



# CITY OF CANYON LAKE

*"A Little Bit of Paradise"*



# Special Events Permits

Canyon Lake Municipal Code

Chapter 11.25: Special  
Events



- To ensure that large events do not become a hazard to the public peace, health, safety or general welfare, a Special Event Permit is required for any event or planned occurrence that may attract 50 or more people.
- A Special Event Permit application must be submitted and paid for at least 30 days in advance of the event.
- Current cost is \$84.00.
- Events on POA common areas require POA approval.
- Completed applications can be dropped off at City Hall, Monday – Thursday, 8AM – 5PM or emailed to [businesslicense@canyonlakeca.gov](mailto:businesslicense@canyonlakeca.gov)

# Special Events Permits

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Starting March 1, 2023 there will be two major changes to the Special Event Application process.

- 1. Residents will be directed to the City's website to complete a web-based application.
- 2. A new 4-tier application and fee structure will be implemented.

This Option applies to a Private Event that involves invited attendees (not open to the public), necessitates only basic review by the Planning Department, and does not involve the review by any other City Departments or County/State Agencies.

This Option does not apply to an event open to the General Public or a Private Event if you have something that requires: Access to provided goods and services (i.e., tables set up for drinks or food); handicapped individuals (everyone needs access to the goods and services), and; exceeds a ratio of one restroom for 50 people.

# Special Event Tier Structure Explained

Tier 1 Option A  
(50-299 attendees)  
Fee: \$64.00

Effective – March 1, 2023

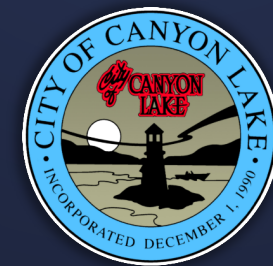


Event requiring a more detailed plan review from Planning and additional departments as needed. Review includes an inspection of proposed food servings, portable power, use of tents or membrane structures (e.g., EZ-Up type covers), determination of public or private events for ADA compliance, etc.

# Special Event Tier Structure Explained

Tier 1 Option B  
(50-299 attendees)  
Fee: \$128.00

Effective – March 1, 2023



Event requiring a more detailed plan review from Planning and additional departments as needed. Review includes an inspection of proposed food servings, portable power, use of tents or membrane structures (e.g., EZ-Up type covers), determination of public or private events for ADA compliance, etc. Additional review and fees as required (e.g., County Health Department).

# Special Event Tier Structure Explained

Tier 2

(300-999 attendees)

Fee: \$256.00

Effective – March 1, 2023



Event requiring a more detailed plan review from Planning and additional departments as needed. Review includes an inspection of proposed food servings, portable power, use of tents or membrane structures (e.g., EZ-Up type covers), determination of public or private events for ADA compliance, etc. Additional review and fees as required (e.g., County Health Department).

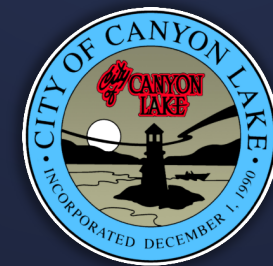
# Special Event Tier Structure Explained

Tier 3

(300-999 attendees)

Fee: \$512.00

Effective – March 1, 2023



# Business License Fee Changes

Effective – March 1, 2023



- Single Day Vendor Permit: \$23.00 total (\$19 Service Fee + \$4 State Fee)
- Initial Application for Business License: \$155.00





# Fire Department Special Events Permits

## Why is the Fire Department involved in the Special Event Permitting process?

- A permit is an official document issued by the City and Fire Code Official that authorizes performance of a specific activity
- Activities that require a permit are those that could cause conditions that may present a hazard to individuals and property
- The Fire Department must review plans for emergency access, fire and electrical hazards, adequate egress, storage and/or use of hazardous materials, use of tents or membrane structures, events with more than 50 participants





# Fire Department Special Events Permits

## What types of Special Events does the Fire Department Review?

- **Tier 1 – Option B Event**
  - The Fire Department does review all Tier 1 – Option B Events
    - Additional fees and inspections may be required
- **Tier 2 Event**
  - The Fire Department does review all Tier 2 events
    - Additional fees and inspection will be required
- **Tier 3 Event**
  - The Fire Department does review all Tier 3 events
    - Additional fees and inspection will be required







# Fire Department Special Events Permits

## What types of Special Events does the Fire Department Review?

- **Tier 1 – Option B Event**
  - Wedding outside the lodge; reception inside
- **Tier 2 Event**
  - Tree Lighting Ceremony
  - Kids Fishing Tourney
  - Baseball Opening Day
- **Tier 3 Event**
  - Rocktoberfest
  - Fiesta Days
  - Fourth of July







# Fire Department Special Events Permits

## Fire Department Emergency Access

- Plans must show that 24' Fire Department Emergency Access is maintained
- Location of food trucks cannot be in the fire lane
- Access to fire hydrants must be maintained
- This includes the parking of golf carts in any fire lane
- Tents or temporary membrane structures may not be erected in fire lanes







# Fire Department Special Events Permits

## Fire and Electrical Hazards

- **Location, Type, and quantity of Fire Extinguishers**
  - 75' travel distance
  - 2A10BC for most uses – not cooking
- **Use and location of generators**
  - Must not be less than 10' from combustible material
  - Each must have its own fire extinguisher
  - Approved electrical cords for the equipment and environment must be utilized
  - Storage of flammable liquid not permitted in tent or membrane structure
- **Combustible vegetation must be removed from the area before event**







# Fire Department Special Events Permits

## Tents and Membrane Structures

- All sides and floor must be rated for flame propagation performance of NFPA 701
  - Typically, on a tag for each section
- Must have anchors to keep in place during wind and weather
- Must not be located within 10' property lines, buildings, parked vehicles, or generators
  - Generators need physical protection
- Smoking is not permitted inside tents and membrane structures
  - Signage is required stating "NO SMOKING!"







# Fire Department Special Events Permits

## Tents and Membrane Structures - Cooking

- All vendors must have a City Business License and Health Department Permit
- If employees only in tent or membrane structure, griddle type appliances may be used
- Flame producing devices such as a burner or barbeque must be 10' from tent
- Tents or membrane structures must have four walls with "pass through" window for food
  - If not on asphalt or concrete, then tent must have a floor
- A "secure" fire extinguisher must be provided





# Fire Department Special Events Permits

## Tents and Membrane Structures – Cooking and Health Department Requirements

- Name of Facility in at least 3" high letters including City, State, Zip Code
- Name of Operator in 1" high letters
- Hand washing facilities with warm water, soap, and paper towels
- All food and beverage items must be properly stored, displayed, prepared/processed with hot and cold storage containers
- Ice is considered a food and must be kept off the ground



This booth does not meet City or Health Department Requirements





# Fire Department Special Events Permits

## Food Trucks/Trailers

- All vendors must have a City Business License and Health Department Permit
  - May operate at event but must be listed on the event coordinator's application and comply with all Health Department requirements if no permit
- Must have a 2A10 fire extinguisher
- Must have a "K" type fire extinguisher
- Must have a kitchen hood system
- All extinguishers and hood must be current
- Must park in approved areas only, may not block fire lanes





# Fire Department Special Events Permits

## Indoor Fixed Facilities

- When a fixed facility sponsors a special event, they will not need a special event permit for each occasion
- The Fire Department will conduct an annual inspection of the facility and issue an annual permit(s)
  - The applicant must provide details of the event and submit plans for approval as part of this process to determine occupancy limits and egress requirements
  - If an event occurs that was not preidentified they may be additional fees for plan review and/or inspection(s)







# Fire Department Special Events Permits

## Fire Department Inspection Fees

- Existing Business: Up to 1,000 square feet
  - \$59.00
- Existing Business: 1,001 – 2,500 square feet
  - \$118.00
- Existing Business: 2,501 – 10,000 square feet
  - \$178.00
- Existing Business: 10,001 plus square feet
  - \$237.98
- Engine Company with 3 personnel
  - \$275.00/hr
- Fire Chief/Fire Marshal
  - \$175.00/hr







# Fire Department Special Events Permits







# Code Enforcement

- Conducting inspections of all event locations to ensure compliance
- Deviations from the application (i.e. the presence of food, tables, jumpers) will result in citation
- Any event with health and safety concerns may result in the event to be shut down
- Citation amounts up to \$500

# City Hall Information

## Address

31516 Railroad Canyon  
Road

## Phone Number

951-244-2955

## Hours of Operation

Monday – Thursday  
8 AM – 5 PM

## Website

[canyonlakeca.gov](http://canyonlakeca.gov)

## Email

[businesslicense@  
canyonlakeca.gov](mailto:businesslicense@canyonlakeca.gov)





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