



DEPARTMENT OF BUILDING INSPECTION

Special Event Permit Information

In order to protect the public health, safety and welfare of the county's citizens, the county has an ordinance providing reasonable regulations to control special events in the county.

A Special Event is defined as any gathering when 500 or more people are in attendance at any one time *OR* 250 people or more are in attendance at any one time with entertainment or alcohol *OR* there are more people in attendance at an event than permitted by an approved Conditional Use Permit or Plan of Development.

Property owners, entertainers or promoters can apply for a special event permit. Application does require property owners' signature. Permitting is done through the building inspection office and the application is available on our web page. The permit fee is \$25.00 for one event, \$75.00 for 3-6 events per calendar year and \$175.00 for 7 or more events per calendar year.

Remember this law is to protect the peace and safety of all county citizens, especially those not attending the event. To ensure the public's safety, health and welfare, the Sheriff, the Fire Marshal, the State Health Department, the Building Official, and other County agencies review the application for approval recommendations. These recommendations are forwarded to the County Administrator for his approval and the issuance of the permit.

Approval is based on how well the applicant addresses a range of issues from parking, traffic, security, noise, sanitation and medical care. The application must be accompanied by a detailed site plan demonstrating the locations and extent of the services that will be provided. The bigger the crowd, the more complicated the plan will be. The plan must clearly communicate the information needed for review.

The application review is conducted simultaneously by the six reviewing departments. The application must be submitted a minimum of 30 days before the event. Incomplete applications must sometimes be amended to provide the minimum information for review. Applications submitted less than 30 days before an event will not be accepted. The county is required to review and approve or deny the application within 21 days of it's filing unless the delay is due to incomplete information or the applicant's failure to comply with the reviewing department's requirements.

Special event crowd applications must also contain proof that the applicant has obtained liability and casualty insurance to cover the event. A certificate of insurance must be provided at least 14 days before the event. Any use of county services such as sheriff's deputies, regular county personnel or county facilities requires a deposit prior to the event of a sum of money to the Treasurer in an amount deemed adequate by the County Administrator. Also, a bond may be required based on the magnitude of the event. The bond must be received at least 14 days before the event.

In addition to the large crowd permit, other permits may also be necessary for the event, including tent permits, amusement ride permits, food service permits, fireworks permits and burn permits.

If you have questions regarding specific agency reviews, feel free to contact the reviewing agency at the number listed below:

<u>Building Inspection:</u> 556-5815	<u>Sheriff's Department:</u> 556-5349	<u>Fire Rescue:</u> 556-5304
<u>State Health Department:</u> 556-5843 x6234	<u>Zoning:</u> 556-5860	<u>Parks & Rec.:</u> 556-5854