

# Special Event Permit Submission Policy

## Required Application Components

1. Applications must contain
  - a. A site plan stamped by the Los Angeles County Fire Prevention Office
  - b. All application fields must be completed or marked N/A
  - c. Insurance
  - d. West Hollywood Department of Building & Safety permits (if applicable)
  - e. Sheriff review (if applicable)

## Deemed Complete

2. A permit application will be deemed complete and stamped SUBMITTED by an appropriate Events Services staff member when the above criteria is met. Partial submissions will not be accepted.

## 48 Hour Deadline

A complete Special Event Permit application must be submitted at least 48 hours before the start of any production activity related to the event.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Must be submitted at least 48 hours* before a <b>Wednesday</b> event	Must be submitted at least 48 hours* before a <b>Thursday</b> event	Must be submitted at least 48 hours* before a <b>Friday</b> event; last day to submit for <b>Saturday</b> or <b>Sunday</b>	Must be submitted at least 48 hours* before a <b>Monday</b> event	Must be submitted at least 48 hours* before a <b>Tuesday</b> event	

\* The 48 hours must include at least two (2) business days; holidays not included.

## Event Services Counter Hours

Monday – Thursday      8:00 a.m. until 11:00 a.m. & 1:00 p.m. until 5:00 p.m.  
 Friday                      8:00 a.m. until 11:00 a.m. & 1:00 p.m. until 4:00 p.m.

## Staff Contact Information

David Logan	323.848.6401	<a href="mailto:dlogan@weho.org">dlogan@weho.org</a>
Megan Reath	323.848.6495	<a href="mailto:mreath@weho.org">mreath@weho.org</a>
Mike Gerle	323.848.6385	<a href="mailto:mgerle@weho.org">mgerle@weho.org</a>

## Permitting Fees

Event permitting fees are outlined in the HSRSD Special Events Fee Schedule.

HUMAN SERVICES AND RENT STABILIZATION DEPARTMENT EVENT SERVICES DIVISION FEE SCHEDULE FY 16-17		FEE FY 16-17
<b>SPECIAL EVENT PERMIT FEES</b>		
<b>Class C Minor Special Event Permit:</b>		
Administrative Fee - 10 or more working days prior to event		\$200
Administrative Fee - 9 to 5 working days prior to event		\$250
Administrative Fee - Less than 5 working days prior to event *		\$300
<b>Class B Major Special Event Permit:</b>		
Administrative Fee - 15 or more working days prior to event		\$1,000
Administrative Fee - 15 to 10 working days prior to event		\$1,250
Administrative Fee - Less than 10 working days prior to event		\$1,500
<b>Class A Large - Major Special Event Permit:</b>		
Administrative Fee - 30 or more working days prior to the event		\$2,500
Administrative Fee - 29 to 15 working days prior to event		\$5,000
Administrative Fee - Less than 15 working days prior to event		\$7,500
<b>Permit Modification Fees</b>		
Appeal Fee - (to reconsider decision regarding special event application denial)		\$572
Permit Modification Fee		\$286
<b>Property Use Fee:</b>		
Public Property - (per day fee)		\$350
City Facilities and Parks (includes Santa Monica Boulevard median) - Per Day		\$400
Encroachment Fee		\$100
Post Event Inspection & Facility Repairs (only if repairs are applicable)		\$195
<b>Street Use Fee:</b>		
<b>Intermittent Traffic Control (ITC) - Per 4-Hour Period</b>		
Santa Monica Blvd.		\$200
Sunset Boulevard		\$400
All Other Streets		\$200
<b>Street Closure - Residential Area</b>		
1st Hour		\$500
Additional Hours		\$500
<b>Street Closure - Commercial Areas (excluding Sunset)</b>		
1st Hour		\$1,000
Additional Hours		\$500
<b>Street Closure - Sunset Boulevard</b>		
1st Hour		\$2,000
Additional Hours		\$2,000
<b>Non-Profit Rate:</b>		
Percent (%) of fees charged to commercial or private agencies		50%

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