YOU DO NOT NEED A LIMITED TERM PERMIT TO….

The following short-term activities do not require a Limited Term Permit:

- Events on sites approved for public assembly (school, hall, church, etc.)
- Garage Sales (not to exceed 3 per year and 2 consecutive days)
- Fund-raising carwash (zoning restrictions and day limits apply)

QUESTIONS

Questions? The Community Development Department staff is here to help!
Please visit the public counter at City Hall Monday to Friday, 9 am to 5 pm (closed Wednesday) with your proposed event, and City staff will guide you through the process.

Helpful Phone Numbers:

Community Development (707) 961-2827
Public Works (707) 961-2813
City Clerk (707) 961-1694
Fire Department (707) 961-2830
Police Department (707) 961-2827
Environmental Health (707) 453-4466
CA Department of ABC (707) 576-2165

NOTICE TO APPLICANTS

All development applications are subject to the regulations set forth in the City of Fort Bragg Inland Land Use & Development Code (ILUDC) and Fort Bragg Municipal Code. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application package by all City, County, and State departments/agencies as necessary.

City of Fort Bragg
Community Development Department
416 North Franklin Street
Fort Bragg, California 95437
Telephone (707) 961-2823, ext.111
Fax (707) 961-2802
Email: CDD@fortbraggca.gov

Limited Term Permits Special Events

City of Fort Bragg

Community Development Department

WHAT IS A LIMITED TERM PERMIT

A Limited Term Permit (LTP) is issued to authorize temporary activities such as seasonal sale lots, location filming, off-site construction yards, and special events.

SPECIAL EVENTS

Special events authorized under a LTP include events such as:

- Arts and Crafts Exhibits
- Carnivals
- Circuses
- Concerts
- Parades
- Food Events
- Special Events

Events are limited to: a) 7 consecutive days; b) four (4) 2-day weekends; c) 1-day event per week; d) or other similar timing within 12 months as determined by the Director.

FEES

Limited Term Permit $252

Limited Term Permit (With TAC meeting)
.costs incurred

TAC REVIEW

TAC is short for Technical Advisory Committee and is made up of City, County, and State departments/agencies that review proposed events and establish special conditions to ensure compliance with applicable requirements and regulations. TAC representatives include City staff, including Police, Public Works, and Planning, Fire Department, County Environmental Health and Building Departments, and California Department of Alcohol and Beverage Control.

TIMELINE

An application, including an event description and site plan, should be submitted to the Community Development Department six (6) weeks in advance.

Staff will provide an example of special conditions that relate to the proposed event, so the applicant can begin contacting applicable agencies to begin the necessary permitting process.

INSURANCE REQUIREMENTS

Proof of liability insurance with the City of Fort Bragg specifically named as “additional insured” by policy endorsement must be submitted to the City Clerk prior to issuance of a LTP. A copy of the “Policy Endorsement” must also be submitted with the Certificate of Insurance. The City of Fort Bragg 2018 Insurance Matrix sets forth the following General Liability Coverage

A statement that includes the following language:

“The City of Fort Bragg, including its officers, officials, employees, and volunteers, are insureds.

($M) (Occurrence/Aggregate):

- Special Events Minor $1/2M
- Special Events Major $2/4M
- Parades & Street Closures $2/4M
- Film Permits Minor $1/2M
- Film Permits Major $2/4M

For clarification, please contact the City Clerk at (707) 961-1694 or the Community Development Department at (707) 961-2827.