



Parks and Community Services Department

E-SUBMITTAL BLOCK PARTY PERMIT CHECKLIST AND QUESTIONNAIRE

Please save and upload PDFs of all required DOCUMENTS and PLANS from the checklist below. All applications and attachments must comply with the E-Plan Submittal Requirements. September 3, 2024 Labor Day Block Party Permits are due by 5:00 pm on **Thursday, August 15, 2024**. There will be no exceptions to the posted deadline due to required inter-departmental processing.

All applicants will be verbally notified of the status of their request and will receive written notification prior to the event. Please note: Your application may be declined due to any Police Department report at a prior year Block Party permitted event at your location.

ADDITIONAL INFORMATION

1. All submissions must comply with the [City of Costa Mesa Municipal Application Policy regarding Block Parties](#) and [Block Party Permit Requirements](#).
2. All block parties are required to submit proof of liability insurance coverage for the event and an area map outlining how the event will properly be barricaded for safety along with the completed application package.
3. Your application submittal will not be distributed to the applicable City departments, nor will your application review period begin if application is incomplete. All additional required documents must also be submitted at time of the application to be deemed complete.
4. All steps must be completed and approved before a permit can be issued.

ADDITIONAL REQUIRED DOCUMENTS

- [Certificate of Insurance](#)
- [Area Map](#) (*Event layout, traffic plan, barricade locations, and parking arrangements*)
- [Waiver and Release of Liability – Block Party](#)
- [Consent of Residents – Block Party Closure](#)

QUESTIONNAIRE

1. I understand that a Block Party may only occur with an approved permit on July 4th and Labor Day.
 Yes No (If no, please contact SpecialEvents@costamesaca.gov)
2. I understand that there are no exceptions to the posted deadline due to required inter-departmental processing. All applicants will be verbally notified of the status of their request and will receive written notification prior to the event.
 Yes No (If no, please contact SpecialEvents@costamesaca.gov)
3. I understand that an application is subject to denial if any Police Department calls were reported at a prior year Block Party permitted event at proposed location. Yes No