



Special Events Application

Date of Application _____

Organization _____ Contact Name _____

Office Phone _____ Cell Phone _____

Mailing Address _____

E-mail Address _____ 501.C3 Non-profit State Tax ID Number _____

Event Title/Name _____ Event Location _____

Event Date(s) _____ Starting/Ending Times _____

Event Set-Up Date _____ Event Take-Down Date _____

Event Set-Up Time _____ Event Take-Down Time _____

Number of Participants Expected _____ Number of Spectators _____

County Health Department Action (include copy of County Permit) (does not supersede City approval)

West Valley City Temporary Use Application, \$100 fee paid on _____

- **For gatherings of 500 people or more, a County Mass Gathering Permit may be required. Additional fees apply.**
- **If the event is to be held on public property, a bond and/or insurance, in an amount to be determined by the City Attorney's Office, shall be required, prior to approval. (Contact the Parks Department (801) 955-4011).**
- **All events located on school property shall be coordinated and approved by the Granite School District Fire Marshall (385) 646-4243.**



Instructions for Obtaining a Special Events Permit

1. As part of the Special Events Permit, please provide all information as requested on the attached checklist. All information must be returned to West Valley City a minimum of 14 days prior to event.
2. Please type information or print with a black pen. If information is not legible, the permit request will be returned to you. Please submit your application and other required information to the Planning and Zoning Division, Room 220 of West Valley City Hall. After submittal, you may be expected to route a copy of the application to the appropriate departments.
3. A site plan is required showing the placement of booths, activities, seating areas, parking lots, fire lanes, access, traffic control barriers (if needed), restrooms and/or other features that you deem important. A pre-submittal meeting or telephone call is suggested with each of the departments (see sign-off sheet) involved in the review of your permit to assure that appropriate information is provided.
4. Please attach a Temporary Use Application and \$100.00 application fee as required by the Community and Economic Development Department.
5. Please attach a copy of an approved Salt Lake County mass gathering permit if applicable.
6. Sign-offs by all relevant City Departments as defined on the Sign-off/signature page are required before approval is given by the Planning and Zoning Division of the Community and Economic Development Department.
7. Please explain the event in detail by letter or if available, by flyer. Include estimates of the number of patrons, traffic control, security systems, medical or fire requirements, cooking and heating equipment, and any special demonstrations such as pyrotechnics, hot air balloons, gas barbecues, etc.
8. A bond and/or insurance may be required for any event to take place on public property.



Special Events Application Approvals Contacts and Sign-offs

Police Department	801.963.3300
Fire Department Fire Prevention Division	801.963.3336
Community & Economic Development Planning and Zoning Division Building Inspections	801.963.3312 801.963.3283
Business License	801.963.3287
Public Works Permit Officer/Road Closures	801.963.4206
County Health (Salt Lake County Mass Gathering) Bureau of Food Protection	385.486.3845
Parks and Recreation (for public property)	801.955.4000
Public Relations	801.963.3217



Special Events Permit Checklist

Please check the following items which apply to your event and give an explanation. If you have questions, please contact Planning and Zoning at (801) 963-3312. When completed, submit applications to the Planning and Zoning Office in West Valley City Hall.

Event _____ Date _____

- Admission Charged
- Animals
Types _____
- Bleachers
- Booths/Vendors handing out products (contact Business Licenses, 801.963.3290)
- Booths/Vendors selling products or merchandise (contact Business Licenses, 801-963-3290)
What Products? _____
- Electrical Requirements
Anticipated needs _____
- Medical and Fire support – If needed or required, must be provided by the West Valley City Fire Department (801.963.3336)
- Fencing/Scaffolding – Temporary
- Food catered by restaurants (contact Bureau of Food Protection, 385.468.3845)
- Food distributed free of charge (contact Bureau of Food Protection, 385.468.3845)
- Food prepared on site (contact Bureau of Food Protection, 385.468.3845)
- Hours (no later than 10 p.m.)



Special Events Permit Checklist

Lighting – Distance to nearest residential use? _____

Music
Type _____

Music Amplification

Music – Non-Amplified/Acoustical

Noise – Not to exceed 55 decibels

Open to public

PA System

Parking – include in your site plan the layout of the parking area and number of spaces available.
Access roadways must be maintained at no less than 20' width.

Portable Sanitary Units (portable toilets, contact Bureau of Food Protection 385.468.3845)

Police (

Security – Include anticipated number and type such as private, City, County, State
Company Name _____
Number of Security Personnel _____

Vehicles parked on type of surface _____

Road Closure(s) – Requires a separate permit from Fire, Police, and Public Works Permit Officer.
Closures must be approved prior to event. Identify where and when _____

Sidewalk Usage
Where?



Special Events Permit Checklist

- Signs – Will there be temporary signs, inflatable, etc? If so, describe. _____

- Stage
Location _____
- Temporary Structures to include tents, trailers, or build-outs (contact Fire Prevention Division – 801.963.3336). Any tent over 200 square feet will require a permit.
- For indoor events submit one set of scaled floor plans showing an evacuation plan. This will be used by the Chief Building Official to verify proper exiting and determine reasonable occupancy standards.