

Special Event Permit Submission Policy

Required Application Components

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

Deemed Complete

2. A permit application will be deemed complete by an appropriate Events Services staff member when the above criteria is met.

48 Hour Deadline*

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

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---|--|---|--|----------|
| | Must be deemed complete at least 48 hours* before a Wednesday event | Must be deemed complete at least 48 hours* before a Thursday event | Must be deemed complete at least 48 hours* before a Friday event; last day to submit for Saturday or Sunday | Must be deemed complete at least 48 hours* before a Monday event | Must be deemed complete at least 48 hours* before a Tuesday 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 6:00 p.m.
 Friday 8:00 a.m. until 5:00 p.m.

Staff Contact Information

Staff on duty 323.848.6447 SpecialEventPermit@weho.org

Permitting Fees

Event permitting fees are outlined in the Economic Development Department Event Services Fee Schedule.