

Do I need permits for my event?

- My event is NOT open to the public OR
- I anticipate less than 500 attendees OR
- My event is being held inside/ on the grounds of a private facility and I have a reservation OR
- My event will be in a public space, but will not impede the normal course of business of that space

- My event is open to the public OR
- I anticipate more than 500 attendees in the space at the same time OR
- My event venue is a public space (park, outdoor municipal space, on the street/ sidewalk, etc) OR
- My event will be in a public space, AND will impede the normal course of business of that space OR
- My event requires street closure or specialty access OR
- Food will be prepared on site or we are hiring a food truck

Probably not...Speak to the venue to ensure you are following their guidelines and requirements for your reservation!

They said NO... I DO NOT NEED A PERMIT

Maybe... Speak to the venue and ask if they think you need a Temporary Special Event Permit or specific permits

We wish you a successful event!

***If a Temporary Special Event Permit is NOT required, you probably still need one for things like portable toilets, big generators, tents bigger than 10x10 pop ups, risers higher than 24", really loud sound equipment, food trucks/ food cooked on site, etc.

They said YES.. I NEED A PERMIT

Once application requirements are met, pay fees and obtain your permit!

Contact the office you were directed to and get on it! There are a lot of hoops to jump through to obtain these permits so be thorough and diligent. You will be assigned a person reviewing your permit application(s) that can answer any questions you have and support you through the process!

Follow 311 guidance or ask the venue to point you in the right direction to obtain necessary permits. ***If a Temporary Special Event Permit is NOT required, you probably still need one for things like portable toilets, big generators, tents taller/ bigger than 10x10 pop ups, risers higher than 12", really loud sound equipment, food trucks/ food cooked on site, etc.

Identify what government municipality has jurisdiction over your venue. What city is your venue in? Unincorporated area? County park? Call 311 and ask who to contact to obtain permits for an event.

Resources

- The 311 Call Center provides various options to connect to a wide variety of non-emergency City services and general City information. 311 can be reached by calling 311 or (213) 473-3231, visiting <https://myla311.lacity.org>, or using the MyLA311 mobile app.
- The Department of Building and Safety is the agency that issues Temporary Special Event Permits within the city of LA. You will need to register and submit an application [HERE](#).
- Find Health Department Information [HERE](#). The Community Events Department phone number is (626) 430-5320.
- Los Angeles County Sheriff's Department can be reached at (213) 229-1700.
- Los Angeles County Fire Department can be reached at (213) 978-3800. LAFD general event requirements can be found [HERE](#)
- Helpful links to examples of municipalities and entities with their own authority having jurisdiction:
 - [Inglewood](#)
 - [Santa Monica](#)
 - [Culver City](#)
 - [Palmdale](#)
 - [Pasadena](#)
 - [Long Beach](#)
 - [LA County Parks](#)
 - [State Parks](#)