



EZOP Planning Checklist
TEMPORARY SPECIAL EVENT PERMIT
Questionnaire

TEMPORARY SPECIAL EVENT PERMIT
Fire Agency

Application to operate Special Event in an unincorporated area of San Bernardino County, under the provisions of Tittle 8, Section 85.16 of the San Bernardino County Code.

Event Date: _____ Major Event: Minor Event:
Ending Date: _____
Applicant: _____
Address: _____
Phone Number: _____ Fax Number: _____
Business/Organization Sponsoring Event: _____
Address: _____
Name of Event: _____
Address of Event: _____

FIRE PROTECTION AND LIFE SAFETY REQUIREMENTS NEEDED (as checked)

- (a) Site & Vicinity Map
- (b) Event Security Services to be provided (list# and type to be present)
- (c) Fire Emergency/ Vehicle Access (show both on site map)
- (d) Event Medical Services to be provided. (Specify all pertinent information, include locations on site map.)
- (e) Fire Protection {Fire Hydrant/Supplemental Water Sources / Weed Abatement/ Flame Proof Canvas Certificates / Fire Extinguishers / Combustibles Control. Assure the locations of above applicable items are shown on the site map and describe plan to handle any of the above items that apply to the event.
- (t) Communications (show location of public telephones on site map and missing persons contact points on site map. Describe public address system or other communications to be used)
- (g) Bonds / Insurance / Certificate / Landowner Permission in writing.
- (h) Overnight Camping (state if overnight camping is associated with the event and sham on site map)
- (i) Electrical Outlets/ Portable Power Cords/ Portable Generators (specify where to be used) Evidence of Bldg. & Safety Permits and inspection required.
- (j) Food Booths / Concessions Stands (location on site map) Identify individual concessions.
- (k) LPG Tanks (Specify#, location on site map and list gallons per tank)
- (l) Emergency Evacuation Procedure Copy (Fire Dept. Approval Required)

**San Bernardino County
Environmental Health Services
TEMPORARY SPECIAL EVENT PERMIT**

Environmental Health Services (EHS) requires a review fee on TSEP applications. Please see our current [Fee Schedule](#) or call (800) 442-2283 for more details.

Name of Applicant: _____	Email: _____
Name of Event: _____	Phone No.: _____
Location of Event: _____	Signature: _____
Community: _____	Event Date(s): _____
Expected # of Attendees: _____	Event Time(s): _____
Avg. Length of Stay: _____	

APPLICANT IS REQUIRED TO PROVIDE A WRITTEN PLAN TO EHS THAT ADDRESSES EACH OF THE FOLLOWING ITEMS:

Sanitation Plan

Restrooms: Include on the site map the number and locations of portable restrooms that will be offered to the public and used by food vendors. Refer to the attached table to determine the number of restrooms required. Restrooms shall be placed so that food/drink vendors are all within 200 feet of a restroom. A copy of the contract for the portable restrooms, from a San Bernardino County licensed hauler, is required. Permanent restrooms/urinals will not be considered suitable for public use unless served by a centralized sewer system.

Handwashing: Public hand wash stations are required for all events. Hand wash station must provide potable water, soap, paper towels, and refuse container for handwashing at each toilet area (minimum (1) hand wash station per (4) restrooms). Where hand wash stations are provided as part of portable toilet contract, the responsibility of the contractor to maintain potable water shall be stated on the contract.

Wastewater: Discharge of wastewater to the ground or surface water is prohibited unless approved by the Regional Water Quality Control Board (RWQCB) for the area of the event. A copy of approval from the RWQCB for the planned discharges shall be provided to EHS.

Food Handlers: All food/drink vendors (except prepackaged food/drink vendors i.e. candy bars & canned drinks) must have hand wash station in each booth. Each vendor must obtain a Temporary Food Facility (TFF) permits from EHS. For specific requirements for booth construction and food handling, obtain a copy of the [TFF Vendor Requirements](#) from the EHS Food Program (or Land Use Services Department).

Drinking Water: Free potable water shall be made available for public drinking at event locations only when events are conducted with all of the following:

- a. Event is longer than 2 hours;
- b. Public is expected to stay at the event longer than 2 hours or requires more than 2 hours to see all exhibits;
- c. Event is conducted in an enclosed area where admission is charged.

Potable water shall be provided from a permitted public water system, state approved water hauler, or approved vendor. A detailed description of the water storage and distribution plan (as applicable) shall be provided to EHS. Any extension of an approved permanent water system requires plan check and field inspection prior to use. Temporary potable water distribution systems will require plan check and field inspection prior to installation and a field inspection of the installed water system prior to distributing water. Potable water shall be provided so that (1) gallon per person for every each (4) hour period is available. Proof of available potable water shall be provided where a public water system source is not used for the event.

Solid Waste Plan

Refuse Collection Contract: Provide a copy of the contract with a County permitted refuse hauler or copy of recent billing for event location showing pick up schedule.

Containers and Locations: On the site map, indicate the number and type of refuse receptacles and their locations. Refuse containers shall meet the following requirements:

- a. Minimum of 2 receptacles per food concession.
- b. Receptacles shall be lined with plastic liners at all times.
- c. Recommended size is 55 gallons cardboard containers.
- d. Trash containers shall be emptied 5 times per 8-hour period.
- e. Provide containers to handle a minimum of 1.27 gallons/8-hours/person.

Storage of Refuse: After collection of trash from receptacles, trash shall be stored in the following manner:

- a. Bags shall be tied shut prior to putting into the dumpsters.
- b. Dumpsters shall be covered at all times.
- c. All refuse shall be removed from the event site within 72 hours.

Litter Control: Provide personnel to collect ground litter inside and outside the event areas during the event. In addition, provide a plan to ensure that litter does not impact adjacent properties.

Recycling: Provide a plan defining what recycling methods will be used at the event (i.e. separating cans, bottles, plastic, etc.).

Acoustical Information

The following information is needed in order to determine whether or not this event will have a significant noise impact on adjacent properties. The information is presented in a check off list format to assist you in providing all of the information necessary for an adequate review. From this information, event parameters may be defined. Please include your name and daytime phone number in case any additional information is needed. If you have any questions, please contact EHS at (800) 442-2283.

1. Describe the event with emphasis on all aspects of the event that may generate noise. Include potential noise sources, times of day noises may occur, duration, if noises are restricted to indoor or outdoor areas and if there are plans to change the size or intensity of operations. Event shall comply with County Noise Standards, Title 8, §83.01.080 of the San Bernardino County Code.
2. Zoning and current land uses of the properties to the north, south, east and west.
3. Distances to the adjacent property lines from the onsite noise source.
4. What is the noise source (amplifiers, loudspeakers, stage, etc.)?
5. Are there any structures or other obstacles that may aid in reducing the noise exposure?
6. Provide a facility map (hand drawn is adequate) noting the information in questions 2, 3, 4, and 5.
7. Notify surrounding property owners of the event.

Reviewed by: _____
Date: _____

Approved: _____
Denied: _____

RESTROOM GUIDELINES

Determine how many hours the event will last. If multiple days, use the longest day. Determine the event guest count. If multiple days, use the day with the largest attendance. Use the chart to determine the number of restrooms needed for the upcoming event.

Note: If alcohol is being served, add 15-20% more restrooms. Adequate hand washing should also be provided with restrooms in all food service areas.

A minimum of (1) hand wash station is needed per (4) restrooms (minimum (1) per event).

LENGTH OF EVENT (HOURS)

ESTIMATED NUMBER OF ATTENDEES	LENGTH OF EVENT (HOURS)										
	1	2	3	4	5	6	7	8	9	10	
	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	2	3	3	3	3	
	250	2	2	2	2	3	3	3	3	3	
	500	2	4	4	5	6	7	9	9	10	12
	1000	4	6	8	8	9	9	11	12	13	13
	2000	5	6	9	12	14	16	18	20	23	25
	3000	6	9	12	16	20	24	26	30	34	38
	4000	8	13	16	22	25	30	35	40	45	50
	5000	12	15	20	25	31	38	44	50	56	63
	6000	12	15	23	30	38	45	53	60	68	75
7000	12	18	26	35	44	53	61	70	79	88	
8000	12	20	30	40	50	60	70	80	90	100	
10000	15	25	38	50	63	75	88	100	113	125	



ADD 15% - 20% MORE IF THERE ARE FOOD AND DRINKS

TEMPORARY SPECIAL EVENT PERMIT
Inland Counties Emergency Medical Agency (ICEMA)
1425 South D Street
San Bernardino, CA 92415-0060
(909) 388-5823

EMERGENCY MEDICAL AND FIRST AID SERVICES EVALUATION

ICEMA must review and approve the applicant's plan to provide acceptable first aid and emergency medical care for any ill or injured person at the special event and for transporting any seriously ill or injured person to a local hospital. You are required to provide the information requested below and/or submit a plan for the provision of emergency medical and health care services. You will be required to comply with conditions or provisions that ICEMA imposes prior to ICEMA recommending approval of your temporary special event application. If the ICEMA determines that a written plan is required, the plan must address the specific issues identified in Section IV of the San Bernardino County/ICEMA Guidelines for Special Events.

1. Project the anticipated daily public attendance, the number of workers, performers, and security personnel:

2. List the injury and illness rate based on similar events.

3. Project the number of daily illness and injuries anticipated to occur at the event:

4. Project the number of illness and injuries anticipated to require transportation to outside medical facilities. These projections must be specific as to day, time, and location within the event:

5. List the name, telephone number, qualifications and experience of the person responsible for providing emergency medical services:

6. List the name and telephone number of the special event site coordinator for emergency medical services:

TEMPORARY SPECIAL EVENT PERMIT
Inland Counties Emergency Medical Agency (ICEMA)
1425 South D Street
San Bernardino, CA 92415-0060
(909) 388-5823

7. Identify the type of personnel at each medical aid site, list the numbers of above personnel, show duty locations on site map, cite duties performed at each location and specify duty hours of each location/person:

8. Describe the equipment that will be provided at each medical site:

9. List the type and quantity of supplies that will be available to support the medical care operation:

10. Describe how you plan to record treatment administered to each patient and how you plan to report summary data on patients treated according to type of illness or injury, disposition and whether or not transported to a nearby hospital. Upon request, this information is to be provided to ICEMA:

Applicant's Signature _____ Date _____

**Temporary Special Event Permit
Sheriff's Department**

Name of Applicant: _____ Applicant's Signature: _____
Name and Location of Event: _____
Dates of Event Operation: _____ Times of Operation: _____
Dates for state of event set-up and finish of final clean-up: _____

The sponsor must submit Security/Traffic Control/Fencing/Area Restriction Plans to the Sheriff's Department for approval. These plans shall include:

- a. Plans to contract for required number of Sheriff's deputies.
- b. Plans, methods, or measures to control:
 - (1) Maximum attendance (gate control)
 - (2) Introduction of alcohol, drugs, weapons to event
 - (3) Access to restricted areas:
 - (a) What areas are restricted and why.
 - (b) Pass System
 - (c) Fences/barriers (make site map)
 - (d) Six foot chainlink fences for areas of public danger
 - (e) Four foot cattle type fences for areas public should not enter to implement event containment/adjacent property protection/event entrance limits.
- c. Plans relative to private staff
 - (1) Copy of contract with security firm citing number of guards, type of guards (uniformed, armed, untrained), duty hours.
 - (2) Number, qualifications and duties of "volunteer" security/crowd control staff.
- d. Communications plan to provide coordination/alert between security posts/officials and law enforcement (specify equipment provided).
- e. Method of controlling unauthorized camping (on or in the vicinity of the event).
- f. Plan (with map) showing control of parking, direction signs, locations of staff directing parking/traffic. Plan to show handling of "mass" exit of people/autos when event has an end time where the majority of attendees leave at one time (e.g. end of concert, rodeo, etc.).
- g. Plan for lighting (existing and temporary) to assure event safety for events extending into evening/ night hours.

Temporary Special Event Permit Sheriff's Department

This evaluation is prepared per Title 8: Chapter 85.16 of the San Bernardino County Code.

Name of Applicant: _____ Applicant's Signature: _____

Name and Location of Event: _____

Dates of Event Operation: _____ Times of Operation: _____

Dates for state of event set-up and finish of final clean-up: _____

It has been determined that the applicant and the proposed site/support arrangements for the above event either satisfactorily meet the County code or need to fulfill conditions (as marked below) before permit approval.

	Satisfactory	Must meet further conditions	N/A
1) Applicant's proof of identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Sufficient experience or background to run event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Access ways for emergency vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Police protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Crowd control measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Control of alcoholic beverages and dangerous substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Emergency evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Proposed news releases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) No false application information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Adequate parking and overnight camping arrangements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Traffic guards and signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Electrical illumination requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Inclement weather contingencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) Communications equipment and facilities for all regulatory personnel on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) Adequate public address system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) Avoidance of public overnight camping problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) Traffic congestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18) Conflicting construction or maintenance work in area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19) Interference with other permitted area activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20) Interference with schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21) Access for Fire, Paramedics, Ambulance, Police during event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22) Time, route, or size of event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23) Other considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

It is recommended that:

- A. Permit be denied (reasons attached)
- B. Permit be issued if further conditions are met (review by Sheriff required)
- C. Permit be issued if further conditions are met (further Sheriff review not required)
- D. Permit be approved without need for meeting conditions beyond the description of the activities of the event as defined in the event application.

County Sheriff (or designated official)

Name	Signature	Date
Title	Telephone Number	

(Note to Sheriff: Please specify in your additional conditions when proof of compliance is required before permit approval. Please sign and date any list of conditions provided to the application for Planning review. If conditions are sent directly to Planning, under separate cover letter, send to: San Bernardino County Land Use Services Department, 385 N. Arrowhead Ave., San Bernardino, CA 92415-0182)

