



City of Ojai
Community Development Department

TEMPORARY USE PERMIT (T.U.P.) APPLICATION

(Please note that T.U.P.'s are only allowed in non-residential zones.)

Project Address: _____ **Project I.D.** _____ **TUP** _____
Event Date: _____ **Event Hours:** _____
Zone: _____ **Are there adjacent residential uses?** ☐ Yes ☐ No
APN: _____
Number of anticipated attendees? _____ **Vendors?** _____
Set-up date and time _____ **Breakdown date/time?** _____

Project Description (attach additional sheets if necessary): _____

Event Type: ☐ **OMC §10-2.2202(a)** - Seasonal Sales Lot
☐ **OMC §10-2.2202(b)** - Festival/Market/Craft Fair/Carnival (Max 3/time)
☐ **OMC §10-2.2202(c)** - Car Wash (Max a single one-day event per month)
☐ **OMC §10-2.2202(d)** - Emergency public health and safety needs/land use activities
☐ **OMC §10-2.2202(e)** - Similar temporary uses (as determined by Comm. Dev. Director)

Property Owner(s) Name: _____
Address: _____
Telephone: _____ **E-Mail** _____

Applicant(s) Name: _____
Address: _____
Telephone: _____ **E-Mail** _____

Is the event benefiting a charitable organization or non-profit? ☐ Yes ☐ No

Provide the name of organization that will benefit from event: _____

On-Site Contact Day of Event Name: _____
Address: _____
Telephone: _____ **E-Mail** _____

Property Owner Signature: _____ **Date:** _____
Applicant Signature: _____ **Date:** _____



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Conditions of Approval: 1. Applicant must comply with the attached VCFD Guidelines for Special Events

The applicant, as signed below, consents to the continued access of the event in an official capacity by the Police Department, Fire Department, and other City employees throughout the duration of said event for the purposes of routine observations, monitoring, and inspections for compliance. City personnel shall present valid City identification for such purposes.

Applicant acceptance of these conditions is represented by the signature below.

Signature of Applicant

Date

For staff use only:

Project No.: TUP

Zoning: _____

APN: _____

Submittal Date: _____ Approval Date: _____

APPROVED BY:

City Manager or Community Development Director Date

Attachment: [Ventura County Fire Department Fire Prevention Bureau, Guidelines for Special Events](#)

cc: Address file
Property Owner
City Manager
Police Department
Fire Department
Code Compliance



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Community Development Department

Submittal Requirements

The applicant must complete the following questionnaire prior to submittal.

Project ID: TUP

<u>Checklist</u>			
<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee \$450.00 base fee + \$225.00 per hour (review application or parking circulation plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee \$112.00 (Downtown Special Event Art)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs of site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan for each site that will be used for event. (Identify the location: adjacent streets, buildings, parking spaces, and all temporary electrical, generators, structures, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have the dimensions of pedestrian aisles, distances between buildings/structures, and emergency access aisles been shown on the site plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are tent/canopy structures proposed? Please indicate the total number and square footage of each tent/canopy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is amplified sound proposed? Please note that all noise generating activities must be in compliance with the Noise Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a stage proposed that is more than 18 inches in height? Show location of all structures on site plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are electrical cords being located across walkways/drives etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are generators proposed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is parking being displaced by event?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a written statement from the property owner of an off-site location that will provide the same quantity of parking spaces during event.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all conditions of the Ventura County Fire Department Special Event Guidelines been incorporated on the site plans? Please contact VCFD directly to verify that separate permitting and/or application is not required*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will there be food/beverages?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will there be alcohol? The Applicant is responsible for obtaining and providing a copy of <u>ANY</u> required permits from CA Dept. of Alcoholic Beverage Control (ABC)*.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have any ABC requirements for special event permit been shown on site plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the Police Department been contacted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is event security proposed? Provide a written copy of the security plan*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide scaled drawing of any proposed signage and the proposed location on site plan *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a list of all Vendors/Retailers that will be at event. (Complete Page 4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do ALL Vendors/Business have a business license?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How many bathrooms are available for the event? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How many trash and recycling receptacles are being provided? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the event operator have Insurance/Liability? Provide a copy of the policy.

*** Items may require a separate application and fee and be reviewed concurrently.**



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Vendors/Retailers

Event Date: _____

Project ID: TUP

All vendors/retailers must be issued a valid business license prior the date of the event. The applicant must provide a list of vendors/retailers that will participate in the event prior to issuance of TUP.

Staff Use
Bus. License Verified
Yes No N/A

1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



VENTURA COUNTY FIRE PROTECTION DISTRICT
FIRE PREVENTION BUREAU
165 DURLEY AVENUE
CAMARILLO, CA 93010

www.vcfd.org

Office: 805-389-9738 Fax: 805-388-4356

GUIDELINE 401 SPECIAL EVENTS

Purpose:

This guideline has been developed to familiarize event promoters, sponsors, organizers, vendors and other agencies with information regarding special event procedures and general fire safety regulations that are enforced by the Ventura County Fire Protection District, Fire Prevention Bureau.

Scope:

The Ventura County Fire Protection District defines a special event as an event that occurs at a building, facility, park, or other location that is different than the intended use. Regulated items include, but are not limited to the following: fire lanes and public safety access, tents and temporary membrane structures, fireworks, pyrotechnics, open flames, theatrical flame or laser performances, occupant loads, exiting, egress, use of decorative materials and finishes, use and storage of fuel type equipment and crowd management.

Guideline:

Prior to Fire District review, special events applications shall be submitted directly to the appropriate City/County department where the event will take place. The City/County will coordinate the review of the application by all appropriate agencies, including the Fire District. Below are contacts and direct links to the appropriate agency for review.

City of Camarillo - 805-388-5360

<http://www.ci.camarillo.ca.us/i3.aspx?p=892>

City of Moorpark - 805-517-6200

<http://moorparkca.gov/documentcenter/view/276>

City of Ojai - 805-646-5581

<http://ojacity.org/public-works-department/>

City of Port Hueneme - 805-986-6500

<http://www.ci.port-hueneme.ca.us/index.aspx?nid=924>

City of Thousand Oaks - 805-449-2500

<https://www.toaks.org/government/depts/community/applications.asp>

City of Santa Paula – 805-933-4226

<https://spcity.org/143/Apply-For>

For convenience the Fire Districts most common and general Special Event Conditions are listed below. **This list is not intended to substitute for the required application process. Any specific Fire Code Permit Application is required to be submitted directly to the Ventura County Fire Protection District.** Applications, plans and any required fees shall be submitted to the Fire District a minimum of 14 days prior to the scheduled event.

1. **Public Safety Plan:** A Public Safety Plan shall be prepared and maintained on site for all special events. The plan shall identify areas where smoking shall be prohibited to prevent the ignition of brush or other combustible materials. Also, row seating greater than 200 shall be fastened together in groups of three or more and noted on the plan.
2. **Emergency Vehicle Access:** A 20 feet clear emergency vehicles access road shall be provided and maintained for the duration of the event. The emergency vehicles access road shall be unobstructed by guest and staff vehicles. Road barriers shall be movable by one person without special knowledge or extraordinary effort.
3. **Fire Protection Equipment and Systems:** Fire hydrants, fire extinguishers and fire protection components shall be maintained operational and accessible at all times. A serviced 2A:10BC rated fire extinguisher shall be provided and mounted in all areas not to exceed 75 feet of travel.
4. **Cooking:** Concession stands used for cooking shall have a 10 feet clearance on two sides and a serviced 2A:10BC rated fire extinguisher. Deep-fat fryers shall be provided with a serviced class K rated fire extinguisher. Portable barbecue grills shall be located at least 10 feet away from the public, concession stands, buildings and combustible storage areas. Barriers shall be provided to separate the public from all cooking operations.
5. **Propane:** Propane cylinders shall be stored in the upright position and shall be secured to prevent movement. Propane storage shall be in a secure non-public accessible exterior location.
6. **Generators:** All generators shall be isolated from the public by a fence or other enclosure. Each generator shall be provided with a serviced 2A:10BC rated fire extinguisher.
7. **Crowd Managers:** Trained crowd managers shall be provided for indoor and outdoor events where more than **500** persons congregate at the same time. A ratio of one crowd manager for each 250 persons is required, unless otherwise approved. Crowd managers may be assigned law enforcement personnel or staff members. Crowd manager information and training is available online at <http://www.iccsafe.org>. Training shall be documented and maintained on-site.

8. **Safety Personnel:** A dedicated Fire Watch and/or Fire District Fire Prevention Safety Officer shall be required when it is essential for public safety due to the nature of the event, activities, and the number of persons attending. Fire District staff will provide the applicant notification when safety personnel are required. The costs for safety personnel and permits shall be the responsibility of the applicant. Additional Fire District [Fire Watch](#) requirements are available online.
9. **Electrical Permit:** All temporary electrical systems shall be permitted in accordance with the local building and safety department and maintained in accordance with the National Electrical Code.
10. **Tent Permit:** A tent permit shall be required and obtained from the Fire District for tents over 400 square feet and canopies over 700 square feet. A total square footage shall be calculated for multiple tents and canopies without a minimum of a 12 feet separation. A [Fire Code Permit Application](#) and [Fee](#) information is available online. A Fire District Prevention Safety Officer shall be required when the occupant load inside the tent is greater than 500.
11. **Open Flame and Candle Permits:** An open flame and candle permit shall be required and obtained from the Fire District in connection with assembly areas, religious activities and performances.
12. **Fireworks Permit:** A California Pyrotechnic Operator License shall be required to submit and obtain a Fire District all fireworks display permits.
13. **Temporary Places of Assembly Permit:** An assembly permit shall be required and obtained from the Fire District for indoor or outdoor events where **1000** or more persons are expected to congregate **AT ONE TIME**. These type of events may include but are not limited to concerts, carnivals, fairs, festivals, parades, sports events, fundraisers, political rallies, religious activities, trade shows and exhibits.
14. **Contact Information:** It is the applicant's responsibility to obtain all required permits from the Fire District in addition to the Special Event Permit issued by the City. Additional permit fees and fire safety information is available at vcfd.org or by calling the Fire Prevention Bureau at (805) 389-9738.