



SPECIAL EVENT PERMIT

Revised 1/21/26

Temporary outdoor special events conducted as part of an existing business or in conjunction with a non-profit organization are permitted within the City of La Habra upon the granting of a Special Event Permit. Temporary outdoor special events do not include seasonal commercial sales such as Pumpkin Patches and Christmas Tree Lots which are governed by Section 5.04.610 of the La Habra Municipal Code.

Classification of temporary outdoor special events:

Large Events- consist of any organized activity of limited duration on private property or in the public right-of-way including, but not limited to, block parties, sidewalk sales, carnivals, circuses, fairs, festivals and other similar activities, parades, grand openings, large car shows, farmers market, and other seasonal commercial sales. A special event is considered to be “large” if it is characterized by and/or includes any of the following: 1) anticipated to have 250 or more attendees, 2) a duration of five or more days, 3) temporary removal of more than 25% of the available on-site parking, 4) closure of one or more public street(s), or 5) use of an inflatable structure, including, but not limited to, a bounce house that is larger than 200 square feet in size. Application for this type of event must be submitted 90 days prior to the date of the event. **There is a nonrefundable processing fee of \$517.00.** Large events are reviewed through a public hearing and must be approved by the Planning Commission subject to the implementation of certain conditions. The specific submittal requirements are detailed on in a separate attachment identified as “Planning Divisions General Information Packet.

Small Events- consist of a special event that does not qualify as a large special event including, but not limited to, minor promotional and holiday events, grand openings, and small car shows/meet-ups. Application for this type of event must be submitted no later than 30 days prior to the date of the event. **There is a nonrefundable processing fee of \$32.00 (Account 113000-4409).** The application may be approved by city staff subject to implementation of certain conditions. The specific submittal requirements are detailed on page two.

Restrictions:

No property may have more than twelve (12) Special events per calendar year with a minimum of thirty (30) days between each event. However, special events with outdoor sales are limited to four (4) events per calendar year with 30 days in between events. A property owner that would like to host more than 12 special events and/or four special events with outdoor sales will need to first obtain a Conditional Use Permit approval by the City’s Planning Commission.

Based on the structures (i.e., tent, stage, etc.) to be brought onto the property for the event, a temporary building permit may be required. Please contact the Chief Building Official for any special requirements prior to the submittal for a Special Event Permit. The Chief Building Official may be reached at (562) 383-4116.

Should you wish to advertise the event, a temporary sign permit is required. Advertising the special event may be permitted subject to the issuance of a sign permit. The temporary sign can be a collective square footage not to exceed 45 square feet or an inflatable not to exceed 200 square feet with proper inspection. No human signs are permitted at any time.

Regardless of the type of event, submittal of a special event permit application does not automatically assure approval of the event. The application must be fully processed and approved by the City of La Habra before you can initiate the event. You will be notified when your application has been approved or denied. Should you have any questions, you may contact the Planning Division at (562) 383-4100.

SUBMITTAL REQUIREMENTS:

An application submitted for staff review shall include all of the items checked marked below before being accepted for processing. The Planning Department will not accept incomplete application submittals.

- _____ A. Name, address, and contact information of the applicant and event organizer.
- _____ B. Name, address, and contact information of the property owner(s), along with written consent from the owner(s)
- _____ C. A detailed description of the special event, including its purpose, estimated number of attendees, hours of operation (including set-up and tear-down), and proposed dates.
- _____ D. A site plan or route map, drawn to scale showing the location of all existing structures, the location of all proposed temporary structures, including, but not limited to, tents, stages, booths, fences, portable restrooms and generators, entrances and exits, parking areas and access routes, emergency vehicle access, location of food/beverage service areas, including cooking areas, location of waste receptacles and recycling bins, and for parades or races, the proposed route, including starting/end points, assembly/dispersal areas and road closures.
- _____ E. A security plan, including arrangements for crowd control, emergency medical services, and private security personnel, if the organizer anticipates using private security for the special event.
- _____ F. If the proposed event involves any street closures, detours, and/or parking restrictions, a traffic control plan must be prepared and submitted by a California Licensed Traffic Engineer (T.E.) or Professional Engineer (P.E.). The traffic control plan must include the T.E. or P.E. stamp as well as signature on all pages of the plan.
- _____ G. If the proposed event involves food service, requires the closure of one or more streets, or anticipates more than 250 attendees, a sanitation plan including provisions for restrooms, waste disposal, and cleanup.
- _____ H. If the proposed event will include any business activity or sales, proof of valid business license.
- _____ I. Copies of any required permits or releases from other agencies, including but not limited to, Orange County Health Care Agency for food service and Department of Alcoholic Beverage Control for alcohol sales.
- _____ J. A description of any amplified sound, including proposed hours and decibel levels. All amplified noise shall comply with the requirements of Chapter 9.32 of the La Habra Municipal Code.
- _____ K. A list of any proposed temporary signs or banners. Temporary signs are subject to the requirements set forth in Chapter 18.23 (Sign Standards) of the La Habra Municipal Code.
- _____ L. A copy of the Certificate of Fire Retardation for all canopies/tents and a diagram of their layout, if applicable.

- _____M. A plan for compliance with Americans with Disabilities Act (ADA) requirements.
- _____N. An indemnification agreement in a form approved by the city attorney signed by the applicant and property owner.
- _____O. Proof of the applicant's ability to meet the insurance requirements set forth in Section 18.65.100 of the La Habra Municipal Code.
- _____P. Any other information deemed necessary by the City to evaluate the application.
- _____Q. For a large special event, a verified list of the name and address of each property owner within 300 feet of the exterior boundaries of the property involved, utilizing at a minimum the last-known name and address of such owners as shown upon the last assessment roll of the city or county.
- _____R. For all tents/canopies with an area of 120 square feet or more or an occupant load of 10 or more, a temporary building permit is required. In order to obtain that permit, the following is required to be submitted to the Chief Building Official:
 - a. **A site plan showing the proposed location of the tent/canopy layout in relation to any other buildings or structures on the site in question and the distance from the tent to all property lines. Please note (2025 CBC Ch. 31-4 Section 3103).**
 - b. **All heating and cooking equipment must be installed in accordance with the California Mechanical Code and noted as such on the site plan.**
 - c. **A tent floor plan that shows all tables, seating, exit aisles, and a clear, accessible path of exit travel to a public way.**
 - d. **Provide valuation of the installation, rental and removal of the tent or tents.**

Upon approved of a temporary building permit by the Chief Building Official, the temporary building permit fee is to be paid. A building inspection will be conducted upon the installation and removal of the tent.

Planning Division

110 East La Habra Blvd.
La Habra, CA 90631
Phone: (562) 383-4100
Fax: (562) 383-4476



SPECIAL EVENT PERMIT

Application Date: _____

Applicant's Name: _____

Mailing Address: _____

Telephone Number: _____ Cell Number: _____

Contact Person: _____ Phone Number: _____

Email: _____ Fax: _____

Event Address: _____

Type of Event: _____

Type of Structures used: _____

Dates of Event – From: _____ To: _____

Time of Event – From: _____ To: _____

PROPERTY OWNER AUTHORIZATION: I am the owner of record, or his/her authorized representative of the property (Provide letter of authorization) which is the subject of this application. I approve of the action requested above.

Property owner of record: _____

Print Name: _____ Print Title: _____

Signature: _____ Date: _____

Firm Name: _____ Phone: _____

Street Address: _____ City: _____

Zip Code: _____

1. Type of event: _____
2. Describe planned activities: _____

3. Please provide the following:
 Estimated number of persons at the event: _____
 Estimated number of vehicles at the event: _____
 Estimated number of parking spaces needed: _____
4. Route or location of event: _____

5. Will food be served or sold at the event?
 YES _____ NO _____ If YES, describe: _____

6. Have you obtained a permit for the sale of food?
 YES _____ NO _____ If yes, what governmental agencies issued permits?

7. Will alcoholic beverages be served or sold at the event?
 YES _____ NO _____ If YES, describe: _____

8. Have you obtained a permit for the sale of alcoholic beverages?
 YES _____ NO _____ If yes, what governmental agencies issued permits?

9. Will any animals be displayed/exhibited at the event? YES _____ NO _____
 If YES, describe: _____

10. Will any structures (i.e., tents, booths, stages) be erected at the event?
 YES _____ NO _____ If YES, describe: _____

11. Will there be any sound amplification equipment at the event?
 YES _____ NO _____ If YES, describe: _____

12. Will cooking or heating equipment be used in any tents or other temporary structures involved in the event?
 YES _____ NO _____ If YES, describe: _____

13. Will there be any portable generators or temporary lighting at the event?
 YES _____ NO _____ If YES, describe: _____

14. Will there be temporary sanitation facilities at the event?
 YES _____ NO _____ If YES, describe number and location: _____

15. Will there be monitors or security personnel at the event?
 YES _____ NO _____ If YES, describe number and duties: _____

16. Will there be any merchandise sales at your event? Have you notified the State Board of Equalization?
 YES _____ NO _____ If YES, please provide the date of notification: _____
17. Have you obtained a City Business License? YES _____ NO _____

I declare upon penalty of perjury that the above information is true and correct to the best of my knowledge. I further understand that knowingly providing any false information is cause for the immediate denial of a special event permit or its suspension if one has been issued.

 Signature of Applicant

 Date Signed



TEMPORARY OUTDOOR SPECIAL EVENT PERMIT INDEMNIFICATION AGREEMENT

In consideration of being granted a Special Event Permit, and to the full extent permitted by law, the undersigned _____ on behalf of _____, hereby agrees to defend, indemnify, and hold free and harmless the City of La Habra, its elected officials, officers, employees, agents, and volunteers, with respect to any and all liabilities, claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including the payment of actual attorney's fees, court costs and any and all other costs of defense, incurred as a consequence of, arising out of, or in any way attributable to, the granting of a Special Event Permit to:

(Describe the activity and provide the dates)

The undersigned hereby represents that he or she has read and fully understands that by signing this Agreement, important legal rights are being waived and legal obligations are being assumed. If signing as a representative, the undersigned further represents that he or she is fully authorized to enter into this Agreement on behalf of each and every person, group, business and/or organization to which the Special Event Permit is being issued.

Applicant's Signature

Date

Property Owner's Signature

Date