



EVENT APPLICATION COVERSHEET

As of June 1, 2014, organizers of some events that take place in the unincorporated areas of Pierce County will need to submit an Event Application to Pierce County Planning and Land Services (PALS). Your application is due at least 90 days before your event, because several different departments and agencies are involved in the review of the Event Application.

Questions about event permitting in Pierce County?

- Contact the Pierce County Development Center at (253) 798-3739.
- Online [Chat](#) or by email at [Ask the Development Center](#).
- Walk in service at the Development Center during our 9AM to 2PM lobby hours.

When is a temporary event application required?

A temporary event application is required when any one of the following is expected to occur:

- Anticipated attendance of 150 people or more at any time
- All or part of the event will occur in a public right of way (examples: runs, parades, block parties)
- The event requires increased public services such as fire, police, and traffic control
- The event will take place on water (aquatic events)

What about small scale events or seasonal businesses, also known as “temporary uses”?

- Smaller scale events or seasonal businesses that are open to the public may require a temporary use permit. See Chapter 18A.38 of the Pierce County Code entitled “Temporary Development”.
- Examples of smaller events and seasonal businesses that require a temporary use permit include Christmas tree sales, produce stands, small community events, parking lot sales, etc.
- **Important Note:** Even if your event does not qualify as a “temporary event” or “temporary use”, separate permits may still be required from the Pierce County Fire Prevention Bureau and/or the Tacoma-Pierce County Health Department. See the next page for contact information.

Are there any exemptions to the Event PALS permitting process?

- When the event occurs completely within the confines of a public park, the Parks Department is the permitting authority. Contact Pierce County Parks and Recreation for more information at 253 798-4177, or visit their website.
- Events on school grounds or places of worship are exempt from the PALS permitting process.
- For events that take place in incorporated areas of Pierce County, contact the City or Town where the event venue is located to learn more about that jurisdiction’s permitting process.
- **Important note:** Even if your event falls within an exemption, you may still need to obtain a permit from other agencies. See the next page for more information.

What if my property hosts several events throughout the year? Do I need a separate permit for each event?

- If the same event occurs on multiple dates, than only one event application is required. Example: only one event application would be required for a farmer’s market that occurs on the same day every week, in the same location, at the same time, with the same site plan.
- A site may host an event, or events, for no more than 90 total calendar days per year.
- If the event site exceeds the limit for temporary events, then the property must comply with all applicable Pierce County development and land use regulations.

How much does a temporary event permit cost?

- As of February 1, 2018
 - Large scale and multi-day events will have a fee of \$1,250. Recurring events that have been previously reviewed in the same location, qualify for the Event Renewal fee of \$625.00.
 - For Non-Profit Community Based Events the fee is \$250.00 for first time review. Event renewal fee for Non- Profit Community Based Events is \$100.00.
- Applications can be submitted online at <http://www.piercecountywa.org/903/Applying-for-Permits#submit> or in person at the Pierce County Development Center, 2401 South 35th St, Tacoma WA 98409. Development Center Hours are Monday through Friday, 9 a.m. to 2 p.m.

You may need to obtain a permit from **Other Agencies**
Contact the following agencies for more Information

All Events

Pierce County Fire Prevention Bureau: (253) 798-7179
www.piercecountywa.org/fpb

Food and Water

Tacoma-Pierce County Health Department: (253) 798-7677
www.tpchd.org/food/temporary-food-establishment

Alcohol/Liquor

Washington State Liquor Control Board: (360) 664 1600
www.liq.wa.gov

Pierce County Parks

Pierce County Parks and Recreation Department at (253) 798-4177

Cities and Towns

Contact the city or town where the event will take place, not Pierce County



EVENT APPLICATION

Applications must be submitted 90 days prior to the first day of the event.
See Chapter 18A.40, Pierce County Code.

Event Coordinator: _____

Applicant Organization: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner: _____

Address: _____

City/State: _____ Zip: _____

Name of Event: _____

Date(s) of Event: _____

Start Time: _____ End Time: _____

Set up time: _____ Clean up Time: _____

Estimated attendance per day: _____

Address/Location of Event: _____

Parcel Number(s) where event is taking place: _____

Will food be served at your event? [] Yes [] No

If the answer is yes, a separate permit is required from the Tacoma-Pierce County Health Department. www.tpchd.org/food/temporary-food-establishment

What will be the source of water at your event? i.e.: municipal water system, well, another source.

(specify) _____

Site Plan and/or Route Map

This application cannot be processed without a site plan and/or route map. See page 5.

Floor Plan

If any part of your event will take place indoors, submit a detailed floor plan showing table, chairs, tents, booths, and other furniture items.

APPLICANT’S RESPONSIBILITY

It is the Applicant’s responsibility to obtain all permits and licenses that may be required. It is the applicant’s responsibility to ensure that the event is in compliance with all local, state, and federal laws. The applicant and organizers are responsible for restoring the event site to the pre-event condition. The applicant and organizers are responsible for the health and safety of the event participants.

DETAILED DESCRIPTION OF REQUEST/EVENT:

Provide a detailed narrative and timeline of the event to better assist in the review. The narrative should include details regarding the set-up, sound checks, operations, and dismantle of the proposed event activities. Describe your plan for trash removal and post event clean up in the detailed description of event (attach additional sheets as needed)

Property Owner Signature: (required)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work ONLY after I have received all necessary permits.

I hereby grant to the agencies to which this application is made or forwarded, the right to enter the above-described location to inspect the proposed, in-progress, or completed work. I agree to start work only after all necessary permits and approvals have been received.

I hereby authorize the Agent named below to act on my behalf in matters related to this application.

Property Owner Signature

Date

Authorized Agent Signature: (required if the applicant is not the property owner)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work ONLY after I have received all necessary permits.

Authorized Agent Signature

Date

EVENT APPLICATION

Site Plan and/or Route Map

The site plan or route map included with the application is a representation of the event elements described in the application and should include any stationary elements as well as moving routes. The approval by the County will only be valid for the venue areas and event elements described in the application and site plan and/or route map. Modifications to the request may be required during the review process and will be incorporated in the approval.

Required Elements

- Site plans, route maps, and supporting drawings/diagrams should be submitted in an 8 ½" x 11" standard format and shall include all proposed project details.

- The site plan and/or route map must include the following information:
 1. The names of all streets that are part of the proposed event, including auxiliary parking and production areas;
 2. Moving routes of any kind such as a parade, regatta, run, or cycling event, the direction of travel, and closures or detours;
 3. Fencing, barriers and/or barricades must be depicted on the site plan and/or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for moving routes;
 4. Identify emergency access lanes throughout the event venue; and
 5. All access routes and exit locations.

- The site plan must include all event infrastructure elements identified in the application including:
 1. Buildings, tents, or other structures.
 2. Generators and other sources of electricity and fuel storage facilities; and
 3. Other related infrastructure components not listed above but included in the application.

- The site plan must include all required parking and the following information:
 1. Show general parking, handicap accessible parking, drop-off, limo/taxi zone, and shuttle locations, etc;
 2. If buses are used for transportation to the event, the additional parking area should be shown;
 3. Parking should be at a rate of one parking space for every four persons expected to attend the event, unless alternative modes of transportation, such as busing are provided; and
 4. Show ingress and egress from the parking area used to facilitate the movement of vehicles.

- The site plan should include the location of all event operational elements identified in the application including, but not limited to, the following:
 1. Stages and entertainment areas including tents, canopies, booths, bleachers, or grandstands;
 2. Location of beer/wine garden(s). A close-up of the beer/wine garden configuration(s) with all exit locations, serving fixtures, furniture, and tenting is required.

If any part of the event will take place indoors, you are also required to submit a floor plan that shows the location of tables, chairs, tents, booths, or other furniture items.

EVENT APPLICATION

Additional Considerations

Fire Prevention and Emergency Access

- Additional fees and additional information may be required by the Pierce County Fire Prevention Bureau. Contact the Pierce County Fire Prevention Bureau at 798-7179, located at the Pierce County Development Center, 2401 South 35th St., Tacoma WA 98409.
- Reasonable access must be provided during the operation of the event for fire and emergency personnel and emergency vehicles. Indicate emergency access points/routes on the site map.

Food and Sanitation

- Will food be served at your event? If so, additional fees and permits are required from the Tacoma-Pierce County Health Department (TPCHD). Contact (253) 798-7677 to obtain more information about TPCHD permit requirements. An application and the appropriate fees will need to be submitted at TPCHD located at 3629 South D Street, Tacoma WA 98418.
- Most events require a lawful source of potable (drinkable) water. Contact TPCHD for more information regarding water requirements.

Alcoholic Beverages

- Will alcoholic beverages be available at your event? If so, include the details of any beer/wine gardens on your site plan.
- Contact the Washington State Liquor Control Board (WSLCB) to obtain more information about the State of Washington liquor license requirements.

Buildings and Electrical

- Will any buildings, tents, or similar structures be erected at the event site? If so, please describe and include on your site plan.
- All building and structures used in the event must comply with the requirements of the International Building Code and International Fire Code. You may need to obtain a building permit for any new structures that will be erected.

Traffic Control and Event Security

- Have you already entered into a contract with the Pierce County Sheriff's Department for traffic control and crowd protection policing? If so, attach a copy of the agreement.

Insurance

- If you have already obtained an insurance policy for the event, please attach a copy. Please review insurance requirements contained in the Section 18A.40.100 of the Pierce County Code.

Parades, Motorcades, Runs

- Carefully review the site plan requirements listed above.
- Include a proposed time schedule/sequence of events. The timeline should include the approximate time of the pre-event assembly, duration of the event, and the disassembly/clean up time periods.
- Indicate the number of persons and/or vehicles that the sponsored organization will use to patrol the event.
- Include an estimate of the number of participants and spectators.

Amplified Sound

- Will there be amplified sound, live music, or other noise generating entertainment? If so, specify Start Time and Finish Time.
- Describe your plan for sound control. Your plan should address the issues contained in PCC 18A.40.070.

Amusement Rides

- Will the event include amusement rides? If so, the applicant must provide to the Fire Prevention Bureau a certification that all rides have been inspected for safety by a recognized safety inspection program approved by the current liability insurance carrier.

Aquatic Events

- The site plan must include the boundaries of the event, the various watercourses, and the areas to be utilized by participants, officials, and spectators.
- List the estimated number and types of vessels participating and the estimated number of spectator vessels.
- Provide the estimated number of persons, participants, and others.
- Provide the number of vessels and persons that the sponsored organization will use to patrol the event.

Outdoor Public Music Festivals

- In addition to completing the master application, the applicant must comply with additional regulations pertaining to outdoor public music festivals contained in PCC 18A.40.080. All applicants must provide a 3-inch by 5-inch photograph of each person having any proprietary interest of 10% or more in the music festival and must complete a criminal background check as directed.