



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT
SPECIAL ACTIVITY PERMITS DIVISION
1 FRANK H. OGAWA PLAZA, 9TH FLOOR • OAKLAND, CA 94612

City of Oakland Special Event Checklist

Please utilize the below checklist to ensure your special event permit application is on track to be approved and that the event itself is a success.

Pre-Event Requirements

1. Insurance

- City of Oakland is listed as an additional insured as well as a Certificate Holder, see [sample insurance here](#)
- This language must be included as an endorsement of the additionally insured listed on the second page of the policy: *“The City of Oakland, its councilmembers, directors, officers, employees, agents, and volunteers” shall be named as additionally insured on the Certificate of Insurance.*
- Insurance Amount is Sufficient
 - i. General Liability is \$1 million per occurrence, \$2 million aggregate for Tiers 1-2
 - ii. General Liability is \$2 million per occurrence, \$4 million aggregate for Tiers 3-4

2. Site Map

- Submit clear site map that includes entrance and exits, any street closures with street names, fire lane clearance, fence lines and stages (with set up and breakdown day & time), first aid, restrooms, vendor booths, generators, fire hydrant locations, and security.
- See [sample site map](#).

3. Waste Management – [See event waste requirements here](#)

- Contract in place with service provider to provide three-stream waste receptacles, waste removal, and separation after the event

- Contract in place with porta-potty provide drop off & pick up time
- Debris box delivery for trash, compost, and recycling & pick up date & time
- Plan to prevent or agreement to recover excess edible food post event
- Documentation of reusable food service ware agreement or compliant single use disposable food ware

4. Security

- Contract in place with state licensed and bonded security company that requires them onsite during event set up and break down

5. Food Vending – [See Vendor Waste requirements here](#)

- Obtain Alameda County Event Sponsorship Permit
- Ensure individual food vendors have Alameda County temporary food facility permits and City of Oakland business tax certificates
- Food trucks must have current City of Oakland mobile vending permit [Fire Prevention Mobile Food application](#)

5. If an Event Has a Street Closure

- Complete the Petition Form to show a majority of neighbors support the closure [Encroachment Petition](#)
- Notify AC Transit [Construction & Event Notification | AC Transit](#)
- Submit clear site map that includes entrance and exits, any street closures with street names, fire lane clearance, fence lines and stages (with set up and breakdown day & time), first aid, restrooms, vendor booths, generators, fire hydrant locations, and security.
 - i. Include broad overview map showing surrounding streets so that first responders may navigate around the event or utilize designated fire lanes.
- Post “No Parking” Notices 72 hours in advance of event

6. Tents/Membrane Structures

- If more than 400 square feet combined apply for a tent permit with the Fire Prevention Bureau

7. Electrical Connections (if event is at Frank Ogawa Plaza)

- Provide contract with sound company and amperage needed
- Ensure there are generators for any additional stages, point of sales, bar, or anything else requiring electricity

8. Day-Of Fire Inspection

- Events that require fire permits (e.g. cooking with open flame, LPG, tents comprising more than 400 square feet) or have large generators need to be inspected the same day of the event at least one hour prior to the start of the event.

During the Event Considerations

1. Fire Safety

- Ensure fire lane access for emergency vehicles and that staff is assigned to monitor the street closure throughout the event and be available to coordinate with police and fire departments if they need to access the emergency vehicle access lane.
- Ensure there are fire extinguishers next to any generators and K Type fire extinguishers for each food vendor to address grease fires

2. Waste Management - [See event waste requirements here](#)

- Verify three-stream waste receptacles are in place and being used correctly
- Ensure porta-potties are onsite and unlocked

3. End on Schedule

- Please end your event at the time stated on the special event permit

Post-Event Actions

1. Waste Management - [See event waste requirements here](#)

- Remove all debris from the event, separate and deposit at debris boxes or have waste taken offsite by company providing clean up service
- Submit weight tags or photos of sorted trash, recycle, and compost from your event

- Ensure excess edible food is taken by staff or volunteers, or donated to a food recovery organization following Alameda County Environmental Health food safety guidelines
- 2. Remove All No Parking Signs
- 3. Safely Re-Open Any Street Closures
 - Utilize a team to safely clear obstructions and re-open roads to vehicular traffic
- 4. Security
 - Maintain onsite security until all vendors and staff leave