

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).
- On-site construction yards for approved projects.
- Emergency facilities as determined by the City Manager.
- Construction and maintenance activities conducted on public property that are authorized by an encroachment permit.
- Sidewalk sales conducted in the Downtown.

QUESTIONS

Questions? The Community Development Department staff is here to help! Please visit the public counter at City Hall Monday, Tuesday, Thursday, and Friday, 9:00 am to 5:00 pm (closed 12:30 pm-1:30 pm) with your proposed event and City staff will guide you through the process.

SPECIFIC STANDARDS

For specific standards regarding Limited Term Permits, please refer to the Inland Land Use and Development Code (ILUDC) 18.71.030 and Coastal Land Use and Development Code (CLUDC) 17.71.030.

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), Coastal Land Use & Development Code (CLUDC), and the 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 Dept.
416 North Franklin Street
Fort Bragg, California 95437
Telephone (707) 961-2823, ext.111
Fax (707) 961-2802
Email: CDD@fortbragg.com
<http://city.fortbragg.com>

Limited Term Permits Special Events



City of Fort Bragg

Community Development Department

March 2025

WHAT IS A LIMITED TERM PERMIT?

A Limited Term Permit (LTP) may be issued to authorize temporary activities such as location filming, seasonal sale lots, off-site construction yards, model homes, real estate offices, occupancy during construction, work trailers and certain other structures. Special requirements of each are described in the Inland and Coastal land use codes.

An LTP may also be issued to authorize special events (see below).

SPECIAL EVENTS

Special events authorized under a LTP include events such as:

- Arts and Crafts Exhibits
- Carnivals, fairs and circuses
- Concerts
- Farmers' Markets
- Parades
- Food Events

Events are limited to: a) up to 7 consecutive days (5 in Coastal Zone); b) four 2-day weekends; c) 1-day event per week; d) or other similar timing within a 12-month period as determined by the Director. Events are allowed only on non-residentially zoned properties.

FEES

Limited Term Permit \$252
Limited Term Permit
(Complex or Major).....costs incurred

TAC REVIEW

The Technical Advisory Committee (TAC) is comprised of City, County and State departments and agencies that review proposed events and establish special conditions to ensure compliance with applicable requirements and regulations. City of Fort Bragg TAC representatives include staff from the Police, Public Works, and Community Development departments. Other TAC representatives include the Fort Bragg Fire Department, Mendocino County Environmental Health, Mendocino County Building Department and California Department of Alcohol and Beverage Control, California Department of Transportation (Caltrans).

These agencies may require additional permitting specific to the applicant's proposed event. Examples include but are not limited to those listed below. The applicant is responsible for obtaining permits and providing proof of approval between agencies.

- Highway 1 Street Closure: *Caltrans Encroachment Permit*
- Food Sales: *Mendocino County Environmental Health Community Event Permit*
- Large Tent Setup: *Fort Bragg Fire Department Tent Permit*
- Alcohol Sales or Distribution: *CA Department of Alcohol and Beverage Control*

HELPFUL PHONE NUMBERS

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

TIMELINE

An application, with detailed and fully dimensioned plans, architectural drawings and sketches, including event description and site plan should be submitted to the City of Fort Bragg Community Development Department six (6) weeks in advance, and no more than four (4) months prior to event.

INSURANCE REQUIREMENTS

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

(\$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 Community Development Department, at (707) 961-2823.