



**CITY OF HUNTINGTON PARK**  
 Community Development Dept. • Planning Division  
 6550 Miles Avenue, Huntington Park, CA 90255  
 Tel. (323) 584-6210 • planning@hpca.gov

# SPECIAL EVENT PERMIT APPLICATION

**FILING FEE:** \$255.00 plus \$10.00 per day;  
 Non-Profit Entities: \$95.00 plus \$10.00 per day.

<b>PERMIT NO.</b> _____
-------------------------

**1. APPLICANT** (If the applicant is an organization or business, also include the name of a contact person):

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Huntington Park Business License No: \_\_\_\_\_

Non-profit organization? Yes  No  If yes, Tax I.D. No? \_\_\_\_\_

Emergency Contact (Name and telephone): \_\_\_\_\_

**2. ADDRESS / LOCATION OF EVENT/ACTIVITY** (Describe if any portion of the event will take place on public property, i.e. sidewalk, street, alley, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. DESCRIPTION OF EVENT/ACTIVITY** (Describe all activities, such as all goods or services to be sold, number of special displays, tents, concessions, entertainment, stages, rides, or other equipment used, etc. If more space is needed please attach a separate sheet of paper):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. DATE(S) OF EVENT/ACTIVITY:**

\_\_\_\_\_

\_\_\_\_\_

**5. TIME(S) OF EVENT/ACTIVITY (for each day):**

\_\_\_\_\_

\_\_\_\_\_

**6. Has a Special Event Permit been issued within the past three (3) months to conduct an event(s) at this location?**

Yes  No  If yes, what dates? \_\_\_\_\_

**7. Has this type of event been conducted within the past twelve (12) months in this or any neighboring city?**

Yes  No  If yes, where and what date(s)? \_\_\_\_\_

**8. Number of persons expected to attend proposed event?** \_\_\_\_\_

**9. Number and type of vehicles, equipment and animals, if any, that will be used at the proposed event?**

\_\_\_\_\_

**10. Applicant's authorized representative(s) for management of event.** If more than one, please list on a separate sheet of paper. (Note: Applicant or authorized representative(s) must be present at all times during the event.)

Representative's Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**11. Property Owner Information.** (If the applicant is not the property owner, a written and notarized acknowledgment from the property owner authorizing such event is required.)

Name of Property Owner: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Please Note:**

- **Submittal of a plan/map showing the location of the event/activity, including use of parking is required, and must be attached to this application.**
- **A fully completed application with all required departmental and agency approvals (as noted by Staff) must be submitted to the Community Development Department at minimum of seven (7) days prior to the date of event.**

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We understand and agree to abide by all of the Special Event Permit regulations of the City of Huntington Park and any other conditions imposed for the event requested. I/We certify that all statements made on this application are true and complete. I/We understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

Date Submitted: \_\_\_\_\_

Received By: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Property Owner Approval Required?     No     Yes

Departmental/Division Approvals Required:

- |  |  |                                       |  |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Building and Safety | <input type="checkbox"/> City Clerk        | <input type="checkbox"/> Engineering  | <input type="checkbox"/> Parks & Recreation  |
| <input type="checkbox"/> Planning            | <input type="checkbox"/> Police Department | <input type="checkbox"/> Public Works | <input type="checkbox"/> Revenue Collections |

Outside Agency Approvals Required:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> L.A. County Fire Dept. | <input type="checkbox"/> L.A. County Health Dept. | <input type="checkbox"/> Dept. of Alcoholic Beverage Control (ABC) |
|---|---|--|



**CITY OF HUNTINGTON PARK**  
 Community Development Dept. • Planning Division  
 6550 Miles Avenue, Huntington Park, CA 90255  
 Tel. (323) 584-6210 • planning@hpca.gov

# DEPARTMENTS / AGENCIES REVIEW CHECKLIST

## SPECIAL EVENT PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- Los Angeles County Fire Department  
**Fire Prevention Division**  
 3161 E. Imperial Hwy.  
 Lynwood, CA 90255  
 (310) 603-5258

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____ _____
Signature: <b>X</b> _____ Date: _____

- Los Angeles County Health Department  
**Environmental Health Specialist**  
 5850 S Main Street, Room 2257  
 Los Angeles, CA 90003  
 (323) 235-7009

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____ _____
Signature: <b>X</b> _____ Date: _____

- State Dept. of Alcoholic Beverage Control  
**Duty Investigator**  
 3530 Wilshire Blvd., Suite 1110  
 Los Angeles, CA 90010  
 (213) 736-2005

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____ _____
Signature: <b>X</b> _____ Date: _____

- Huntington Park Police Department  
**Watch Commander**  
 6542 Miles Avenue  
 Huntington Park, CA 90255  
 (323) 584-6254

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____ _____
Signature: <b>X</b> _____ Date: _____

- Huntington Park City Manager's Office  
**City Manager**  
 6550 Miles Avenue  
 Huntington Park, CA 90255  
 (323) 584-6223

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____ _____
Signature: <b>X</b> _____ Date: _____

# SPECIAL EVENT PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- Huntington Park Office of the City Clerk  
**City Clerk**  
6550 Miles Avenue, Room 148  
Huntington Park, CA 90255  
(323) 584-6230

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

- Huntington Park Planning Division  
**Community Development Director**  
6550 Miles Avenue, Room 145  
Huntington Park, CA 90255  
(323) 584-6251

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

- Huntington Park Finance Department  
**Finance Manager**  
6550 Miles Avenue, Room 127  
Huntington Park, CA 90255  
(323) 584-6237

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

- Huntington Park Building Division  
**Building Official**  
6550 Miles Avenue, Room 145  
Huntington Park, CA 90255  
(323) 584-6315

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

- Huntington Park Public Works Dept.  
**Public Works Director / City Engineer**  
6550 Miles Avenue, Room 145  
Huntington Park, CA 90255  
(323) 584-6253

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

- Huntington Park Parks and Rec. Dept.  
**Parks and Recreation Director**  
3401 E. Florence Avenue  
Huntington Park, CA 90255  
(323) 584-6218

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		