



CITY OF EASTVALE
 12363 Limonite Avenue, Suite 910
 Eastvale, CA 91752
 (951) 361-0900

For City Use Only	
Project No:	_____
Date submitted:	_____
Rec'd by:	_____ Fee: _____

TEMPORARY USE/EVENT PERMIT APPLICATION

APPLICATION AND REQUIRED FEES FOR A TEMPORARY USE/EVENT PERMIT MUST BE SUBMITTED TO THE PLANNING DEPARTMENT AT LEAST 45 DAYS PRIOR TO THE EVENT.

PROJECT INFORMATION

Event Address/Location			
Assessor Parcel Number(s)			
Description and Purpose of the Event			
Date(s) of Proposed Event:		Estimated Daily Attendance:	
Hours of Operation:		Number of On-Site Parking Spaces:	
		Number of Off-Site Parking Spaces: <i>(Provide owner's authorization)</i>	
Riverside County Departments	Sheriff's Department	(951) 955-9225	
	Health Department	(951) 273-9140	
	Fire Department	(951) 955-4777	

CONTACT INFORMATION

***The applicant and property owner are considered jointly and severally liable for all project expenses.**

Please check the box indicating which address invoices should be sent to.

<input type="checkbox"/>	Property Owner:	<input type="checkbox"/>	Applicant:
Name:	_____	Name:	_____
Contact:	_____	Contact:	_____
Address:	_____	Address:	_____
City, Zip:	_____	City, Zip:	_____
Phone:	_____	Phone:	_____
Fax:	_____	Fax:	_____
E-mail:	_____	E-mail:	_____

Check here if additional Property Owner Certifications are attached to this application.

Agent:

Name: _____

Contact: _____

Address: _____

City, Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Other:

Name: _____

Contact: _____

Address: _____

City, Zip: _____

Phone: _____

Fax: _____

E-mail: _____

The Planning Department will notify the applicant and one other individual of all proceedings regarding this application. Please supply the name, address, and phone of the additional person to receive such notification.

Agreement and Representations of Applicant and Property Owner

This application is not complete, and processing of this application will not begin, until all initials and signatures are provided:

- 1) Applicant(s) acknowledge ands agree that by making this application, and under the authority of Government Code Section 65105, that in the performance of their functions, City staff and its consultants may enter upon the subject property and make examinations and surveys, provided that the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof. _____ (Initial)
- 2) Applicant(s) certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner). _____ (Initial)
- 3) Applicant(s) acknowledge and agree that I/we have included all of the required items and understand that missing items may result in delaying the processing of my application. I further acknowledge and agree that by signing this document I accept the posting of public notices regarding the proposed project at the project site, and agree to pay all related costs. _____ (Initial)
- 4) Applicant(s) agree to defend, indemnify and hold harmless the City of Eastvale ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for that independent defense. The Applicant may agree to reimburse the City for attorney's fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant. _____ (Initial)

5) Applicant(s) acknowledges and certifies that with this application I am financially obligated to the City of Eastvale for all expenses related to the time and effort spent by the employees, agents, consultants, and legal representatives that are used to process this/these applications. I understand that once an application processing deposit has been depleted, additional deposits will be required prior to continuing work on this/these applications. Thus, I acknowledge and agree that the City will not notice this project for public hearing and/or consider the project if the project does not have a positive fund balance. _____ (Initial)

6) Applicant(s) acknowledges and agrees that this application sets forth all covenants, promises, conditions and understandings between the parties regarding the advance of Funds and the uses thereof, and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No contemporary or subsequent alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by the City Manager or his/her designee. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or estoppel. _____ (Initial)

7) No employee, agent, independent contractor or other representative of the City, other than the City Manager or the City Council, has the authority to alter the terms or effect of this application and Applicant(s) acknowledge and agree that it/they have not relied upon any promises, representations, conditions or understandings other than those set forth in this application. _____ (Initial)

8) This Application shall be a public record. _____ (Initial)

9) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Sacramento, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney’s fees, and legal expenses, including but not limited to expert fees and costs. _____ (Initial)

IT IS SO AGREED:

Applicant Signature

Date

Property Owner Signature

Date

Attach additional signatures on a separate sheet.

TEMPORARY USE/EVENT PERMIT APPLICATION REQUIREMENTS**A. MINIMUM SUBMITTAL REQUIREMENTS**

- Signed Application Form
- Application Processing Fee payable to the City of Eastvale.
- Completed and signed applications for the Riverside County Sheriff Department and Fire Department (attached).
- CD of all information submitted, including the site plan.

The following requirements will help you provide the necessary information for processing of your permit by City departments and County agencies:

1. Provide a description of your event that shall include but not limited to the following:
 - a. Type and days of event
 - b. Hours of operation
 - c. Anticipated attendance
 - d. Security Plan (number of personnel supervising or providing security at the event)
 - e. Activities and entertainment to be provided including name and type of music and/or bands
 - f. A detail synopsis of the event, from start to finish
 - g. A complete list of vendors' information including what service they will provide in detail and any cooking equipment they will be using.
 - h. Type of alcoholic beverages that will be served, if any.
 - i. Provide a written emergency medical services plan as required by the County Health Services Agency Director.
 - j. Provide a written sewage disposal, potable water and food service operation plan as required by the County Health Services Agency Director.
2. Three (3) copies of a site plan showing the location and size of the event site and the following information:
 - a. Lot dimensions
 - b. Closest intersection(s)
 - c. Provide location of all on-site and off-site parking areas
 - d. Provide vehicular and pedestrian access points including driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any). Also provide a vicinity map showing all access points for the event.
 - e. Location of lighting, fencing (6' high max.), and gates
 - f. Location of alcoholic beverage sales (i.e., beer garden, booth)
 - g. Type, location and size of any generators. (If applicable)
 - h. Location of all restroom facilities (permanent and portable), drinking fountains, and trash storage facilities.
 - i. Location of fire extinguishers (2A-10BC or K class extinguisher) for cooking.

- j. Location of all vendor food and crafts, and size of tents, canopies, booths or trailers. Cooking shall have proper spacing and shall be separated from non-cooking booths by 10 feet.
 - k. Provide Fire Access (24' minimum) on site to all event areas including all parking areas. This fire access area shall be clear at all times for Fire or Emergency access.
 - l. Provide type of cooking appliance that will be used and its location.
 - m. Provide location of pumpkin patch, entertainment inflatable's, and any other activities
 - n. Provide size and location of stage and location of all amplified equipment.
3. Provide a noise, dust and lighting mitigation plan for review and approval by the Planning Department. The plan shall address the following questions:
 - a. What type of amplified equipment will be used and how the noise will be minimize to not affect adjoining properties?
 - b. If any portion of the event is on a dirt area, what measures or methods will be used to minimize dust disturbance.
 - c. If the event is at night, identify the type and location of all lighting fixtures and how the lighting would not shine onto adjoining properties or streets.
 4. Provide a fire protection plan for review and approval by the County Fire Chief. The fire protection plan shall include the following information:
 - a. Location of all portable fire extinguishers that shall be provided within a 30-foot travel distance of a commercial-type cooking equipment. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher. Extinguishers must have current CSFM service tags affixed, current certification affixed, and be fully charged.
 - b. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.
 - c. There shall be trained crowd managers or crowd manager supervisors at a ratio of one crowd manager/supervisor for every 250 occupants. Please provide information.
 - d. Provide a contact person and time for fire inspection prior to the event. All vendors shall be set up for inspection.

Please note that additional information may be requested by the City or County agencies to complete the processing of this application.

Riverside County Fire Department



Fire Protection Planning

Riverside Office:

2300 Market Street, Ste. 150
Riverside, CA 92501

Phone: (951) 955-4777 ~ Fax: (951) 955-4886

Palm Desert Office:

77-933 Las Montañas Rd., Ste 201
Palm Desert CA 92211

Phone: (760) 863-8886 ~ Fax: (760) 863-7072

PLAN REVIEW FORM

New Re-Submittal # _____ As-builts

Permit No. _____

Project Information (Please Print)

Project Name: _____
Address: _____
City & Zip: _____

I have read and understand that Fire Dept. fees are Deposit Based Fees and there may be additional money due prior to or after project final.
Sign: _____
Print: _____

Office Use Only
Plans Received

Contact Information

Billing Information

Same as Contact Info

CONTACT PERSON: _____	BILL TO: _____
Mailing Address: _____	Mailing Address: _____
City & Zip _____	City & Zip _____
Phone No.: _____ Fax: _____	Phone No.: _____ Fax: _____
Email: _____	Email: _____

The person listed on "Billing Information" will receive ALL billing, correspondence and refunds for any work billed to this permit. Any changes in billing information must be made in writing to our office.

Plan Review Type (Check appropriate items)

<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential	<input type="checkbox"/> Special Event	<input type="checkbox"/> Other
<input type="checkbox"/> Building	<input type="checkbox"/> Building Tenant Improvement	<input type="checkbox"/> High Fire Area	<input type="checkbox"/> Underground Water	
<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> TI Sprinkler System	<input type="checkbox"/> Sprinkler Monitoring	<input type="checkbox"/> Fire Alarm System	
<input type="checkbox"/> Hood & Duct Suppression System	<input type="checkbox"/> Other Suppression System	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Cell Site	
<input type="checkbox"/> High Pile/Racks	<input type="checkbox"/> Other: _____			
Storage Tank Submittals:	<input type="checkbox"/> Dispensers Only	<input type="checkbox"/> Above Ground	<input type="checkbox"/> Underground	

Office Use Only

Fee Paid: _____	Reviewed by: _____	Called for Pick-Up
Date Paid: _____	PC Review Date: _____	Date: _____ By: _____
Check#: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Picked-Up
Received By: _____	Plans Stamped: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____ By: _____
Receipt#(OCR) _____	Letter Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Shipped By / Method
	Job Card Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Fire Department Deposit Based Fees

Effective as of 11/16/1998 ~ County Ordinance 671.18

These are Deposit Based Fees and there may be additional money due prior to or after project final.

We do not accept cash or credit cards

Checks or Money Orders are to be made payable to:

Riverside County Fire Department

Average plan review time is 10 business days

Plan Review/Inspection	Min. Plan Sets	Deposit Base Fee
Building	2	\$1,056.00
Tenant Improvement Building	2	\$696.00
Fire Sprinkler (per riser)	3	\$614.00
Tenant Improvement Sprinkler	3	\$614.00
Residential Sprinkler	3	\$614.00
Fire Alarm System	3	\$627.00
Sprinkler Monitoring System	3	\$192.00
Suppression Systems	3	\$215.00
Aboveground Fuel Storage Tank (first tank)	3	\$217.00
- Each additional tank		\$32.00
High Pile or Rack Storage	3	\$348.00
Fire Flow Report	1	\$178.00
Technical Report – Research		\$584.00
Special Inspection		\$126.00
<i>Items not listed above are on a sliding scale starting at</i>		\$197.00 - Up



Riverside County Sheriff's Department

Jurupa Valley Station

7477 Mission Blvd

Riverside, CA 92509

(951) 955-2600 FAX (951) 955-2630

SPECIAL EVENT REQUEST

Paperwork is to be completed and submitted no later than four weeks prior to the event.

TYPE OF REQUEST

<input type="checkbox"/> ABC Letter
<input type="checkbox"/> Special Event Review
<input type="checkbox"/> Request for Extra Duty Personnel
<input type="checkbox"/> Other _____

SPECIAL EVENT INFORMATION

Business Name (if any): _____	
Event Description: _____	
Date(s) of Event: __/__/__ - __/__/__	
Attendance: Less than 200 <input type="checkbox"/> 200 – 1000 <input type="checkbox"/> 1000-2500 <input type="checkbox"/> 2500+ <input type="checkbox"/>	
Tents/Canopies: Y <input type="checkbox"/> N <input type="checkbox"/>	Food Service Y <input type="checkbox"/> N <input type="checkbox"/>
Alcoholic Beverages: Y <input type="checkbox"/> N <input type="checkbox"/>	Music/Band: Y <input type="checkbox"/> N <input type="checkbox"/>

POINT OF CONTACT

APPLICANT Name: _____		Telephone: () _____	
Street Address: _____		Fax: () _____	
City: _____	State: _____	Zip Code: _____	Email: _____
Contact Person: _____			

PROPERTY OWNER Name: _____		Telephone: () _____	
Street Address: _____		Fax: () _____	
City: _____	Email: _____		
Contact Person: _____			

DISPOSITION

Initial Review by: _____	Deputy/Signature/ID#	Date: __/__/__
Reviewed by: _____	Sergeant/Signature/ID#	Date: __/__/__
Approved <input type="checkbox"/> / Denied <input type="checkbox"/> by: _____	Lieutenant/Signature/ID#	Date: __/__/__

OFFICE USE ONLY

Received by: _____	Date: _____
_____/____/____	
Name/ID #	

Sheriff Department
DOCUMENT SUBMITTAL REQUIREMENTS

Jurupa Valley Station Required Documents:

ABC Letter & Special Event Approval

Alcoholic Beverage Control: (951) 782 – 4400 – It is the responsibility of the applicant to obtain appropriate ABC release, if alcohol is being provided.

- Letter from property owner or leasing agent authorizing the proposed temporary event.
- Letter of “intent” describing the proposed event, including the following details:
 - Type of Event
 - Date(s) event will be held and hours of operation
 - Anticipated attendance
 - Alcoholic Beverages (Types that will be served)
 - Music and/or Bands
 - Security Plan (# of personnel)
- Full dimensioned site plan, identifying the following:
 - Location and size of event site, including:
 - > Lot dimensions
 - > Closest intersection(s)
- Vehicular and/or pedestrian access points
 - > Driveway entrance(s), exit(s), and pedestrian aisles (show curb, if any)
 - > Loading/Unloading area(s)
- Location of alcoholic beverage sales (i.e. beer garden, booth)
- Location of on-street/off-street parking area(s)
- Location of lighting, fencing (6’high max), and gates
- Location(s) of tents/canopies, food services, drinking areas, restrooms/portable toilet facilities, etc.
- Completed Riverside County Planning Department Event documents w/approved signatures.
(Needed for Special Event Approval – events involving 200+ in attendance)

APPLICANT’S SIGNATURE

I certify under penalty of perjury that all information in this application is true and correct. Any false or misleading information shall be grounds for denial. I agree to comply with any and all Conditions of Approval.

Applicant: _____

Date: __/__/__



COUNTY OF RIVERSIDE • COMMUNITY HEALTH AGENCY
DEPARTMENT OF ENVIRONMENTAL HEALTH

INFORMATIONAL BULLETIN NO. 1-91-DES

DISTRICT ENVIRONMENTAL SERVICES DIVISION

PERMIT FEES FOR COMMUNITY EVENTS

All food vendors are required to obtain an environmental health permit to sell food and drinks at a community event. A community event is defined as any event that is of civic, political, public or educational nature, including state and county fairs, city festivals, circuses and any similar public gathering approved by the local enforcement agency.

In addition to the permit issued to each food vendor participating in a community event, a permit shall be obtained by the person or organization responsible for the event (Event Organizer permit). Persons organizing the event must ensure all food vendors comply with all laws and requirements. All permits must be obtained at least two weeks before the event. Failure to obtain a permit two weeks prior to the event may result in additional fees being charged or no permit being issued.

THE EVENT ORGANIZER HAS TWO OPTIONS TO OBTAIN COMMUNITY EVENT PERMITS:

Option 1: GROUP PERMIT FEES: - The event organizer obtains a group permit that covers all the food vendors. *The event organizer permit fee may be waived with this option.*

- Community event 3 days or less in a 90 day period (Occasional Event)

1-5 Food Vendors	\$178.00	31-40 Food Vendors	\$1,065.00	76-100 Food Vendors	\$2,663.00
6-10 Food Vendors	\$285.00	41-50 Food Vendors	\$1,332.00	101 + Food Vendors	\$3,329.00
11-20 Food Vendors	\$505.00	51-60 Food Vendors	\$1,597.00		
21-30 Food Vendors	\$784.00	61-75 Food Vendors	\$1,998.00		

- Community event 4-25 days in a 90 day period (Temporary Event)

1-5 Food Vendors	\$612.00	31-40 Food Vendors	\$4,387.00	76-100 Food Vendors	\$10,966.00
6-10 Food Vendors	\$1,159.00	41-50 Food Vendors	\$5,484.00	101 + Food Vendors	\$13,708.00
11-20 Food Vendors	\$2,254.00	51-60 Food Vendors	\$6,579.00		
21-30 Food Vendors	\$3,290.00	61-75 Food Vendors	\$8,225.00		

Option 2: INDIVIDUAL VENDOR PERMIT FEES: - Each individual food vendor is responsible for obtaining their own permits. In addition, the event organizer must also purchase a separate permit. The individual food vendor cannot obtain a permit until the event organizer permit is secured.

- Community event 3 days or less in a 90 day period (Occasional Event)

-Food Booth	\$87.00
-100% Prepackaged Food Booth	\$54.00
-Stationary Mobile Food Facility	\$69.00

OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS
 For more information call (888) 722-4234

Department Web Site – www.rivcoeh.org



COUNTY OF RIVERSIDE • COMMUNITY HEALTH AGENCY
DEPARTMENT OF ENVIRONMENTAL HEALTH

- Community event 4-25 days in a 90 day period (Temporary Event)

-Food Booth	\$177.00
-100% Prepackaged Food Booth	\$95.00
-Stationary Mobile Food Facility	\$125.00

- Event Organizer Permit Fees:

1-5 Food Vendors	\$156.00	31-40 Food Vendors	\$392.00	76-100 Food Vendors	\$627.00
6-10 Food Vendors	\$216.00	41-50 Food Vendors	\$451.00	101-125 Food Vendors	\$686.00
11-20 Food Vendors	\$274.00	51-60 Food Vendors	\$509.00	126 + Food Vendors	\$745.00
21-30 Food Vendors	\$333.00	61-75 Food Vendors	\$569.00		

- Additional approvals may be required by other agencies. It is the responsibility of the organizer/vendors to comply with all requirements. Contact local government offices, including Fire Department and City or County Planning Department for more information.

- If you have any further questions regarding community events, permit fees or requirements, please contact your local Environmental Health office.

*Document available in an alternate format upon request

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