

**Food Concessions Permit:**

A request for a health permit should be submitted to the Monterey County Health Department 60 days in advance of your event. Guidelines for food facilities will be provided by the Monterey County Health Department. You are required to apply for a health permit if food or beverages are sold or given away during the special event. If applicable, be sure to include your organization's 501© identification number in order to receive a nonprofit classification number by the County Health Department. Different policies and procedures depend on your classification and the number of days of your event

The Department will need information regarding types of items to be sold, list of vendors, dates and times of operation and if there are any items that will present unique liability issues.

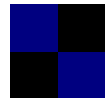
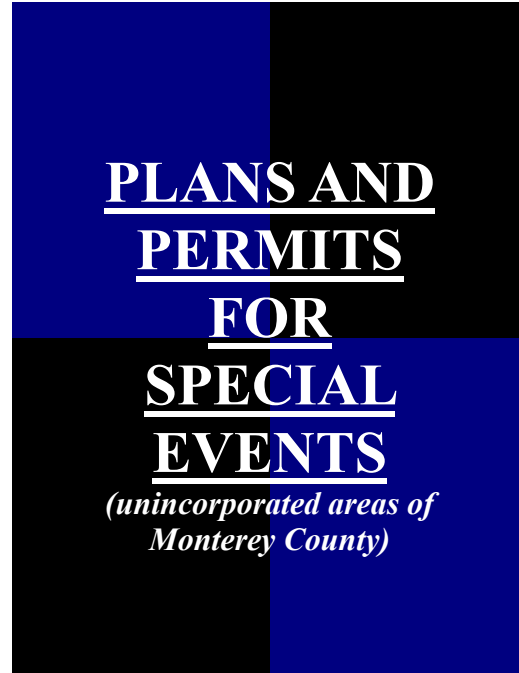
For additional information contact:  
Morris Wolford  
1200 Aguajito Road  
Monterey, CA 93940  
(831) 647-7869  
wolfordm@co.monterey.ca.us

**Film permits** may be required for filming on Monterey County property and roads. For more information call:

Monterey County Film Commission  
Greg Robinson  
Executive Director  
(831) 646-0910  
Filmmonterey@redshift.com



**MONTEREY COUNTY OFFICE OF  
ECONOMIC DEVELOPMENT**  
**(831) 755-5065**



- I. **PLANS** (One or more of the plans may be required)

**SITE PLAN** (4 complete sets are required, minimum size 18"X24")

- A. The Site Plan should be submitted to the Monterey County Planning and Building Department sixty (60) days prior to the date of the event. The Plan should include the size, type, time of day and location of your event, as well as a brief summary of the overall activities. It should show temporary structure locations, disabled access restrooms, generators, accessible path of travel, etc.
- B. Floor plans and structural connection details
  - 1. Plans must bear a legible current licensed California engineer's stamp (photocopy ok).
  - 2. Floor plan of structures showing use of space, disabled access, etc. Note: tents do not require permitting by the Planning and Building Department, but will be inspected for disabled access. Show location of electrical drops to structure, including method of protection for temporary wiring, source of power and grounding.
  - 3. Show exiting path for all structures (tents, bleachers, viewing platforms, trophy suites)
  - 4. Structural connection details for all structures except tents.
- C. Disabled access detailing
  - 1. Show all disabled access compliance signage, (i.e. wheelchair accessibility, seating, tread marking, handrails, temporary ramps, lifts for platforms, etc.)
  - 2. Grandstands may provide disabled accessible seating in front of the grandstands at grade level on a flat area meeting all dimensions for turning and approach. The area must be separated from pathways and have a clear viewing area. The area must accommodate the entire group of attendees attending with the disabled person.
  - 3. The site plan must show locations of all accessible chemical or permanent restrooms.
- D. A cover letter stating the following:
  - 1. Date of event, type of event, contact person, and contact person's phone number, cell phone number, fax number and e-mail address.

For additional information contact:  
Wendell Montes  
2620 1<sup>st</sup> Ave.  
Marina, CA 93933  
(831) 883-7549  
[montesw@co.monterey.ca.us](mailto:montesw@co.monterey.ca.us)

**FIRE PLAN**

The Fire Plan should be submitted to the applicable fire district agency 60 days prior to the date of the event. Please contact the appropriate Fire District listed below:

Aromas Tri-County Fire Protection District  
Fire Prevention Bureau  
2221 Garden Rd.  
Monterey, CA 93940  
(831) 333-2600

Carmel Highlands Fire Protection District  
Fire Prevention Bureau  
73 Fern Canyon Rd.  
Carmel, CA 93923  
(831) 624-2374

Cypress Fire Protection District  
Fire Prevention Bureau  
c/o 73 Fern Canyon Rd.  
Carmel, CA 93923  
(831) 624-2374

Greenfield Fire Protection District  
Fire Prevention Bureau  
POB 2550  
Greenfield, CA 93927  
(831) 674-5461

North County Fire Protection District  
Fire Prevention Bureau  
11200 Speegle St.  
Castroville, CA 95012  
(831) 633-2578

South Monterey County Fire Protection Dist.  
Fire Prevention Bureau  
2221 Garden Rd.  
Monterey, CA 93940  
(831) 333-2600

Cachanuga Fire Protection District  
Fire Prevention Bureau  
POB 2090  
Carmel Valley, CA 93924  
(831) 659-7700

Carmel Valley Fire Protection District  
Fire Prevention Bureau  
8455 Carmel Valley Rd.  
Carmel Valley, CA 93923  
(831) 624-5907

Pebble Beach Community Service District  
Fire Prevention Bureau  
3101-B Forest Lake Rd.  
Pebble Beach, CA 93953  
(831) 375-9644



Gonzales Rural Fire Protection District  
Fire Prevention Bureau  
31958 Gloria Drive  
Gonzales, CA 93926  
(831) 675-4101

Mission Soledad Rural Fire Protection District  
Fire Prevention Bureau  
POB 1205  
Soledad, CA 93960  
(831) 678-3763

Salinas Rural Fire Protection District  
Fire Prevention Bureau  
19900 Portola  
Salinas, CA 93907  
(831) 455-1828

### **MEDICAL PLAN**

The event planner should request a “Special Event Medical Operations Plan” form from the Monterey County Emergency Medical Services (EMS) Agency at the address below. The form must be completed and returned to the EMS Agency at least 60 days before the event. The Plan should indicate if you will be hiring a licensed professional emergency medical services provider to develop and manage your medical plan. Your plan should include a map showing the location of medical aid areas as well as hours of setup and dismantle of medical aid areas. EMS Agency staff are available to help you with any questions related to the Special Event Medical Operations Plan.

For further information contact:  
Jennifer Follis  
(831) 755-5013  
19065 Portola Dr.  
Salinas, CA 93908  
Follisja@co.monterey.ca.us

### **TRAFFIC AND ACCESSIBILITY PLAN**

The Traffic and Accessibility Plan should be submitted to the Monterey County Public Works Department and should include estimated number of attendees, type, time of day and location of your event, as well as a brief summary of the overall activities.

The Plan should list persons responsible for developing and managing the traffic plan, together with their work schedules. Include a map showing the traffic patterns at different stages of your event. You should differentiate between general traffic routes and VIP, vendor, or participant routes. The map should denote areas where parking will take place. Indicate if you will use shuttles and public

transportation. Show all access control points, i.e., ticket sales, ticket check points, will call, etc. If the Sheriff’s department will be providing assistance, please indicate the number and their work schedules.

All temporary venues, related structures and outdoor sites for special events must be accessible to person with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, vendors and booths. If all areas are not accessible a map or program must be provided to attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

If your event involves street closures, you will be required to obtain traffic safety equipment to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is the organizer’s responsibility to obtain and ensure the equipment is properly placed. You must indicate who will be providing the equipment, their contact information, to include for the day of the event, setup date and times and equipment pickup date and times.

### **SECURITY PLAN**

The Sheriff’s Department shall review all plans for such events to ensure that adequate measures regarding public safety issues have been addressed. Depending upon the size and type of event, they may require security and other safety measures as part of the organization for the event. We may require security officers and deputies as a condition to the event. The Application for Supplemental Law Enforcement must be filed with the Sheriff Department at least 60 days prior to the event. Contact the Special Operations Division to discuss the process and the particularities of the event. The Security Plan should be submitted to the Monterey County Sheriff’s Department 60 days prior to the date of the event. The plan should include how you will handle crowd control, internal security and venue safety and if you will use a professional security company licensed by the State of California. The Plan should indicate how many security guards will be provided, where they will be placed and their work schedules.

You should also include a section on Emergency Evacuation Procedures. This would be a brief review of how you would handle evacuating the event in an emergency.

You should include who you would include in the process and how you will communicate the evacuation plan to those involved in the process.

For additional information contact:  
Special Commander  
1414 Natividad Rd.  
Salinas, CA 93906  
(831) 755-3700

If alcohol is to be served at your event, you must obtain a permit from the State Department of Alcoholic Beverage Control (ABC) and indicate what will be sold. If your event includes the use of alcohol on county property, Liquor Liability Coverage must be included on your certificate of insurance. Include in your security plan how you will ensure the safe sale or distribution of alcohol.

For additional information contact:  
Christopher O’Hanlon  
1137 Westridge Parkway  
Salinas, CA 93907  
(831) 755-1990  
SAL.Direct@email.abc.ca.gov

### **SANITATION PLAN**

The Sanitation Plan should be submitted to the Monterey County Health Department and should include a map showing the location of groupings of chemical toilets, as you want them distributed. Show location of all permanent restroom facilities in the event area. The permanent facilities open to the public serving your event area will offset the number of chemical toilets that may be required. The Monterey County Health Dept. will help you calculate the actual number of chemical toilets for your event. The Department recommends one toilet for every 250 people. You should indicate the number of ADA accessible and non-accessible toilets and submit the name and contact information for the company you will contract with to provide the chemical toilets. You will need to provide the date, time and location of the toilets and the date and time of pick up.

You will need a plan for properly disposing of waste and garbage throughout the term of your event and immediately upon conclusion of the event. Recycling is encouraged and should be properly planned. Should you fail to perform adequate cleanup or damage occurs to County property, you will be billed at full cost recovery rates plus overhead for any required cleanup. Your plan should include the number of trash receptacles, dumpsters and recycling containers, as well as the delivery and pick up date and time. If you are using a sanitation company, please include the name of the company and contact information.

For additional information contact:  
Morris Wolford  
(831) 647-7869  
wolfordm@co.monterey.ca.us

## **II. PERMITS (One or more of the permits may be required)**

### **Building Permit:**

A building permit is required if you are erecting temporary or permanent structures, to include bleachers, grandstands, stages, platforms etc.

For additional information contact:  
Lou Fiori — Building Permits  
2620 1st Avenue  
Marina, CA 93933  
(831) 883-7549  
Fioril@co.monterey.ca.us

Dale Ellis — Planning Requirements  
2620 1st Avenue  
Marina, CA 93933  
(831) 883-7546  
ellisd@co.monterey.ca.us

### **Encroachment Permit:**

An encroachment permit is required when conducting a special event or similar activity on or across any County highway which interferes with the unrestricted movement of traffic, requires special traffic control, or cannot be conducted in such a manner as to fall under the permissive uses of the highway. The Encroachment Permit Application must be submitted to the Monterey County Public Works Department 90 days prior to the date of the event. The Monterey County Public Works department reviews the application and makes the decision to issue or deny a permit. When several districts are involved, a lead district is designated and the lead district issues a single permit after coordination with the other districts.

For additional information contact:  
George Divine  
312 E. Alisal St.  
Salinas, CA 93901  
(831) 755-4800 x- 4937  
divineg@co.monterey.ca.us

### **Cal Trans Permit:**

A Cal Trans Permit is required if it is determined that an event will significantly impact the flow of traffic and if there will be signs or road closures. An application must be submitted to Cal Trans 30 days in advance of the event.

For additional information contact:  
Don Webster  
(831) 783-3010  
don\_Webster@dot.ca.gov