



## Parks and Community Services Department

### **E-SUBMITTAL SPECIAL EVENT PERMIT CHECKLIST AND QUESTIONNAIRE**

Please save and upload PDFs of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Permit Request Portal must comply with the E-Plan Submittal Requirements.

**STEP 1:** Apply for "Special Event Application" on [TESSA](#).

**STEP 2:** Complete the Special Event Permit Application.

**STEP 3:** Review additional required documents and questionnaire below.

**STEP 4:** Upload your additional required documents as PDF attachments to your application.

**STEP 5:** Review invoice and submit payment.

#### **ADDITIONAL INFORMATION**

1. All submissions must comply with the [City of Costa Mesa Municipal Application Policy regarding Special Events](#).
2. All special events being held on private property, are required to submit proof of property use for event from the property owner when submitting their Special Event Application.
3. Once your application has been received and reviewed you will receive an invoice for payment for both the application and permit fee(s). *Please note, your 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 in order to be deemed complete.*
4. All steps must be completed and approved before a permit can be issued.

#### **ADDITIONAL REQUIRED DOCUMENTS**

- [Certificate of Insurance](#)
- Site Plan (*Event layout, traffic, and parking arrangements*)
- [Vendor List](#)
- [Private Property Consent Form property](#) (*Applicable to event requests on private property*)
- [Signed Indemnification Agreement](#)
- [Signed Waiver and Release of Liability](#)

#### **QUESTIONNAIRE**

1. Are you submitting your Special Event Application with 15 business days before the date of the proposed event?  
 Yes       No (If no, complete 2)
2. I understand that per Municipal Code 9-208, a special event application must be submitted 15 business days in advance. Any submission prior is subject to denial.       Yes       No