before event takes place.

Please note: Inspections may be required by any of the reviewing departments. If they are, they will be included in the Conditions of Approval for the project.