

# CITY OF SAN MATEO

## SPECIAL COMMUNITY EVENT PERMIT

### GUIDE & APPLICATION

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Updated August 2024



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## Section 1: INTRODUCTION

Thank you for your interest in holding a special community event in the City of San Mateo!

### Goal

The goal of this guide is to provide you, the applicant, with the needed assistance to ensure that your event runs smoothly, while ensuring that participants, spectators and neighbors enjoy a safe and pleasurable experience. The information included in this guide will help clarify what a special event is, the application process and any additional permits, fees and licenses that may be required. Please read this document in full before completing the Special Community Event Permit Application.

### Special Community Event Committee

To ease the review and approval process for your permit, the City has created a Special Community Event Committee (referred to as Committee throughout this document), which includes representatives from the City Manager's Office, Police, Fire, Parks and Recreation, Public Works, and Community Development Planning and Building departments. This one stop review process provides applicants with comments and explanations to best facilitate their events. The Committee meets monthly. First time applicants and/or returning applicants for high impact events may be required to attend the meeting when their applications will be discussed.

### Special Community Event Permit Ordinance.

The detailed Ordinance is located in [Section 17.34](#) of the San Mateo City Charter ([http://qcode.us/codes/sanmateo/view.php?topic=17-17\\_34&frames=off](http://qcode.us/codes/sanmateo/view.php?topic=17-17_34&frames=off)).

### Contact

For more information, please visit the City Hall Public Works Counter, email [publicworks@cityofsanmateo.org](mailto:publicworks@cityofsanmateo.org), or call 650-522-7300.

## Section 2. GETTING STARTED

### Does My Event Require a Permit?

A Special Community Event Permit will be required for any event impacting City services or involving use of or impact to public property, public facilities, sidewalks, or street areas. This includes City parks, streets, sidewalks, City buildings, public parking lots, or other City facilities. In addition, an event on private property that may impact neighborhood parking, noise, safety, is not consistent with zoning or not subject to any other permit, may also require a Special Community Event Permit.

Examples of special events that require this permit include but are not limited to craft fairs, festivals, ceremonies, foot races, bicycle events, carnivals, food trucks events, and farmers' markets.

A permit is not required for Free Speech events; however, the City strongly recommends that the event holder contact the City to discuss the event so we can provide necessary support.

If you still are unsure if your event requires a Special Community Event Permit, please contact us. See the Introduction for contact information.

### **Application Process**

The flow chart below is provided for applicants to quickly view the process they will undertake to obtain a permit.

#### **Flow Chart Abbreviations:**

**SE – Special Community Event**

**PW – Public Works**

**CDD – Community Development Department**

**P&R / PR – Parks & Recreation**



Applications can be submitted up to a year in advance of an event but must be submitted no later than 90 days before an event. If your application is for a previously approved event, you must discuss the plan for the new event with City staff no later than 90 days prior. If the event will be substantially similar to the previous event, the application may be able to be submitted later than 45 days before the event. Contact the City to help you determine the timing for your event.

The permit application begins when the event organizer submits a completed **Special Community Event Permit Application (Attachment 1)** and the Non-Refundable Permit Fee (see Section 4). Your completed application must be submitted to the Public Works Counter at San Mateo City Hall in person or by mail (submission information is outlined in Section 10). Please keep in mind that acceptance of your application does not mean the event has been or will be approved.

Once your application is submitted, you will be contacted by a representative of the Committee for any additional information or to schedule a meeting with the Committee if necessary. During the initial application screening process, you will be allowed time to provide all other pending documents (e.g., Liability Insurance, County Health Permits, ABC license, Business License, and/or deposits). Delays in providing necessary documents may impact the Committee's ability to finish the review and approval of your application in a timely manner.

## Section 3. TYPE OF EVENT & APPLICATION FEES

### Type of Event

Special Community Events are classified as low impact or high impact. A "low impact" event means any event other than a high impact event. A "high impact" event means a special event that meets two or more of the following criteria:

1. Is being held for the first time;
2. Is expected to draw more than 500 participants;
3. Is being held on a recurring basis;
4. Requires the support of two or more City departments;
5. Follows a route with a different start and finish;
6. Requires a street closure; or
7. Requires interagency coordination.

Examples of high impact events include but are not limited to foot races, parades, street fairs, or carnivals.

Depending upon the complexity of the event, additional information may be required. Some events, such as recurring low impact events, may be approved administratively without Committee input.

### Permit Application Fees

Application fees are due at the time your application is submitted. The application fee is nonrefundable and will vary on the size and type of event. The fees are set by City Council as part of the City's Fee Schedule. <https://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule>

## Section 4. FEES FOR CITY SERVICES

Besides the application permit fee in Section 3, there are other costs to be aware of when hosting a special community event. Depending on the nature of the event, costs for City services such as Police, Fire, Public Works, etc. that are needed to directly support the event will be billed to the applicant. Events held in parks may also be charged facility use and/or clean up charges.

Applicable fees may include some of the following:

- Overtime rates for City personnel not regularly on duty who are required to work the event.
- Fair market value charges for use of City equipment and/or vehicles required to support the event.
- Actual costs for consumable supplies, e.g. parking meter signs, garbage bags, etc., used in support of the event.
- Actual cost for specialized services contracted by the City that are required to support the event including but not limited to Fire, Police, mailing services, and fire tent permit fees.
- Rates for excessive clean up by City or contract staff, such as restroom clean up beyond normal use.
- Rental fees for Recreational Facilities outside normal operating hours to cover the cost of staff.
- Street/sidewalk cleaning.
- Street closures.

Any additional costs for City services will be invoiced to the applicant no later than 10 working days after the expiration date of the permit. Fees are due within 30 days of the invoice date.

These fees are set by City Council as part of the City's Fee Schedule.

<https://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule>

## Section 5. OTHER PERMITS AND LICENSES

Some special community events require permits and licenses from other departments in the City and County or California State Agencies. Fees associated with securing permits from other agencies are not included in the Special Community Event Permit Application fee. A representative from the Committee can provide additional guidance on needed permits and licenses based on your completed Special Community Event Application.

Business Licenses are generally required for these events. To apply, visit

<https://sanmateobl.hdlgov.com/Apply?Apply1/BusinessLicense>

## Selling of Goods, Merchandise and/or Services

### *Special Community Event Vendor Business License*

The City of San Mateo Municipal Code requires all persons or businesses doing business in the city to pay an annual business tax (also called a business license, business tax certificate or a BTC). Please note that 501(c) nonprofits are exempt from this license.

- All Special Community Event Vendors that don't already have a San Mateo Business License are required to pay a one-time fee of \$31 for Special Community Event Vendor Business License. Refer to **Application for City of San Mateo Business Tax Certificate (Attachment 2)**.
- A Special Community Event Vendor Business License is not required for vendors with a brick and mortar location within the city with a current San Mateo Business License.

## Food Vendors, Food Trucks and Event Operators

Food vendors, food trucks and event operators will be required to obtain a San Mateo County Health Temporary Event Permit if the event includes selling, giving away, sampling, or preparing food.

### *San Mateo County Health Temporary Event Permit*

A permit to operate is required by the California Retail Food Code (Cal Code) prior to selling, giving away, or sampling of food to the public from any temporary food facility. Pre-packaged foods are exempt from requiring a County health permit.

- If your event includes serving food, you will need to obtain an application with San Mateo County Health. Visit the [San Mateo County Health System](http://www.smchealth.org/applications) applications webpage at <http://www.smchealth.org/applications> for information and forms for food booths, food trucks (mobile food facilities) and Farmers' Markets. The County recommends applicants submit an application no less than one month before the event. Please be aware that a health permit is valid for one single food booth or truck only.

## Alcohol

Alcohol at an event requires approval from the Committee and a license from the California Department of Alcoholic Beverage Control (ABC). This process can take a minimum of 60 days.

The applicant is responsible for making sure that alcohol use and consumption is limited to the date, hours and location(s) approved. The San Mateo Police Department has the right to stop any alcohol sales or use not in compliance with the Permit.

### *City of San Mateo Special Event Committee Approval*

- Please complete the Serving/Selling Alcoholic Beverages section on the Special Community Event Permit Application.



## *California State License*

- Visit the [California Department of Alcoholic Beverage Control](http://www.abc.ca.gov/Forms/PDFSp.html) website at <http://www.abc.ca.gov/Forms/PDFSp.html> for information and a permit application to serve alcoholic beverages at a special community event. You will need to provide the number of the Alcoholic Beverage Control (ABC) License to the Committee.

## **Fire and Life Safety Requirements Special Events Policy**

- Review the **Fire and Life Safety Requirements Special Events Policy (Attachment 4)** for general fire and life safety requirements for events in the city. It is the responsibility of the event applicant to ensure each exhibitor meets all of the Fire department's fire and life safety requirements.

## **Street Closure**

A street closure is when no vehicle traffic is permitted in the event perimeter and there is no access by a vehicle to residences or businesses.

If the event requires street closure:

- Submit a Route Map and Traffic Control Plan (TCP) per [California Manual of Uniform Traffic Control Devices](http://www.dot.ca.gov/trafficops/camutcd/) (MUTCD) standards located at <http://www.dot.ca.gov/trafficops/camutcd/>.
- Route maps and traffic plans are reviewed by a Public Works Traffic Engineer.
- The Fire department always requires a minimum sixteen (16) foot wide access lane during street closures.
- Complete the Street Closure & Parking Area Information portion on the permit application.

## **Tents and Temporary Membrane Structures Permit**

If your event has a tent or temporary membrane structure having an area in excess of 400 square feet, a Tent & Temporary Membrane Structures Permit will be required by the Fire department along with applicable fees.

- Please download [Tents and Temporary Membrane Structure Packet](http://www.cityofsanmateo.org/DocumentCenter/View/48110) for information on Tent Permits located at <http://www.cityofsanmateo.org/DocumentCenter/View/48110> for the Tents and Temporary Membrane Structure Packet Application form.
- The current [Fire Department Fee Schedule](http://www.cityofsanmateo.org/DocumentCenter/View/43322) for applicable fees is available at <http://www.cityofsanmateo.org/DocumentCenter/View/43322>.
- Tent rental companies and/or installers typically assist with obtaining these permits.
- Once this permit is approved, the Fire department shall conduct a site inspection after the tent/structure is erected AND after the interior is setup and decorated.
- No open flame cooking is allowed within a tent, canopy or membrane structure.

## **Section 6. ADDITIONAL INFORMATION**

This section lists additional documentation and other information that may be required. If applicable to your event, the following information will be required on the Special Community Event Permit Application.

### **Event Services – Restrooms**

You may be required to provide portable toilets for events with an expected attendance of 100 people or more, depending on the length of the event and location. Please be advised that the applicant is responsible for contacting a portable restroom service provider to arrange for these facilities. Although restroom facilities are available in community parks, you may be required to provide additional portable restrooms and hand washing stations based on the City's established criteria. You also may be responsible for the cost of cleaning our City restrooms for use beyond standard use.

### **Marketing and Advertising**

The City does not advise marketing and advertising the event until the Special Community Event Permit Application has been approved.

### **Security Information**

The City may require that security personnel be present at events in cases of the following factors, which are subject to change by the Committee: 1) security risk assessment; and 2) alcohol. This will be determined by the San Mateo Police Department at the Committee meeting.

Paid security can be provided by the San Mateo Police Department, dependent on staff availability, or by a private security firm, at the applicant's expense. Appropriate levels of staffing are subject to review or discussion with the Police department. If the event uses a private security firm, the contract must be provided to the City no later than 45 days before the event.

### **Private Property**

If the event is on private property and the applicant is not the owner, a letter of authorization from the property owner must be submitted at the time of application.

### **Public Noticing**

For first time "high impact" events or when there is substantial change of a previously held event, the applicant will be required to mail a notice of intent with an event description to property owners located within 300 feet of the event or to properties immediately adjacent to a parade or a run/race route to solicit comments. Mailing labels of nearby property owners and residents will be provided by the City. Notices must be mailed out by the applicant at least 30 days prior to the start of the approved event. Any comments received from the neighborhood will be considered by the Special Event Committee before a permit is issued.

## Waste Management, Recycling and Composting

For events with an expected attendance of 100 people or more, you may be required to provide garbage, recycling and compost collections containers.

The City recommends Recology San Mateo to provide waste management services. The applicant will be responsible for contacting [Recology](#) directly at 650-595-3900 to arrange for disposal services and payment for the event.

## Section 7. SITE PLAN AND ROUTE MAP

When submitting the Special Community Event Application, a complete site plan and route map (if applicable) is required. A site plan is a top down view of the property on which you would like to have your event. The site plan should show the property boundaries, relevant features and dimensions of any structures that you would like to place on the site. This site plan may be hand drawn but must be neat, accurate and legible.

**The Site Plan should include and clearly identify any of the following:**

- ☐ Perimeter of the entire event venue, including the name of adjacent streets.
- ☐ Route of the event (such as a parade), including the direction and time of travel.
- ☐ Use of streets, parking spaces or public sidewalks (i.e., street closures, blocking off parking spaces, tables on sidewalks, electric cords crossing a sidewalk, etc.).
- ☐ Temporary structures (i.e., stages, bleachers, other seating areas, tables, canopies, tents, portable toilets, vendor information and/or activity booths, cooking/food service , trash and recycling containers, etc.)
- ☐ Power source (i.e., generators, electrical plugs, etc.)
- ☐ First aid facility
- ☐ Entertainment (i.e., bands, performers, etc.)
- ☐ Vehicles and trailers
- ☐ Entrances/Exits for outdoor fenced events or within tents or temporary structure
- ☐ Fire Access Lane – a minimum of 16 feet wide
- ☐ Parking Space Closures
  - If the event is in the downtown area with metered parking spaces, list the street names with parking spaces to be closed and include meter numbers.
  - Temporary No Parking signs must be posted at parking spaces 72 hours prior to the event.
  - Temporary No Parking signs must be purchased from Public Works and can be obtained from the City Hall Public Works Counter or by calling 650-522-7300.

- ☐ If during the event, City staff find potential hazards with traffic and/or pedestrian safety, modifications to the street closure plan may be required.

Please keep in mind that for all indoor and outdoor sites, activities and programs must be accessible to persons with disabilities, and it is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event.

## Section 8. INSURANCE REQUIREMENTS

Insurance for your event will be required before the Special Community Event Permit application is approved for events held on the public right-of-way, in City parks or on other City property, such as parking lots. Certificates of insurance are to be submitted to the City for approval 14 working days prior to the day of the event.

**See Attachment 3 for detailed insurance requirements.**

Note: Events on private property do not require insurance.

## Section 9. SUBMISSION

Please note - Applications can be submitted up to a year in advance but must be submitted **no later than 90 days before a new event or 45 days in advance** for a previously held and approved event.

*Check list for submission:*

When submitting your initial application please provide the following:

- ☐ Fully completed Special Community Event Permit Application (Attachment 1)
- ☐ Application Fee
- ☐ Site Plan diagram of event
- ☐ Route Map (if applicable)
- ☐ Letter of authorization from property owner if the event is being held on private property and when the applicant is not the property owner (if applicable)

After initial review, the Special Community Events Committee may request additional submittal materials, depending on the event:

- ☐ General Liability Insurance Certificate with required endorsements (submit at least 14 working days prior to the day of the event)
- ☐ Proof of San Mateo Business License for vendors
- ☐ Copy of County Health Permit(s) for events offering food
- ☐ Completion of Fire Permit Application

- ☐ State of California Alcohol Beverage Control (ABC) Permit for events offering alcohol
- ☐ Any additional deposits (determined by the Special Community Event Committee)
- ☐ Letter of notice to surrounding residents/businesses
- ☐ Traffic Control Plan (TCP) (if applicable)

The completed application and other materials can be submitted by email, mail or dropped off in person.

**City of San Mateo**

**Attention: Public Works**

**330 W. 20th Ave., San Mateo, CA 94403**

**Email: [Publicworks@cityofsanmateo.org](mailto:Publicworks@cityofsanmateo.org)**

**Telephone: 650-522-7300**

## **Section 10: PERMIT APPROVAL, REVOCATION OR DENIAL**

The Committee will make a decision once the completed application, along with any additional information, is submitted. The Committee will also set any conditions, additional requirements and/or fees. Once approved, a permit will be issued and the applicant will be notified in writing.

An application can be denied if it is determined that:

- The applicant provided false or misleading information;
- The event conflicts with other planned events in the area;
- The applicant or organization had previous permit violations; and/or
- The applicant is unable to meet the conditions of approval as outlined in the application.

An approved permit can be revoked if it is determined that the applicant:

- Knowingly provided false or misleading information;
- Failed to pay required fees;
- Failed to provide proof of insurance;
- Failed to agree to the indemnification agreement; or
- Provided new information that materially changes the event.

A decision to deny or revoke a special event permit application is appealable to the City Manager in the manner specified in §17.34.110 of the San Mateo Municipal Code.

## **Attachment 1**

### **Special Community Event Application**

# CITY OF SAN MATEO

## Special Community Event Application

Application Date: \_\_\_\_\_



### 1. APPLICANT INFORMATION

Sponsoring/producing organization name: \_\_\_\_\_

Is this a nonprofit or charitable organization? Yes ☐ No ☐

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant name & title: \_\_\_\_\_

Primary phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_

Organization/Event website: \_\_\_\_\_

On-site event contact name & title: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

\*Add Business License number?\*

### 2. EVENT INFORMATION

Event title/name: \_\_\_\_\_

Event location: \_\_\_\_\_

Event Type: Choose event types below that pertain to your event (select all that apply):

☐ Parade ☐ Festival ☐ Run/Walk ☐ Concert ☐ Other

☐ Free event ☐ Fair/Carnival ☐ Performing arts ☐ Car Show ☐ Fundraiser ☐

Sporting event ☐ Cycling ☐ Food truck event

Event description: \_\_\_\_\_

Event set up: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of week: \_\_\_\_\_ Event

starts: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of week: \_\_\_\_\_ Event ends:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of week: \_\_\_\_\_

Break down: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of week: \_\_\_\_\_



Is this a recurring event (such as weekly or monthly)? Yes ☐ No ☐

If yes, provide explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a first time event? Yes ☐ No ☐

If event has been produced in the past, are there any changes from previous years? Yes ☐ No ☐

If yes, describe changes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is event on private property? Yes ☐ No ☐

If event is on private property, is the property owner applying for this permit? Yes ☐ No ☐

**If no, a letter of authorization from the property owner must be submitted at the time of application.**

Is event open to the public? Yes ☐ No ☐

Is there an admission fee? Yes ☐ No ☐ If yes, provide admission fee \$ \_\_\_\_\_

What is the anticipated attendance? Overall: \_\_\_\_\_ Daily: \_\_\_\_\_ Per hour: \_\_\_\_\_

Previous year's attendance (if applicable): Overall: \_\_\_\_\_ Daily: \_\_\_\_\_ Per hour: \_\_\_\_\_

### 3. SPECIAL EVENT DETAILS

Special event requests and specific equipment may require additional submittal materials.  
Please review the submission checklist in next section for requirements related to any checked box.

Please check any of the following special requests (select all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Street closure       | <input type="checkbox"/> Serving/selling alcohol | <input type="checkbox"/> Access to electricity  |
| <input type="checkbox"/> Serving/selling food | <input type="checkbox"/> Vendors                 | <input type="checkbox"/> Cooking equipment  |
| <input type="checkbox"/> Food trucks          | <input type="checkbox"/> Carnival rides          | <input type="checkbox"/> Live animals <input type="checkbox"/> Multi-jurisdiction event |

Please check equipment below that will be used at your event (select all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Staging/scaffolding | <input type="checkbox"/> Tents/canopies                   | <input type="checkbox"/> Portable restrooms         |
| <input type="checkbox"/> Fireworks           | <input type="checkbox"/> Inflatable objects/bounce houses | <input type="checkbox"/> Sinks/hand-washing station |
| <input type="checkbox"/> Amplified sound     | <input type="checkbox"/> Generators                       |   |

Please list the outside companies or vendors that you are using for set up/takedown or equipment for any of the checked boxes in this section: \_\_\_\_\_

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#### 4. SUBMISSION CHECK LIST

**When submitting your application please provide the following:**

- ☐ Fully completed Special Community Event Permit Application
- ☐ Application Fee
- ☐ Site Plan diagram of event
- ☐ Route Map (if event requires street closure)
- ☐ Letter of authorization from property owner (if the event is being held on private property and applicant is not the property owner)

**After initial review, the Special Community Events Committee may request additional submittal materials, depending on the event:**

- ☐ General Liability Insurance Certificate with required endorsements (submit at least 14 working days prior to the day of the event)
- ☐ Proof of San Mateo Business License for each vendor (for events with food and/or merchandise sales)
- ☐ Copy of County Health Permit(s) (if event is offering food)
- ☐ State of California Alcohol Beverage Control (ABC) Permit (if event is offering alcohol)
- ☐ Any additional deposits (determined by the Special Community Events Committee)
- ☐ Completion of Fire Permit Application (for tents or membrane structures in excess of 400 sq. ft.)
- ☐ Letter of notice to surrounding residents/businesses
- ☐ Traffic Control Plan (TCP) (if event requires street closure)

Complete application details can be found in the [Special Community Event Guide](http://www.cityofsanmateo.org/DocumentCenter/Home/View/1156) located at <http://www.cityofsanmateo.org/DocumentCenter/Home/View/1156>.

**Please return and sign completed application:**

The undersigned, as an authorized representative on behalf of the applicant, agrees to meet all conditions required by the City of San Mateo. Any changes in the scope of the event, including but not limited to, expanded or additional use of park areas, special attractions or equipment not specifically approved, or changes in the starting or ending times are grounds for this permit to be revoked immediately. In the event this permit is revoked for failure to meet permit requirements or for implementation of unapproved activities, any fees paid will be forfeited and the applicant will be liable for any costs to the City. I agree to indemnify and hold harmless, The City of San Mateo, its elected and appointed officials, employees and agents for any injury or loss or damages as a result of the event. I agree to defend the City of San Mateo, its elected and appointed officials, employees and agents from and against any such claims.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

If applicable, signature of Executive Director of Non-Profit Agency or other responsible party:

\_\_\_\_\_ Date: \_\_\_\_\_

Application and other materials can be submitted by email, mail or dropped off in person:

**City of San Mateo  
Attention of Public Works  
330 W. 20th Ave., San Mateo, CA 94403**

**Email: [Publicworks@cityofsanmateo.org](mailto:Publicworks@cityofsanmateo.org)  
Telephone: 650-522-7300**

**Attachment 2**

**Application for Business Tax Certificate**

**APPLICATION FOR CITY OF SAN MATEO BUSINESS TAX CERTIFICATE**  
Exhibitions, Shows under SMMC 5.24.210

**CITY OF SAN MATEO  
BUSINESS TAX DIVISION  
330 WEST 20TH AVENUE  
SAN MATEO, CA 94403  
(650) 522-7113**

DATE: \_\_\_\_\_

Applicant's Information:

Name:
Address:
Phone number:

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Business Tax Due: \$31**

**Make Payment to: City of San Mateo**

I declare under penalty of perjury, that to the best of my knowledge and belief, the statements made herein are true.

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Attachment 3**

### **Insurance Requirements**

## Standards for Insurance for Special Community Events

Commercial General Liability (or Comprehensive) and Property Damage Insurance coverage required of all persons performing work or organizations holding events on street rights-of-way or other City property.

Automobile Liability is needed if automobile, trucks, etc. as part of the special event.

Aviation Liability is needed if drones are used for aerial photos, etc., as part of the special event.

Liquor Liability is required if alcoholic beverages are served as part of the special event. If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol, that vendor must have liquor liability coverage. If Renter intends to sell alcohol, either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

<b>COMMERCIAL GENERAL LIABILITY (or COMPREHENSIVE)</b>	\$2,000,000	Per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this event or the general aggregate limit shall be twice the required occurrence limit. *
<b>AUTOMOBILE LIABILITY</b>	\$1,000,000	Per accident for bodily injury and property damage. *
<b>AVIATION LIABILITY</b>	\$1,000,000 per occurrence and \$2,000,000 in the aggregate	On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than <b>\$1,000,000</b> per occurrence, and <b>\$2,000,000</b> in the aggregate. This coverage may also be provided by endorsement to a <b>Commercial General Liability</b> policy.

\*May NOT substitute "each accident" for "each occurrence".

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Insurance must name the City of San Mateo as an additional insured using the following wording EXACTLY and insurance MUST state:

***CITY OF SAN MATEO AND ITS APPOINTED AND ELECTED OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS AS ADDITIONAL INSURED.***

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Insurance must have a 30-day cancellation clause.

Permittee shall furnish the City with original certificates and endorsements effecting coverage required by this clause.

#### *Other Insurance Provisions*

Applicant/Permittee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance for the work hereunder and the results of that work by the Permittee, its agents, representatives, employees or subcontractors.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

The City, elected and appointed, officials, employees, and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Permittees activities pursuant to the Special Community Event Permit. General liability coverage can be provided in the form of an endorsement to the Permittee's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if later edition is used). Address for additional insured:

**City of San Mateo  
330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403**

#### ***Primary Coverage***

For any claims related to this permit, the Permittee's insurance coverage shall be primary insurance as respects the City, its elected and appointed, officials, employees and agents. Any insurance of self insurance maintained by the City, its elected and appointed, officials, employees, or agents shall be in excess of the Permittee's insurance and shall not contribute with it.

#### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the City.

#### ***Waiver of Subrogation***

Permittee hereby grants to City a waiver of any right to subrogation which any insurer of said Permittee may acquire against the City by virtue of the payment of any loss under such insurance. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not City has received a waiver of subrogation endorsement from the insurer.

#### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

#### ***Verification of Coverage***

Permittee shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by the clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work

beginning shall not waive the Permittee's obligation to provide them. The City reserves the right to require complete, verified copies of all required insurance policies, including endorsements required by these specifications at any time.

***Special Risk or Circumstances***

City reserves the right to modify these requirements, including limits based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## Attachment 4

### Fire and Life Safety Requirements Packet and Special Activities Questionnaire



## San Mateo City Special Community Events Fire and Life Safety Requirements Packet

VERSION 1.0 12/2015

### Fire and Life Safety Requirements San Mateo City Special Community Events

The San Mateo Fire Department has a vested interest to ensure the fire and life safety of all events and activities within the city. The following are general fire and life safety requirements for events in the City of San Mateo. These requirements are taken, in part, from the California Code of Regulations Title 19 and the California Fire Code (2013 Edition).

All exhibitors and the event promoters shall comply with fire and life safety as required. It is the responsibility of the event promoter to ensure each exhibitor meets all of the fire department's fire and life safety requirements.

### Permit Submittal, Permit and Inspection Fees

1. The following information shall be submitted to the San Mateo Fire Department no later than **30 days prior to the scheduled event date**. One (1) set of the following information shall be submitted to the San Mateo Fire Department. Facsimile submittals are NOT ACCEPTABLE. Failure to provide the required information to the San Mateo Fire Department 15 days prior to the event will result in double fees and may result in the delay the start of your event.
  - A. Completed and signed Special Activities Questionnaire Permit Application. See attached.
  - B. Site Plan - All site plans must include the following information and shall be clear and legible. 1) Site plan shall be drawn to scale. Minimum plan size is 8" x 11" 2) Booth locations and sizes, 3) Exit aisle widths shall be maintained clear and ten (10) feet wide, 4) Electrical panel locations,

- 5) Building columns,
- 6) Fire extinguisher and fire hose locations,
- 7) Exit doors,
- 8) If applicable, tent and locations within the buildings or outside on the grounds.

2. All initial fees are paid through the City. Plan check and fire inspection/permit fees are (**see fee schedule**) based on an hourly rate. Additional inspection fees may be charged for inspections taking longer than one hour. Plan check fees and permit inspections are required for tents (greater than 400 square feet). Other permits are required such as solid fuel used for cooking or vehicle displays at the event center. Stand-by personnel fees (see section below) and any additional inspection fees will be invoiced directly to the event promoter.

## Permit Approval, Inspections and Fire Department Stand-By Personnel

1. A fire permit constitutes permission to maintain, store, or use or handle materials, or to conduct processes that produce conditions hazardous to life or property, or to install equipment used in connection with such activities. Such permission shall not be construed as authority to violate, cancel or set aside any of the provisions of the California Fire Code. Such permit shall not take place of any license required by law. (CFC Chapter 1, Section 105)
2. It shall be the duty of the permit applicant to notify the San Mateo Fire Department that the event is ready for inspection. Please schedule the fire inspection at (650) 522-7940 at least 48 hours in advance. All permits, approved plans shall be on site for the inspection. (CFC Chapter 1, Section 105.4.6)
3. To ensure public safety, fire department stand-by personnel are required when deemed necessary through the plan review process or inspection. Fire Department stand-by personnel will consist of the hiring a minimum of one firefighter (or more if the event warrants additional personnel), designated by the San Mateo Fire Department, for a period



starting one hour before the event opening to one hour after the event closing, each day the event occurs. The firefighter will work under the direction of the San Mateo Fire Department. (CFC Chapter 4, Section 403)

## General Fire and Life Safety Requirements

The items mentioned below shall not be construed to encompass all items that will be required by the San Mateo Fire Department. Late submittals and actual field inspections may have additional requirements that shall be met prior to the start of any event.

### Exits and Aisles (CFC Chapter 10)

1. Aisles shall be maintained clear of all displays, chairs, tables, equipment, trashcans, etc. Crowd control devices such as ropes, stanchions, barricades shall not block aisles and exits. Curtains, dividers and partitions shall not be placed directly in front of any exit door. Maintain at least a ten (10) feet clear space in front of all exit doors and in all aisles.
2. Exit ways, exit doors, and exit signs shall remain unobstructed at all times. Exit signs shall be in full view and not obstructed by decorations, partitions and the like.
3. Overcrowding is a serious offense and subject to CITATION. If you are unsure of the maximum occupant load for your event contact the Fire Department.

### Portable Chairs/Seats (CFC Section 1028 Title 19, Division 1 3.06)

1. Individual rows of portable chairs/seats are limited to 14 chairs/seats per row and shall provide a 12" clear area between rows.
2. Where portable chairs/seats are used, 42" center aisles and 36" end aisles shall be provided and maintained.
3. Bonding of portable chairs/seats is required when more than 200 chairs/seats are used in a row configuration.

### Fire Extinguishing Appliances (CFC Chapter 9)

1. Fire extinguishers and fire hose cabinets shall remain visible and accessible at all times. Decorations, exhibits and/or displays shall not obstruct or conceal any fire extinguisher or fire hose cabinet.
2. Exhibitors with an approved and permitted flame-producing device shall have a fully charged and serviced portable fire extinguisher within their specific exhibit area.

### Decorations and Displays (CFC Chapter 8)

1. All cloth and paper decorative materials including drape used in booths shall be inherently flame retardant or treated with a flame retardant solution. The decorative materials shall meet Class A (0-25 Flame Spread Index), ASTM 84 and California State Fire Marshall approval. All decorative material shall bear the California State Fire Marshall seal and approval number.

### Electrical (CFC Chapter 6)

1. All electrical devices that are wired with a three-prong plug shall utilize the "U" ground receptacles.
2. All extension cords shall be heavy-duty three -wire type. Extension cords shall not be connected together (daisy chained) or to a Multi-plug adaptor (plug strip) to provide electricity to a remote appliance. Extension cords shall not be used in a position that may create a tripping hazard or subject to mechanical damage.

3. Multi-plug adaptors (plug strips) may be used provided they are polarized or grounded and equipped with over current protection (fuse). The Multi-plug adaptor shall be listed in accordance with Underwriters' Laboratory 1363 Standard and bear the UL marking.
4. A clear, unobstructed access shall be maintained in front of every electrical sub-panel. The unobstructed access shall be from the aisle to the operating face of the sub-panel.

## Flammable Liquids and Compressed Gases (CFC Chapters 53 and 57)

1. Flammable liquids and gases are prohibited in all buildings.
2. The use of Liquefied Petroleum Gas (LPG) is strictly regulated. A separate fire permit is required for each point of use. Please contact the San Mateo Fire Department for permit requirements per CFC Chapter 57.
3. Pressurized gas cylinders shall be secured in an approved manner to prevent the cylinders from tipping over.

## Vehicle Display (CFC Chapter 3)

1. All unattended vehicles on display shall have the keys available at the show office so access to the vehicles can be made during inspection. Failure to provide the keys will result in the removal of the vehicle from the show.
2. All vehicle fueling shall occur outside of the building. Fuel-tank openings shall be locked and sealed to prevent the emission of fuel vapors. All vehicles shall have no more than 1/4 of the tank capacity or 5 gallons whichever is less.
3. All vehicle batteries shall be disconnected while vehicle is on display within the building.
4. The locations of all vehicles, gasoline-powered equipment, generators, fuel storage, and refueling sites must be shown on the trade show floor plan and approved by the Fire Department in conjunction with the trade show permit.

## Flame Producing Devices (CFC Chapter 3)

1. The use of heat, sparks or open flame producing devices including candles, shall be approved by the San Mateo Fire Department prior to the start of the show. Chafing dishes are accepted if solid gel-type fuel is used for the heat. Exhibitors with such devices may be required to provide a portable fire extinguisher for their specific exhibit area.
2. Cooking is prohibited within the buildings unless specifically permitted by the fire department.

## Candles, Pyrotechnics, and Heat Producing Process (CFC Sections 105,308, Chapter 56 Chapter 26 NFPA 58, Title 19 Division 1 Chapter 6)

1. Candles, open flame devices, and flame effects may be used for theatrical performances, and as decorative devices when specifically approved by the Fire Department. Vendors/Exhibitors shall comply with all Fire Code requirements for the use of open flame devices in places of assembly.
2. The possession, storage, handling, sale and /or use of pyrotechnic special effects devices is not allowed in exhibit halls unless specifically approved by the Fire Department. Vendor/Exhibitors shall comply with all requirements for the use of pyrotechnic devices.

## Parking (CFC Chapter 5)

1. Parking is prohibited except in the designated parking lots. Any vehicle found parked in fire lanes, blocking building exits, fire department connections and fire hydrants will be cited and towed at the owner's expense.

## Tents (CFC Chapter 31/Title 19)

1. The use of tents is strictly regulated. For all other tents, or displays that may create a distinct fire hazard, a separate fire permit is required to be obtained prior to the use of any tent or canopy or display. Please contact the San Mateo Fire Department for permit requirements and regulations

## Food Booths Operations Involving Deep Fat Frying

It should be recognized these provisions have been significantly modified to permit limited use of deep fat frying operations inside food booths. These modifications have been made conditionally for San Mateo County Health Services and the California Health and Safety Code requiring that deep fat frying operations be conducted within an approved fully enclosed booth.

**It should be further recognized that deep fat frying operations inside booths and/or tents is potentially hazardous.**

Food booths conducting deep fat frying operations shall comply with the following:

Deep fat frying operations shall only be permitted in a minimum 20 x 20 foot booth. Booths, if formed by tents or canopies, shall be certified flame retardant and have attached California State Fire Marshal flame-retardant label.

Deep fat frying appliance(s) shall be located no closer than 3 feet to an exit.

Surfaces shall be kept clean of any residual grease build up.

Booths where deep fat frying operations are being performed require one type **"K" rated** portable fire extinguisher.

Two exits are required from food booths with deep fat frying operations and shall be located at opposite ends of the booth. Both exits may exit out the backside of booth.

Deep fat frying operations is limited to a maximum of 10 gallons of cooking grease.



## Fire Department Permit Application Special Activities Questionnaire

City of San Mateo 1040  
E. Hillsdale Blvd.  
Foster City, California 94404  
650-522-7940 / Fax 650-522-7941

Please fill out all required information. Failure to complete the questionnaire will result in the rejection of your application.

Event Name: \_\_\_\_\_

Event Type: \_\_\_\_\_

Date(s) of \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ Event: \_\_\_\_\_

Number of people anticipated: \_\_\_\_\_

Entertainment: No ☐ Yes ☐ Type of Entertainment: \_\_\_\_\_

Are any exhibitors cooking or tents? No ☐ Yes ☐ Use of open flames? No ☐ Yes ☐ inside any buildings

Name of Promotion Company: \_\_\_\_\_

Event Responsible Person: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ cell phone (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Mailing Address of Responsible Person: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

On-site Contact Person during the Event: \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Decorating Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Cell phone:(\_\_\_\_) \_\_\_\_\_ Office phone:(\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

I, the undersigned have read the Special Event's Fire and Life Safety Requirements and do hereby declare under penalty of perjury, that all of the foregoing information is complete and accurate to the best of my knowledge. I understand the Fire Department may perform fire and life safety inspections to insure a safe event. Upon issuance of the permit, I hereby agree to comply with all fire and life safety ordinances, rules or regulations as provided to me.

Event Promoter's Signature:

\_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_