

Handwritten text in a cursive script, possibly a signature or a name, written in dark ink on a light-colored background. The text is partially obscured by a vertical line on the right side.

E Site Information (select applicable)	
(1) <input type="checkbox"/> Grandstands or Bleachers	
(2) <input type="checkbox"/> Tents or Canopies Total Square Footage of Tent(s) : _____	Note: The first 5,000 sq. ft. area of tent incurs no additional charge. Each subsequent 5,000 sq. ft. area of tent, or fraction thereof, is \$130.
(3) <input type="checkbox"/> Structures over 12 feet high <input type="checkbox"/> Stages or Platforms over 30 inches above grade <input type="checkbox"/> Temporary change of use	
(4) Work Description:	

F Fee Waiver Information (if applicable)		
(1) Council District: _____	(2) Council File Number: _____	(3) Council File Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending

Fee Information	
Inspection Fee	\$130
Additional Fees for large tents (\$130 for each additional 5,000 sq. ft. area of tent over the initial 5,000 sq. ft)	
Additional Fees for off-hour inspection (Inspections made before 7AM or after 3:30PM, or on a City holiday, are subject to an additional \$300 fee)	
Systems Fee (6%)	
Total Fee	

Inspection Notes	Cashier Information

(Permit not valid prior to approval by inspector and validation by cashier)



TEMPORARY SPECIAL EVENTS

Approval from Los Angeles Department of Building and Safety (LADBS): Temporary Special Events (TSE) being held within the City of Los Angeles are required to be inspected and approved by LADBS inspectors prior to holding the event.

The following qualify as a TSE provided they have a maximum duration of 5 consecutive days:

- Tents or canopies, larger than 450 square foot, on a residential property.
- Tents or canopies, larger than 12 feet in length or width, on a commercial property.
- Stages or platforms more than 30 inches above grade.
(Structures higher than 30 inches, intended for live loads, require approved engineering prior to inspection).
- Grandstands or bleachers.
- Structures higher than 12 feet.
- Temporary change of use (parking lot sales, or use of building for special purpose).
- Temporary auto sales (requires sign off by LADBS inspector prior to permit issuance).
- For information regarding Temporary generators and electrical please call (213) 482-0057 for information.

Application for Permit

Applications can be obtained from LADBS website at www.permitla.org. An Application for TSE Permit is required to be filed with LADBS and the appropriate fees need to be paid prior to performing inspections. Applications for Permit can be filed and paid for as follows:

1. In Person:
Complete the attached Application for TSE Permit Form and take it to the LADBS Metro Construction Service Center, Cashier Counter, located at 201 N. Figueroa Street, 4th floor.
2. Via the Internet:
TSE Permits may be applied for online by completing the registration found at: <https://www.permitla.org/registration/signup.cfm?task=signup> then follow directions on line for obtaining the TSE permit.

(Note-Mailed or Faxed applications are no longer accepted)

Inspections and Approval

You will be able to request the date and time of the inspection on the Application for TSE Permit. The application must be filed and paid for at **least 2 business days prior** to the date of the event. For any questions regarding inspection, please call (213) 482-0387, or (213) 482-7097. The Inspectors will return your calls the next business day. At the time of the inspection, the building inspector will check the structural stability of temporary structures, availability of sanitary facilities, required exiting, parking requirements, disabled access requirement, zoning and fire code requirements. TSE Permits are now assigned a PCIS number and the status may checked online at: <http://www.permitla.org/ipar/index.cfm>

Days of Operation

The Department's operations are closed on Saturdays, Sunday's, and the 2nd and 4th Fridays of each month; however, TSE inspections will still be performed 7 days a week (except holidays).



TEMPORARY SPECIAL EVENTS

Other Information

Events that exceed 5 days, or do not qualify as Temporary Special Events normally require a building permit or special approval from the Superintendent of Building prior to the event. For information on how to obtain a building permit, please call 311 (within L.A. County) or (213) 473-3231 (outside L.A. County) or visit our website at www.ladbs.org.

Approval from Los Angeles Fire Department (LAFD):

A safety plan showing the layout of the event is required to be approved by the Los Angeles Fire Department prior to obtaining approval from the LADBS field inspector. The approved safety plan must be made available to the Building and Safety inspector at the time of the site inspection. An approval from LAFD is required for tents, having an area of 450 square feet or more.

To obtain a permit from the LAFD, contact the appropriate unit at the following numbers:

Public assembly unit

For events located south of Mulholland Drive, call (213) 978-3640.
For events located north of Mulholland Drive, call (818) 374-1110.

Film unit

For events involving filming, call (213) 978-3676 or (213) 978-3670.

Schools and churches unit

For events held in schools and churches, call (213) 978-3660.

Institutions unit

For events held in institutions, call (213) 978-3730.

High rise unit

For events held in high rise buildings, call (213) 978-3600.

Approval from Los Angeles Police Department (LAPD):

For Dances or Carnivals a permit from LAPD is required. LAPD Permits are processed by the Office of Finance. For more information on how to obtain an LAPD Permit, contact the Office of Finance at (213) 485-8081.

Approval from Los Angeles Department of Public Works:

Events held in the public right-of-way, such as sidewalk sales, require a permit from the Department of Public Works, Bureau of Street Services, Street Use Division. For more information on how to obtain a Street Use permit for a Special Event, contact the Street Use Division at (213) 847-6029.

Approval from Department of Motor Vehicles (DMV):

For Auto sales to be conducted for 5 days or less, contact your inspector to obtain the necessary form to send to DMV for their approval.



TEMPORARY SPECIAL EVENTS

Application for Temporary Special Event Permit

PERMIT # _____				
A Source Information				
(1) Is this an application for a Used Auto Sales event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
(2) Is this an application for a Mechanical Ride / Carnival event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
(3) Is this an application for an event at the L.A. Convention Center? <input type="checkbox"/> Yes <input type="checkbox"/> No				
(4) Event Location:				
(5) Event Address:	Street Number	Direction	Street Name	Unit/Apt. Number

B Contact Information				
(1) First Name		Middle Name	Last Name	
(2) Address		City	State	Zip Code
(3) Phone:	(4) Fax:	(5) E-mail:		

C Business/Contractor Information	
(1) Name:	
(2) Address:	
(3) Phone:	

D Event Information			
(1) Event Name:			(2) Contact Phone:
3) Primary Location Type: <input type="checkbox"/> 1 or 2 Family Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Commercial <input type="checkbox"/> Public Way <input type="checkbox"/> Vacant Land			
(4) Event Start Date: TO (5) Event End Date: <small>(EVENT DURATION SHALL BE 5 DAYS MAXIMUM)</small>		(6) Date Inspection Requested	(7) Time Inspection Requested



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