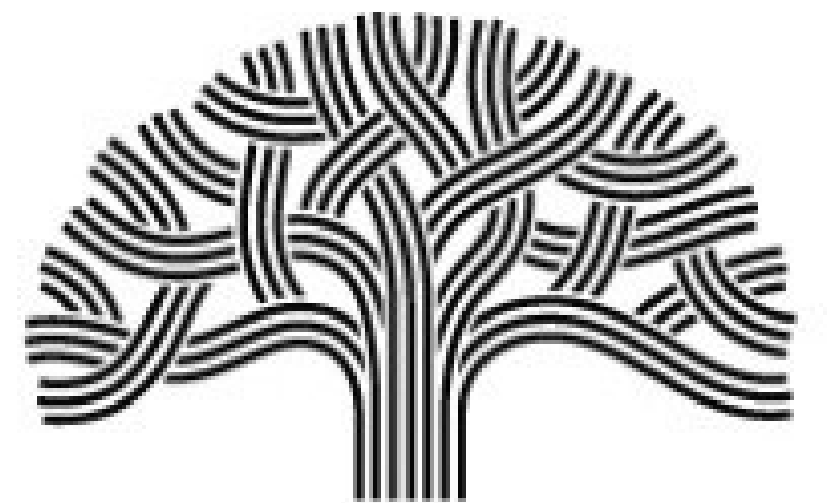


# Start a Special Event Application



CITY OF  
**OAKLAND**

# To begin, please select "Apply."

Oakland Online Portal

https://aca-prod.accela.com/OAKLAND/Default.aspx#

CITY OF OAKLAND

ONLINE PERMIT CENTER MS EDGE works best for this site

HOME SEARCH SERVICES **APPLY** REGISTER | LOGIN

APPLY FOR PERMIT

SCHEDULE INSPECTION

PAY FEE

CHECK PERMIT STATUS

FIRE INSPECTION REPORT

PLANNING AND BUILDING CODES

REGISTER PROPERTY/ FILE COMPLAINT

TUTORIAL VIDEO

f t

PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY

HOME ACCESSIBILITY CUSTOMER SATISFACTION SURVEY

# Log in if you are an existing user; otherwise, register for an account.

The screenshot shows the City of Oakland Online Permit Center website. The header includes the City of Oakland logo, the text "ONLINE PERMIT CENTER", and a navigation menu with "HOME", "SEARCH", "SERVICES", "APPLY", and "REGISTER | LOGIN". A message at the top states: "To apply for permits, please log in below or register for a new account. Review the options available to select the registration that's right for you. Need Permit Guidance?". Below this message are two main sections: "EXISTING USER" and "REGISTRATION". The "EXISTING USER" section lists "You have an activated account" and "Received confirmation from City of Oakland", with a green "Login" button. The "REGISTRATION" section lists three steps: "Step 1: Create account for basic access", "Step 2: Submit documentation for full access", and "Step 3: Apply for permits online", with a yellow "Register" button. Below these sections are three service tiles: "Get Zoning Clearance" (Apply Now), "Get Letter of Determination" (Apply Now), and "Watch Video Tutorials" (Watch Now). The footer contains social media icons for Facebook and Twitter, contact information for the Planning & Building Department (250 Frank H. Ogawa Plaza, Oakland, CA 94612), a Staff Directory link, and additional links for Home, Accessibility, and Customer Satisfaction Survey. The City of Oakland logo is centered at the bottom.

# After registering or selecting login, you will be directed to the sign-in screen.

The screenshot shows the 'ONLINE PERMIT CENTER' for the City of Oakland. The header includes the city logo, navigation links (HOME, SEARCH, SERVICES, APPLY, REGISTER | LOGIN), and a notification about 'Rapid Permits'. The main content area is titled 'Please Login' and contains a 'Sign In' form with fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'SIGN IN' button, and a 'Remember me on this device' checkbox. A red arrow points to the 'SIGN IN' button. Below the form is a 'Not Registered? CREATE AN ACCOUNT' link. The footer contains social media icons and contact information for the Planning & Building Department.

**CITY OF OAKLAND**  
HOME SEARCH SERVICES APPLY REGISTER | LOGIN

ONLINE PERMIT CENTER MS EDGE works best for this site

Reports (0) Login

The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!

Global Search

Home Building Planning Enforcement Fire Special Activity

Advanced Search

### Please Login

Welcome to the City of Oakland Online Permit Portal. By registering an account, you will be able to apply for many Planning, Building and Public Works Permits, pay the fees, check on the application status, upload documents, print your own permits, and do more. You can also view the Fire Inspection Report.

Many online services offered by the City of Oakland require login for security reasons. If you are an existing user, please log in by entering your user name and password on the right.

If you can not log in or your account is no longer active, most likely your contract license or business license expired, please email to [pbdaccolareregistration@oaklandca.gov](mailto:pbdaccolareregistration@oaklandca.gov). Staff will be able to help you reactivate your account.

### New Users

If you are a new user you may [register](#) for a free online account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of your applications, access to invoices and receipts, checking on the status of pending activities, print your own permit and more.

[Register Now](#)

### Sign In

USER NAME OR E-MAIL

PASSWORD

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)

PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY

# Once logged in, select the "Special Activity" tab.

The screenshot shows the City of Oakland Online Permit Center website. The browser address bar displays <https://aca-prod.accela.com/OAKLAND/Default.aspx>. The page header includes the City of Oakland logo, the text "CITY OF OAKLAND", and "ONLINE PERMIT CENTER". A navigation bar contains links for HOME, SEARCH, SERVICES, APPLY, and REGISTER | LOGIN. A user is logged in as Crystal Griffin, with links for Collections (0), Reports (1), Account Management, and Logout. A red banner announces: "The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!". A search bar is labeled "Global Search...". A secondary navigation bar includes Home, Building, Planning, Enforcement, Fire, and Special Activity. A red arrow points to the "Special Activity" tab. Below this, a sub-menu contains Dashboard, My Records, My Account, and Advanced Search. The main content area is titled "Welcome Applicant" and lists services: General Information (Lookup Property Information), Building (Apply for a Building Permit, Search Building Records), Planning (File a Planning Application, Search Planning Records), Fire (Search Fire Records), Enforcement (File a Complaint/Register a Property, Search Complaint Records), and Special Activity (Create an Application, Search Applications). The footer includes social media icons for Facebook and Twitter, and contact information for the Planning & Building Department at 250 Frank H. Ogawa Plaza, Oakland, CA 94612. Additional footer links include HOME, ACCESSIBILITY, and CUSTOMER SATISFACTION SURVEY.

# Select "Create an Application."

The screenshot shows the City of Oakland Online Permit Center interface. At the top, there is a navigation bar with the City of Oakland logo and the text "ONLINE PERMIT CENTER". Below this, there are tabs for "HOME", "SEARCH", "SERVICES", "APPLY", and "REGISTER | LOGIN". A user is logged in as "Crystal Griffin". A red banner announces "The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!". A "Global Search" box is visible. The "Special Activity" menu is open, showing "Create an Application" and "Search Applications". A red arrow points to the "Create an Application" button. Below this, there is a "Records" section with a table showing "Showing 0-0 of 0" records. A "Search for Records" section includes a "General Search" dropdown and checkboxes for "Search my records only" and "Search All Records". Search fields for "Record Number", "Project Name", "Record Type", "Start Date", and "End Date" are present, along with "Search" and "Clear" buttons. The footer contains social media icons and contact information for the Planning & Building Department.

# Agree to the terms and conditions and select 'continue application'.

The screenshot shows the 'City of Oakland Online Permit Center' website. The browser address bar displays 'https://aca-prod.accela.com/OAKLAND/Default.aspx'. The page header includes the City of Oakland logo, navigation links (HOME, SEARCH, SERVICES, APPLY, REGISTER | LOGIN), and user information (Logged in as: Crystal Griffin, Collections (0), Reports (1), Account Management, Logout). A red banner announces 'The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!'. Below this is a 'Global Search' box and a navigation menu with 'Special Activity' selected. A dark blue bar contains 'Create an Application' and 'Search Applications' buttons. The 'Online Application' section contains a welcome message and a 'General Disclaimer' box. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.' and a blue link 'Continue Application »' which is highlighted by a red arrow.

City of Oakland  
ONLINE PERMIT CENTER  
MS EDGE works best for this site

HOME SEARCH SERVICES APPLY REGISTER | LOGIN

Logged in as: Crystal Griffin Collections (0) Reports (1) Account Management Logout

The City of Oakland just launched Rapid Permits!  
Mechanical, Plumbing, and Electrical Permits are now available on the same day!

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

**Online Application**

Welcome to City of Oakland Online Permitting System. Using this Citizen Access Portal will allow you to do all the following from anywhere 24/7 : apply for a permit, submit and update information, pay fees, schedule inspections, track the status of your application, and print your final records.

Please "Allow Pop-ups" from your browser before proceeding. Accept the General Disclaimer below to proceed.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY

HOME ACCESSIBILITY CUSTOMER SATISFACTION SURVEY

# You can now begin the application.

The screenshot shows a web browser window displaying the City of Oakland Online Permit Center. The page is titled "ONLINE PERMIT CENTER" and includes a navigation bar with "HOME", "SEARCH", "SERVICES", "APPLY", and "REGISTER | LOGIN". A user is logged in as "Crystal Griffin". A prominent red announcement states: "The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!". Below this is a search bar and a breadcrumb trail: "Home > Building > Planning > Enforcement > Fire > Special Activity". The main content area is for a "Special Event Permit" application, showing a progress bar with seven steps: 1. Contact Information (selected), 2. Special Event Info, 3. Site Diagram Document, 4. Additional Information, 5. Review, 6, and 7. The "Step 1: Contact Information > Event Contacts" section contains a welcome message, a note about park reservations, and a list of required and optional contact information: Applicant (required), Billing Contact (required), Event Organizer (if not applicant), and Secondary Contact (optional). At the bottom, there are buttons for "Select from Account" and "Add New".

City of Oakland ONLINE PERMIT CENTER MS EDGE works best for this site

HOME SEARCH SERVICES APPLY REGISTER | LOGIN

Logged in as: Crystal Griffin Collections (0) Reports (1) Account Management Logout

The City of Oakland just launched Rapid Permits!  
Mechanical, Plumbing, and Electrical Permits are now available on the same day!

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Special Event Permit

1 Contact Information	2 Special Event Info	3 Site Diagram Document	4 Additional Information	5 Review	6	7
-----------------------	----------------------	-------------------------	--------------------------	----------	---	---

Step 1: Contact Information > Event Contacts

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.

**\*If your event is being held in an Oakland park or recreation center do not use this application.** Please use rental forms to propose your event which can be found at [Central Reservations](#).

The City's Special Event Permit process is designed to ensure large public gatherings in Oakland take place safely and without negatively impacting the surrounding community. By providing the information requested in the application, you will assist the City in protecting public health and minimize adverse impacts such as noise, congestion, and traffic impacts.

**\*You may save this application and return to it at anytime by selecting the Save and resume later button at the bottom of the screen.**

Please provide the following contacts below.

- Applicant - is required.
- Billing Contact - is required.
- Event Organizer - If the Event Organizer is not the applicant, please provide.
- Secondary Contact - Optional

If your contact information is the same as your Accela account information, you can select "Account Information."

\* Indicates a required field.

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.  
\* Required

Select from Account Add New

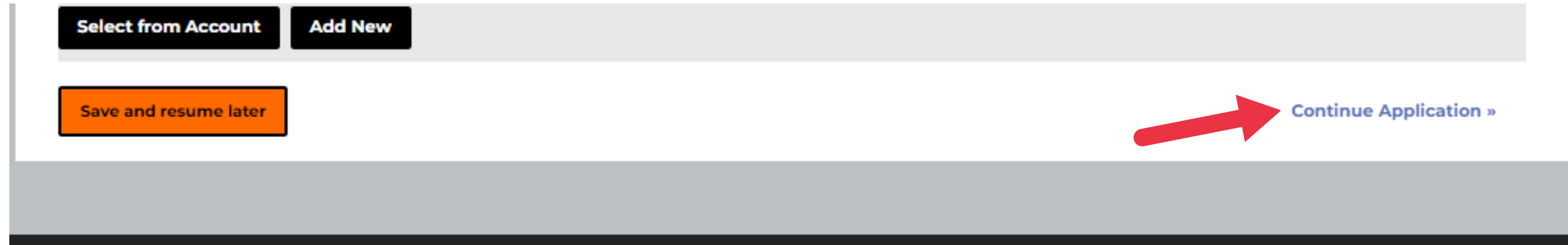
**Billing Contact**



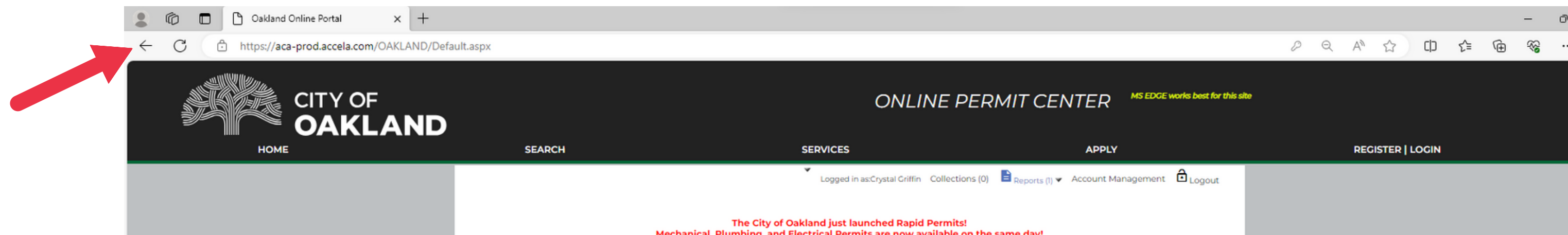
# Navigate the Application



# Navigate Back and Forth

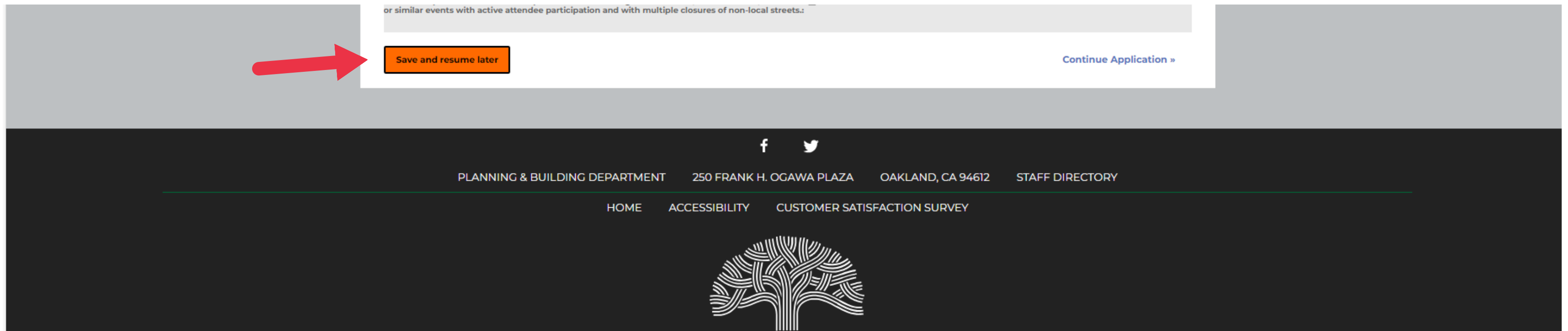


Once all required information is input. Click "Continue Application" to move to the next screen.



To go back to the previous page, use your browser's back button.

# Save



**To save your progress and exit the application, click on the orange "Save and Resume Later" button located at the bottom of each page.**

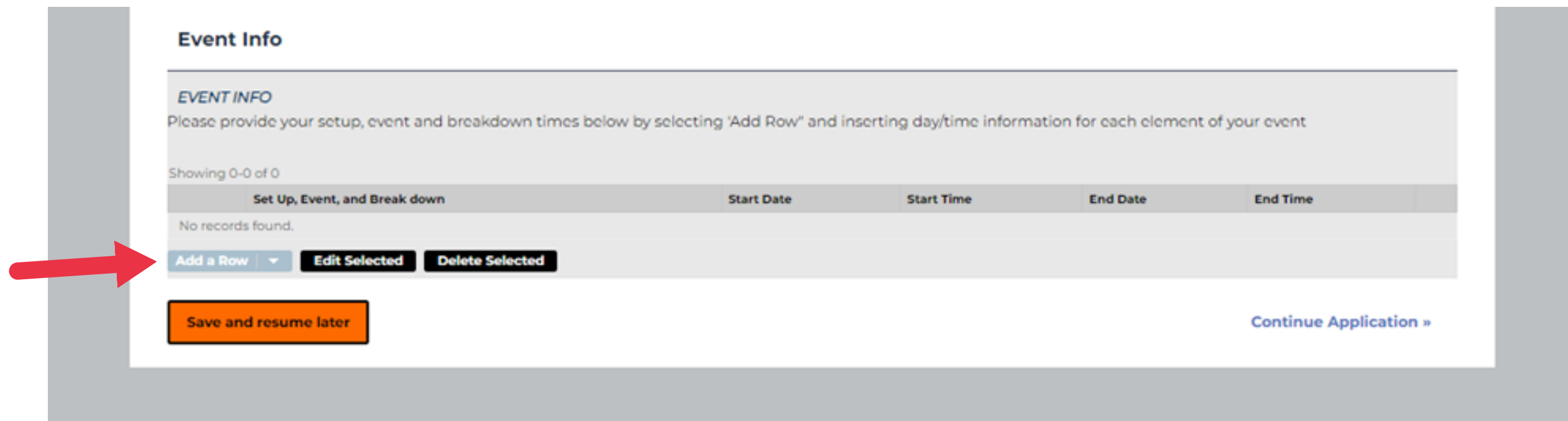
# Resume

The screenshot displays the 'Special Activity' section of the Online Permit Center. At the top, there is a navigation menu with 'Home', 'Building', 'Planning', 'Enforcement', 'Fire', and 'Special Activity' (the active tab). Below the navigation is a dark blue bar with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'Records' and shows a table with one record. A red arrow points to the 'Resume Application' link in the 'Action' column of this record. Below the table is a 'Search for Records' section with a search form containing fields for Record Number, Project Name, Record Type, Start Date, and End Date. At the bottom of the page, there is a footer with social media icons and contact information for the Planning & Building Department.

Date	Record Number	Record Type	Description	Project Name	Status	Action
03/12/2024	24TMP-012075	Special Event Permit				<a href="#">Resume Application</a>

**After signing into the Online Permit Center and selecting the Special Activity tab, your saved application will appear under records. Click "resume application" to continue application.**

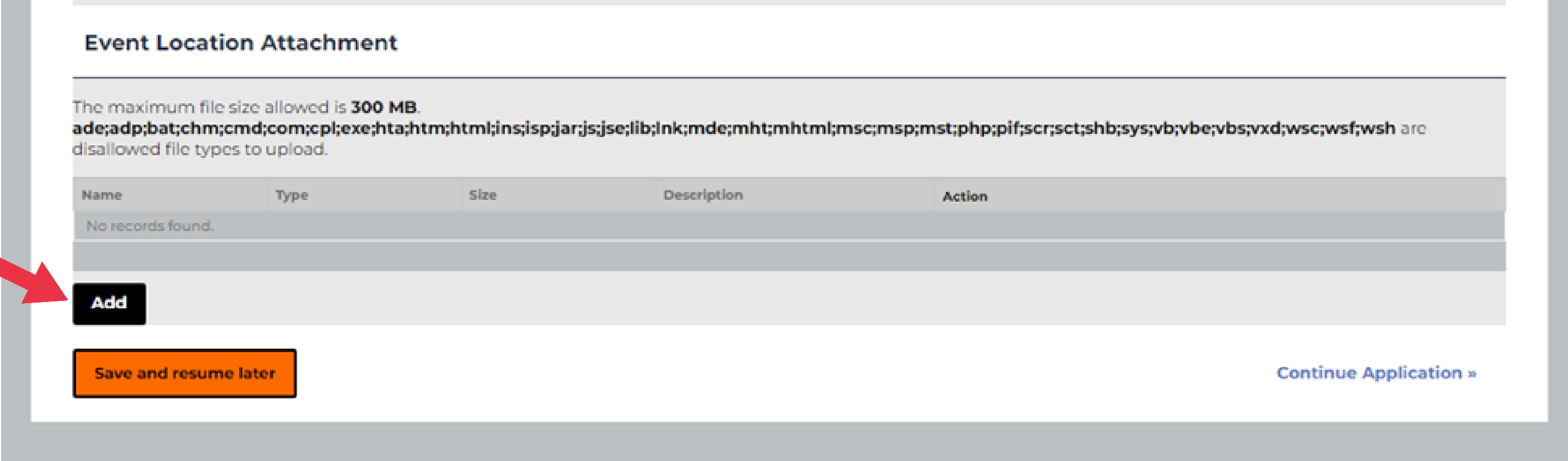
# Add Row



**Click the gray "Add a Row" button to input information. A pop-up will appear when you click the button.**

# Upload a document

Click on the "add" button to upload a file.



The screenshot shows a web interface for managing attachments. At the top, the title "Event Location Attachment" is displayed. Below the title, a message states: "The maximum file size allowed is 300 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload." Below this message is a table with columns for Name, Type, Size, Description, and Action. The table is currently empty, showing "No records found." Below the table, there is a black "Add" button, which is pointed to by a red arrow. At the bottom left, there is an orange "Save and resume later" button, and at the bottom right, there is a blue "Continue Application »" link.

Name	Type	Size	Description	Action
No records found.				

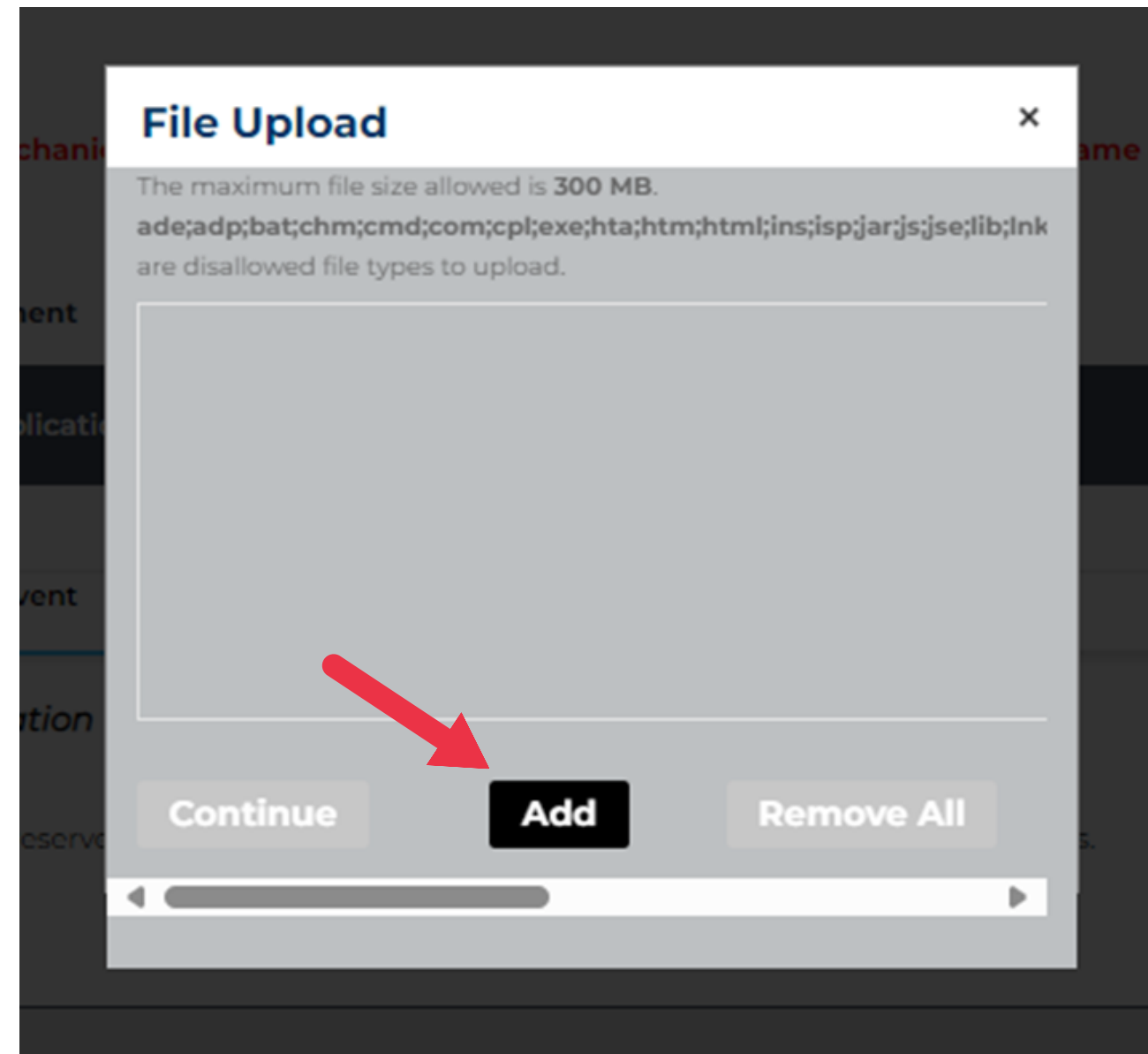
**Add**

Save and resume later

[Continue Application »](#)

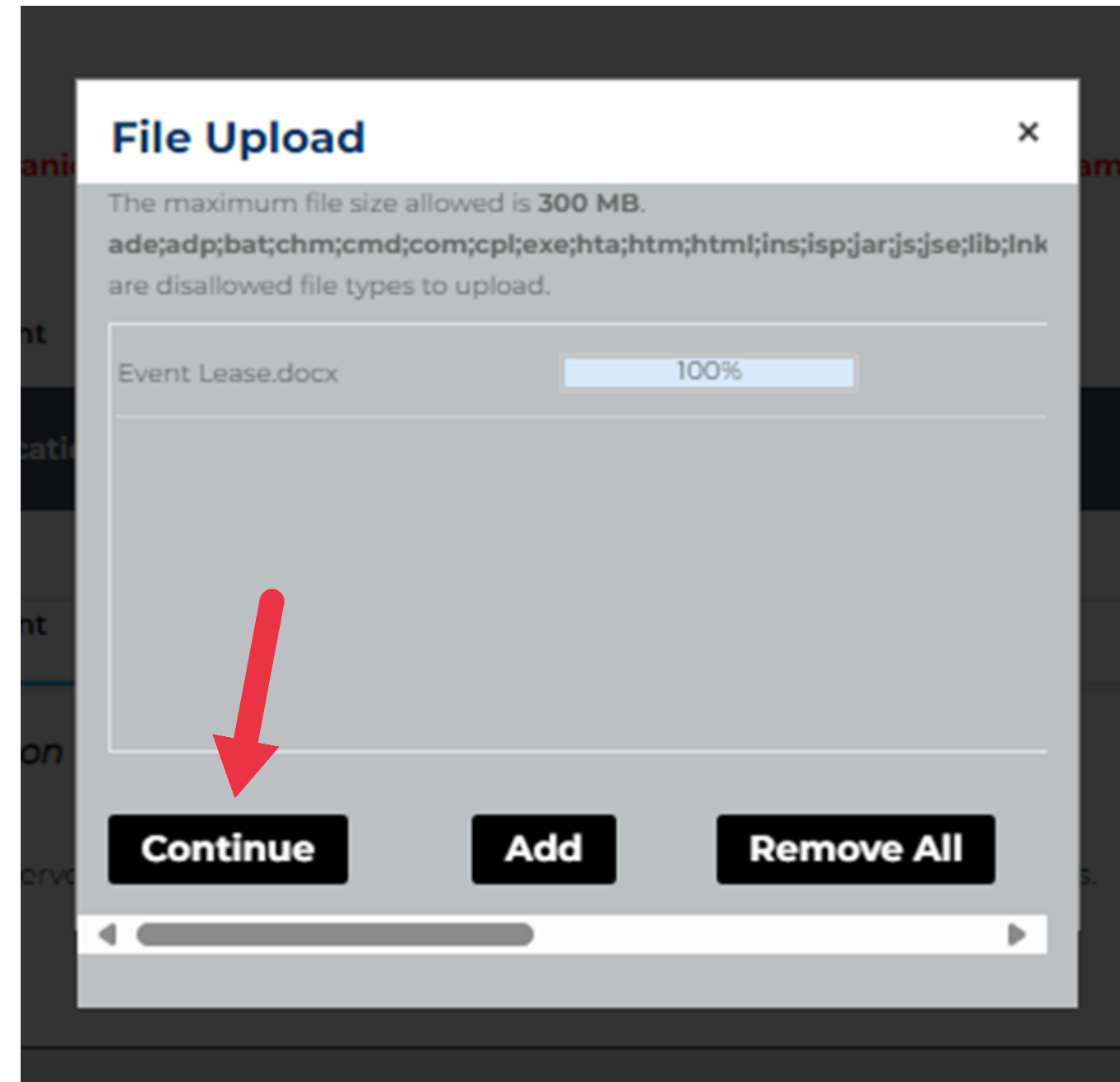
continued on next slide

**A popup will appear; click "add" again to search for the file.**



**continued on next slide**

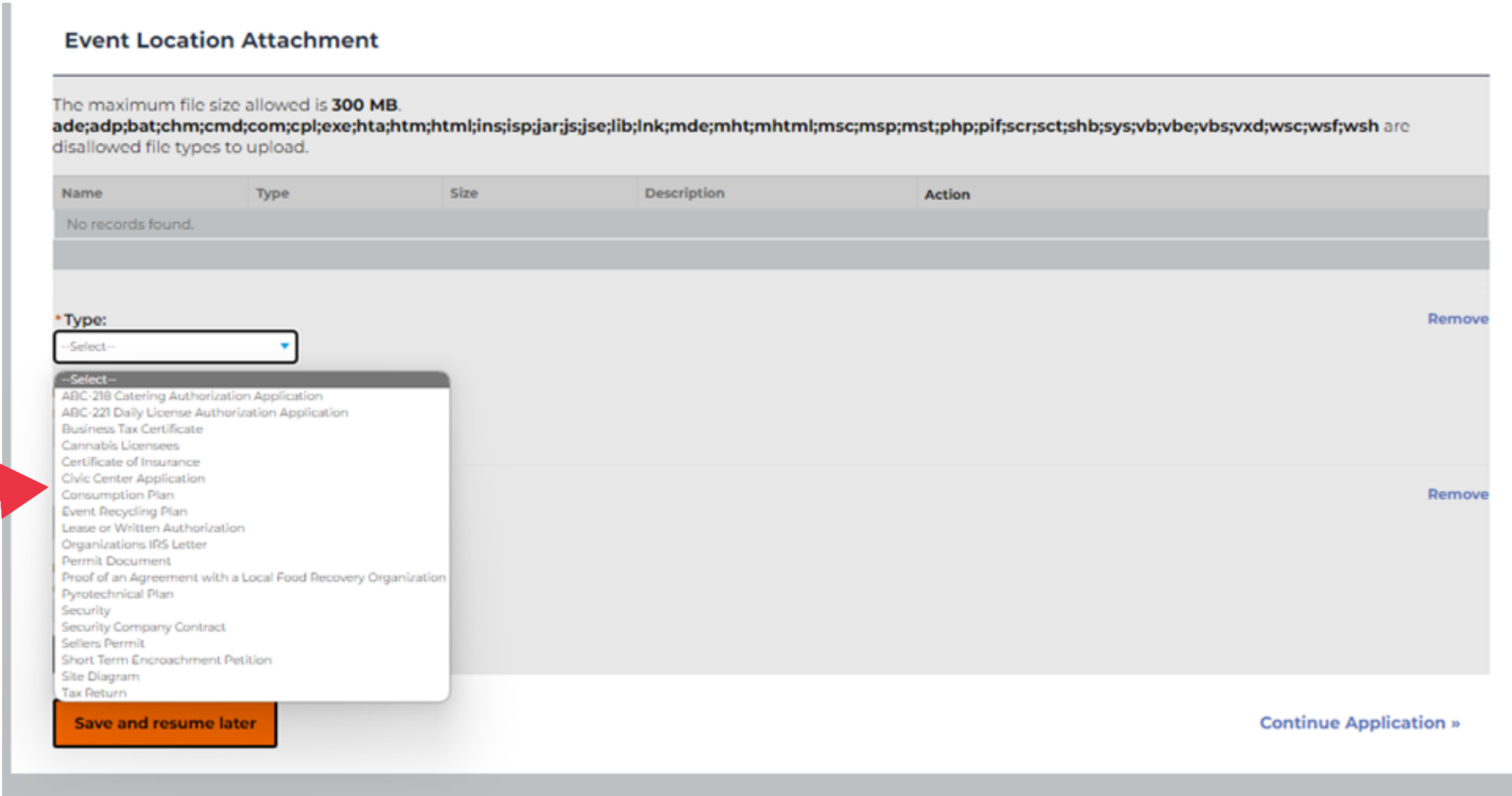
**Once you've selected the files, click "continue."**



**continued on next slide**



# Then, choose the file type from the dropdown menu.



The screenshot shows a web form titled "Event Location Attachment". At the top, it states "The maximum file size allowed is 300 MB." Below this, a list of disallowed file types is provided: ".ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.mht;.mhtml;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.wsf;.wsh".

Name	Type	Size	Description	Action
No records found.				

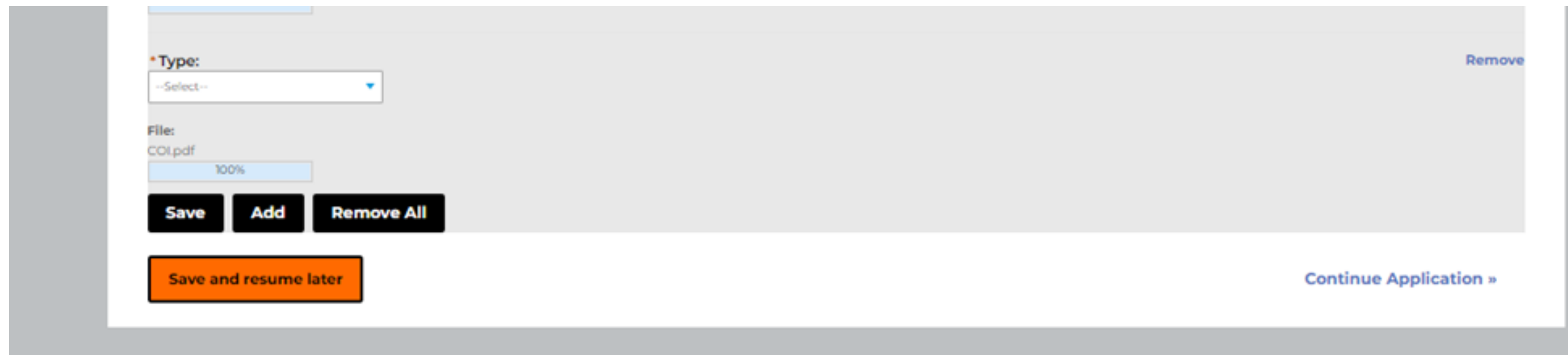
Below the table, there is a form field labeled "Type:" with a dropdown menu. A red arrow points to the dropdown menu, which is currently open, showing a list of file types. The dropdown menu options include: "--Select--", "ABC-21B Catering Authorization Application", "ABC-221 Daily License Authorization Application", "Business Tax Certificate", "Cannabis Licensees", "Certificate of Insurance", "Civic Center Application", "Consumption Plan", "Event Recycling Plan", "Lease or Written Authorization", "Organizations IRS Letter", "Permit Document", "Proof of an Agreement with a Local Food Recovery Organization", "Pyrotechnical Plan", "Security", "Security Company Contract", "Sellers Permit", "Short Term Encroachment Petition", "Site Diagram", and "Tax Return".

At the bottom of the form, there are two buttons: "Save and resume later" (highlighted in orange) and "Continue Application »".

continued on next slide

# Remove Document

To delete a document, click on the "remove" button. This action must be completed before saving the document. Once the document is saved, it cannot be deleted.



# Click "save" to upload file.

**Event Location Attachment**

The maximum file size allowed is **300 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh** are disallowed file types to upload.


Name	Type	Size	Description	Action
No records found.				

\*Type:  
Lease or Written Authorization Remove

File:  
Event Lease.docx  
100%

**Save** **Add** **Remove All**

Save and resume later Continue Application »



continued on next slide

# Address Search

**Address**

Please fill in the address information below and click the search button to pull in your address from our system.

\*Street No.:  \*Street Name:  Street Type:  Unit No.:

City:  State:  Zip:

**For the address search function, it's best to input minimal information. Enter the street number and the first few letters of the street name, then proceed with the search. Select the correct address from the results. If a parcel is not relevant, you can skip selecting it.**

**Address Search Result List** ×

**Addresses**

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 1 FRANK H OGAWA PZ, Oakland CA	Oakland	CA	

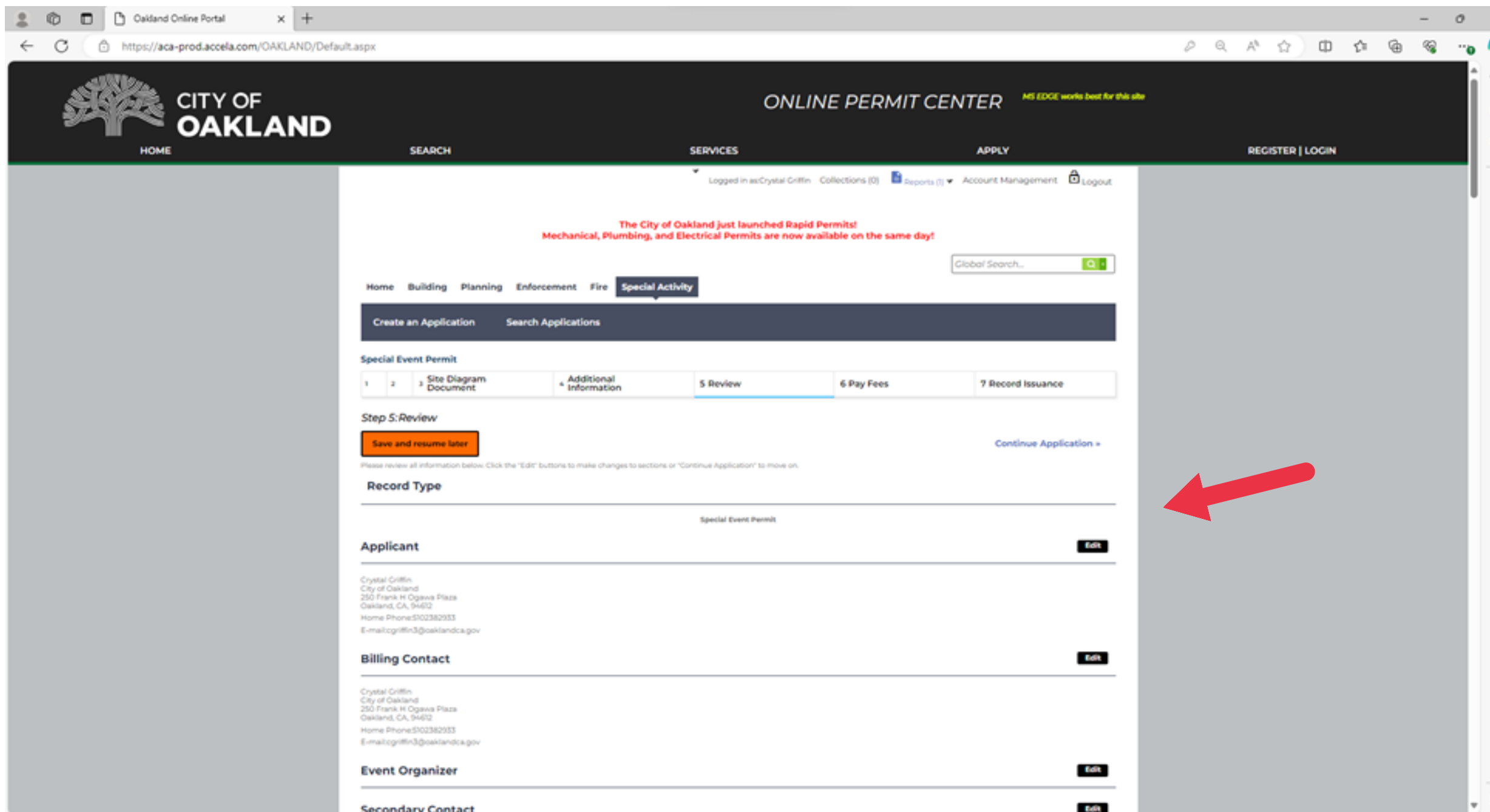
**Associated Parcels**

Showing 1-2 of 2

Parcel Number	Lot	Block	Subdivision
<input type="radio"/> 003 006700100			
<input type="radio"/> 003 006700300		67	

# Editing Answer

During the application review in Step 5, if you notice any incorrect information, click on the edit button. This action will immediately redirect you to the relevant section of the application for editing.



The screenshot shows the 'ONLINE PERMIT CENTER' interface for the City of Oakland. The user is logged in as Crystal Griffin. The application is in the 'Review' stage (Step 5) of a 'Special Event Permit' process. The progress bar shows steps: 1. Home, 2. Building, 3. Planning, 4. Enforcement, 5. Review (active), 6. Pay Fees, 7. Record Issuance. Below the progress bar, there are buttons for 'Save and resume later' and 'Continue Application'. The main content area displays the 'Record Type' as 'Special Event Permit' and lists contact information for the Applicant, Billing Contact, and Event Organizer, each with an 'Edit' button. A red arrow points to the right side of the page, indicating the location of the edit buttons.

# Additional Information



## I applied for a permit; how long will it take to be approved?

We process applications based on the date of the event. Your application may require additional documents, information, based on the scale of your event.

It is important to submit all requested documents to the portal as soon as possible. If you have questions or wish to discuss your event, feel free to reach out to [specialeventsinfo@oaklandca.gov](mailto:specialeventsinfo@oaklandca.gov).

## **Is a permit required if my event is not open to the general public and is only for ticketed guests?**

You need a special event permit if your event consists of 50 or more people, is open to the public (as in advertised to the public or has tickets sold on any media platform) and includes entertainment (e.g., recorded or live music, public speakers, dancers, exhibitions, etc.) or you have an ABC Day License Application requiring a signature from the Oakland Police Department.



## **Do I need to attend a Weekly Special Events Meeting for my event to be approved?**

Not every applicant needs a virtual review of their event. If you have been requested to attend a virtual meeting to discuss your special event, you must be available to meet with internal City partners to finalize the details of your specific event. If you are unable to attend the scheduled meeting, please let our team know as soon as possible.

## **I don't have all my documents ready. Can I still complete the application?**

Yes, if you are missing required documents, please upload a PDF statement regarding the status of your document. You can return to the application even after submittal and upload required documents as they become available. Our office must receive all required documents before a permit can be approved for your special event.

# Helpful Links

[Special Event Website](#)

[Special Event Tiers Definitions & Fees](#)

[Special Event Checklist](#)

**Contact us at:**

[specialeventsinfo@oaklandca.gov](mailto:specialeventsinfo@oaklandca.gov)

