



Special Event Permit (SEP)

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SEP vs TUP

TUP

- Permits 3 events
- \$400 or \$600 fee
- Requires Council approval (except fireworks)

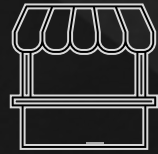
SEP

- Permits a single event or use
- Fee based on class of event and use of City resources
- Staff can administratively approve certain events

Special Event Permit?



Class I: Temporary Signs, Grand Opening Banners, Balloons



Class II: Temporary Uses of 31 days or less



Class III: Events with less than 100 attendees



Class IV: Events with 100-499 attendees



Class V: Events with greater than 500 attendees; events involving the sale of alcohol; events involving street closures; concerts; filming

SEP Application

- Parking Plan
- Accessibility Plan
- Security Plan
- Alcohol Management Plan
- Generators
- Fencing
- Stages/Platforms
- Tents/Canopies/Temporary Structures
- Waste Management
- Vendors
- Restrooms
- Notification
- Insurance

SEP Fees

Event Class	Approval Type	Fee
I	Admin Approval	\$30
II	Admin Approval	\$50 + BL
III	Admin Approval	\$85
IV	Council Approval	\$125
V	Council Approval	\$175

Additional Fees

- Building & Safety inspection
- Fire Department inspection
- Street closure
- LPD Officer rates

Questions

