



**A GUIDE THROUGH CITY REQUIREMENTS FOR:**

# **SPECIAL EVENTS**





WELCOME AND THANK YOU  
FOR YOUR INTEREST IN  
HOLDING A SPECIAL EVENT IN  
THE CITY OF OAKLAND! SPECIAL  
EVENTS PLAY A KEY ROLE IN  
PROMOTING A VIBRANT,  
DIVERSE AND CREATIVE  
COMMUNITY!



# YOU ONLY NEED A SPECIAL EVENT PERMIT IF...

01

your event consists of 50 or more people, and it is open to the public (as in advertised to the public or has tickets sold on any media platform)

02

and includes entertainment (e.g., recorded or live music, public speakers, dancers, exhibitions, etc.)

03

or you have an ABC Day License Application requiring a signature from the Oakland Police Department.

# SPECIAL EVENT TIER DEFINITIONS & DEADLINES

## TIER 1

A special event consisting of the following: less than three hundred (300) people, either no street closure or only the closure of a local street, no fencing, less than four hundred (400) square feet of tents, no open flames, no pyrotechnics, and no sales of food, beverages, goods, cannabis, or alcohol.

**Deadline to submit 21 days in advance with all required documents.**

## TIER 2

A special event that includes any of the following: three hundred (300) or more people, the closure of a non-local street, four hundred (400) or more square feet of tents, open flames, or pyrotechnics, or includes sales of goods, beverages, cannabis or alcohol.

**Deadline to submit 45 days in advance with all required documents.**

## TIER 3

A special event with two-thousand five hundred (2,500) or more people or a parade.

**Deadline to submit 90 days in advance with all required documents.**

## TIER 4

A special event consisting of a marathon, half-marathon, triathlon, or similar events with active attendee participation and with multiple closures of non-local streets.

**Deadline to submit 120 days in advance with all required documents.**

**Please note, your application will still be accepted if it is not submitted before the deadline but if all documents are not submitted as required, your application may not be processed in time for the event.**

# SPECIAL EVENT FEE DISCOUNTS

## Community Events

A community event is a special event that includes a, b and c:

- (a) free for attendees and
- (b) is organized by EITHER (i) a 501(c)3, a 501(c)4, or a 501(c)6 organization under the Internal Revenue Code OR (ii) an organization with an annual budget of no more than \$500K and
- (c) an event which is (i) located in areas that fall within the two lowest quartiles of the California Healthy Places Index or ii) have a majority of vendors that reside in areas that fall within the two lowest quartiles of the California Healthy Places Index.  
allows a 50% discount on permit fee

## Repeat Events

A repeat event is a special event that takes place at the same location, consists of the same scope, and is produced by the same applicant as a past event permitted within the calendar year receives a 25% reduced permit fee for each repeat event with a max of 75% discount.

Community Event and Repeating Events discounts can be stacked!

# VENDING AT EVENTS

## FOOD

Food vendors are required to obtain an Alameda County Health Permit.

If your event includes two or more food vendors or temporary food facilities, you must obtain an Alameda County Event Sponsorship Permit. All individual food vendors must have a valid Alameda County Temporary Food Facility Permits and a City of Oakland Business Tax Certificates. Food trucks must also have a current Food Truck Permit from Oakland Fire Prevention.

## ALCOHOL

If alcohol is being served, a valid license from the California Department of Alcoholic Beverage Control (ABC) is required.

To obtain approval for a daily license, submit the daily license application along with your special event application. OPD will review and sign off once all required documents have been submitted.

## MERCHANDISE

Merchandise vendors are required to have a City of Oakland Business License and an Alameda County Sellers Permit.

**\*Events in Oakland Parks are subject to present to the Parks and Recreation Advisory Commission (PRAC) for approval of vending.**

# STREET CLOSURES

## REVIEW ONGOING PROJECTS

Please review ongoing projects here on our [Work Safety at Construction Sites Map](#) and make sure your festival footprint is not impacted.

## GAIN NEIGHBORHOOD SUPPORT

Complete the [Petition](#) Form to show a majority of neighbors support the closure

## CREATE A SITE MAP

All street closure requests must include a site diagram (see example on the next page) that provides a clear overview of the area and event.

## POST NO PARKING SIGNS

Post “No Parking” Notices 72 hours in advance of event and remove immediately after road closure ends.

## NOTIFY AC TRANSIT TO REQUEST DETOURS

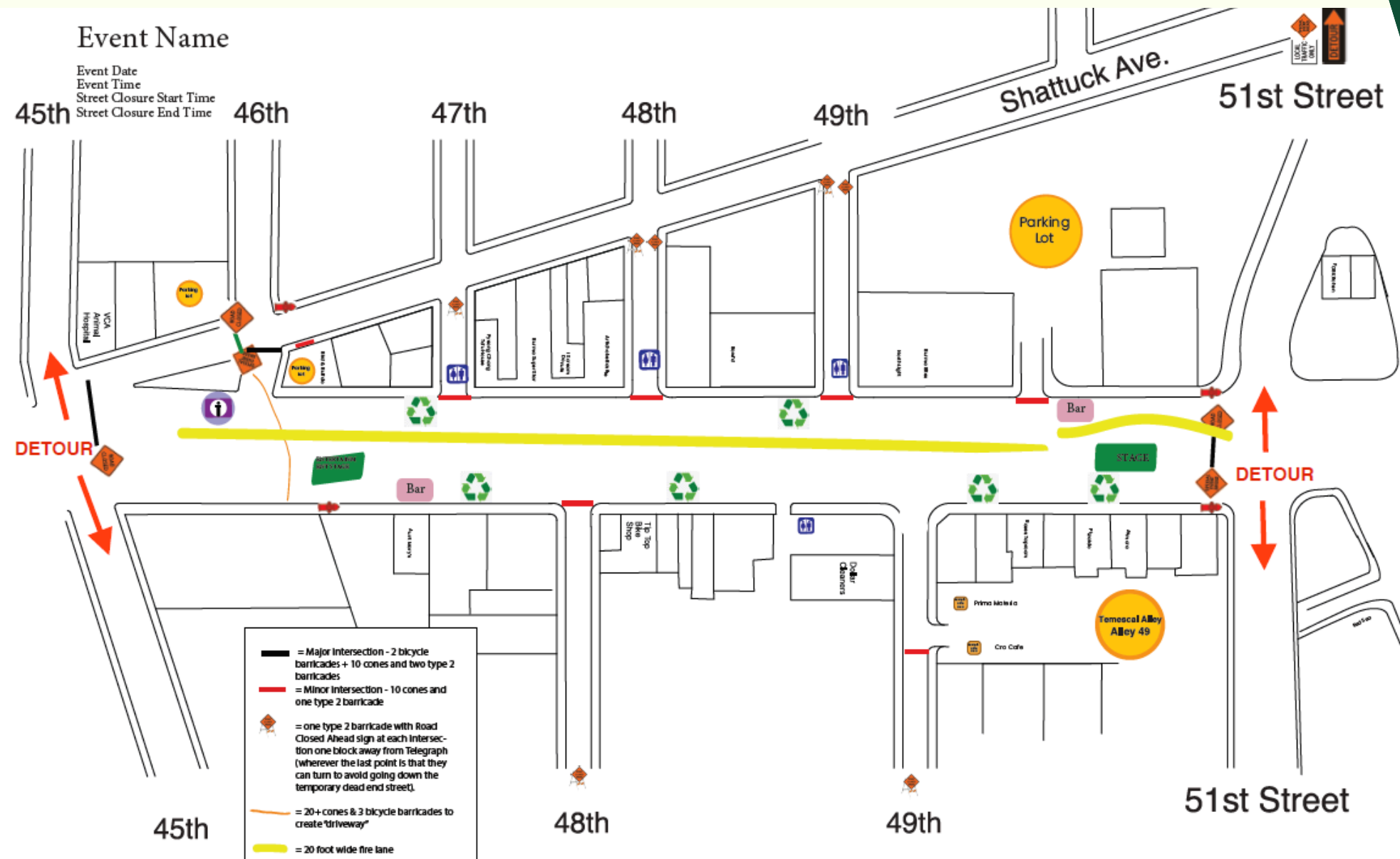
AC Transit needs to be notified of requested detours at least 10 business days before any activity that will detour or block bus access.



# SITE MAP

The site map should clearly include the following details:

- Entrance and exits
- Any street closures with street names
- Fire lane clearance
- Fence lines
- First aid stations
- Restrooms
- Vendor booths
- Generators
- Fire hydrant locations
- Security placement
- Event Name, Date, Time, Street Closure Time, and Street Reopening Time



Additionally, include a broad overview map showing surrounding streets to help first responders navigate around the event or utilize designated fire lanes.



# WASTE REQUIREMENTS



Events in a public space or street require a contract with a porta-potty provider. Debris boxes must be ordered for trash, compost, and recycle; and event producer must provide or arrange for waste stations throughout the event to collect and separate trash, compost, and recycle that align with color and labeling requirements.

**[Link to Oakland Recycles](#)**





# POLICE DEPARTMENT

OPD reviews security plans and signs off on ABC applications. The recommended security ratio is one guard per 50 attendees, with all guards required to be from a licensed and bonded company. OPD services for your event can be requested through the special event application.

# FIRE DEPARTMENT

## ■ FIRE INSPECTIONS

Events requiring fire permits and inspections for activity such as open-flame cooking, LPG, tents larger than 400 square feet, large generators, egress and assembly all which must be inspected the day of the event, at least one hour before the event begins.

## ■ FIRE SAFETY FOR STREET CLOSURES

Ensure that 20ft fire lane access remains clear for emergency vehicles at all times. Designate staff to monitor the street closure throughout the event and be available to coordinate with police and fire departments if access to the emergency vehicle lane is needed.

**\*Please note all Fire Prevention inspections and permit fees are charged separate from the special event permit fee.**



# HOW TO APPLY

Our application is available through our online One-Stop Shop Permit Center. By submitting your special event application, it will be reviewed by all necessary city departments, including Special Activities, Police, Fire, Public Works, and DOT. If your event requires booking a park or recreation center, please submit your rental application to Central Reservations.



Photo: Greg Linhares, City of Oakland



# IMPORTANT LINKS

- [Special Event Checklist](#)
- [Special Event Application Guide](#)
- [Insurance Requirements](#)
- [Special Events Website](#)



# THANK YOU

 510-238-4734  
 [Specialeventsinfo@oaklandca.gov](mailto:Specialeventsinfo@oaklandca.gov)

