

SPECIAL EVENT GUIDELINES

Permit Required

A special event permit shall be obtained from Alpine County Community Development Department prior to any activity involving the following components:

- Gathering of 75 people or more.
- A public or private event that requires regulation to ensure public health, welfare, and safety, sanitation, related to traffic control, police, and environmental protection. (Chapter 18.78 [Chapter 18.78 SPECIAL EVENTS \(codepublishing.com\)](#))

Number of Participants <i>(staff and attendees)</i>	Permit Process Time
76-100	Submit a complete application at least 14 days prior to the event.
100-250	14 days
251-500	14 days
501+	Submit a complete application at least 60 days prior to the event. A public hearing and approval by the Planning Commission is required.

Exemptions *(no permit required)*

1. Events that take place within a county facility and do not exceed the normal capacity of the facility are exempt.

Reservations for County Owned Facilities

Reservations for Alpine County owned facilities are on a first come first served basis. Please visit our website [County Facilities Rental | Alpine County](#) for a list of reservable facilities, pricing, and application instructions. Applicants must submit a facilities rental application and a \$500 refundable security deposit at least 30 days in advance of the event to ensure reservation confirmation.

Application Submittal

1. Complete a Special Event PDF application and submit it through our online permit portal [Citizen Portal \(iworq.net\)](#).
2. Submit a comprehensive site plan depicting the location of all proposed activities and facilities as indicated in the Special Event PDF Application.
3. Liability insurance of one million dollars which stipulates that Alpine County employees are additionally insured and indemnified from all costs and claims that may be a result of the event.

Application Process

Once the special event application is submitted through the online portal, a community development planner will begin processing the application. Additionally requested items shall include:

1. Request payment of the application Fee.

Number of Participants <i>(Staff and attendees)</i>	Cost
76-100	\$40
100-250	\$75
251-500	\$175
501+	\$500 for profit or \$250 non-profit
Encroachment Permit if using county road right of way	\$95

2. Request for more information or supplemental items such as permits from outside agencies. The following tables are intended to help the applicant determine which supplemental items may be requested.

Table 1. Permission from outside agencies

The event will...	Permission Required	Resource Info
Take place on National Forest Land 	Forest Service Special Uses Permit	Eldorado - Passes & Permits (usda.gov) Stanislaus National Forest - Event/Commercial Permits (usda.gov) Humboldt-Toiyabe National Forest - Passes & Permits (usda.gov)
Require use of a California State Highway 	California Department of Transportation (Caltrans) encroachment permit	Complete the TR-0100 form Applications & Forms Caltrans and submit it to the Caltrans District 10 office: 1976 E. Charter Way/MLK Jr Blvd P. O. Box 2048 Stockton, CA 95201 (209) 948-7891 (209) 948-7232 FAX d10.permits@dot.ca.gov
Sale of Alcoholic Beverages 	Alcoholic Beverage Control (ABC) permit	Event Authorization Alcoholic Beverage Control (ca.gov)

Note: It is the responsibility of the applicant/ event organizer to ensure that vendors providing goods, services, food and/or beverage to obtain an Alpine County Business License prior to conducting financial transactions at the event.

Vendors can apply for a business license with the Alpine County Finance Department. It is a \$29 fee. Please fill out the Business License application [Alpine County Business License Application.pdf](#) and mail it with a check to Alpine County Finance 99 Water Street P.O Box 217 Markleeville CA 96120. The application requires a “wet signature” which is why it must be mailed or dropped off in person.

Table2. Temporary restroom determination chart

The number of restrooms you'll need is ...

# of Individuals	Event Length (Hours)									
	1	2	3	4	5	6	7	8	9	10
1-50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	2	3	3	3	3	3
250	2	2	2	2	3	3	3	3	3	3
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63

* Standards established by the Portable Sanitation Association International: <https://www.psai.org/>

3. Once the site plan is deemed complete, the planner will request approvals from the appropriate Alpine County department personnel: building, health, fire, sheriff etc.
4. The planner will coordinate any inspections deemed necessary with the applicant and the appropriate department. For example, a building and fire safety inspection may be required for temporary structures.
5. A Special Event Permit will be drafted for applicant review and acknowledgment. The Director of Community Development will sign the final approved permit.
6. The planner may conduct a final inspection upon conclusion of the event to ensure right-of-way restoration and site cleanup.