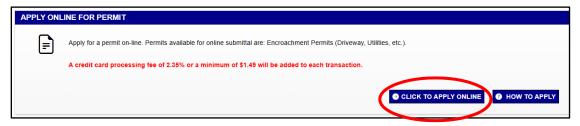
## ONLINE SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

Link to portal <a href="https://slocounty-ca.permittrax.com/Citizen/Home">https://slocounty-ca.permittrax.com/Citizen/Home</a>

\*Please note you must sign in/ register (which only takes a few moments).

Once you have created an account and logged in, select CLICK TO APPLY ONLINE:



This will take you to the list of ENC Permits & the Special Event Permit - option (05)

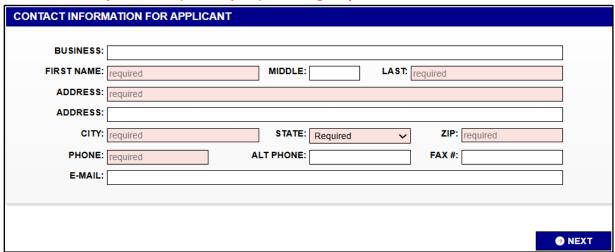


Once you have **selected** the **Special Event Permit**, there are **8 steps** to complete the application, which requires uploading your supporting documentation.

# **STEP 1 OF 8 (CONTACT INFORMATION FOR APPLICANT)**

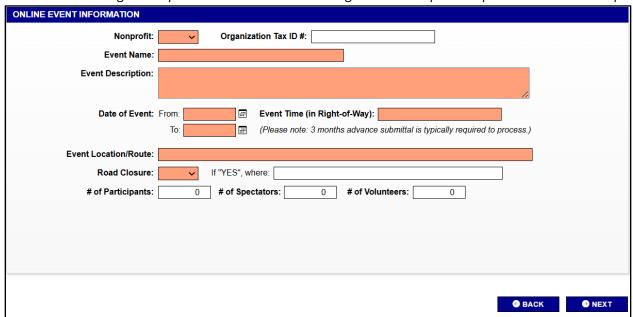
Please enter the applicable information below:

\*All fields are required before proceeding on; please include email address.



# **STEP 2 OF 8** (EVENT INFORMATION)

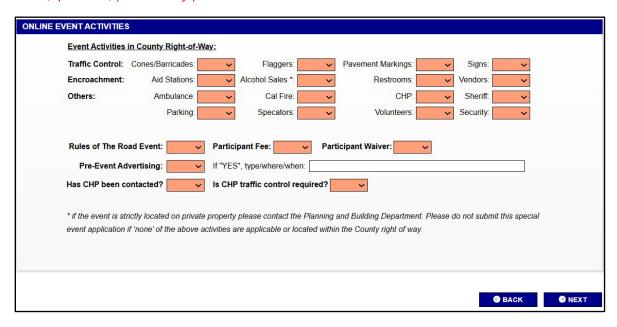
Please answer the general questions below: Fields in Orange/ Red are required to proceed to the next step.



## **STEP 3 OF 8 (EVENT ACTIVITIES INFORMATION)**

Please answer the general questions below: Fields in Orange/Red are required to proceed to the next step.

**\*Please note**: if your event will have alcohol, a copy of the current ABC liquor license is required to be submitted (uploaded) prior to any permit issuance.



## **STEP 4 OF 8** (TERMS & CONDITIONS/ AGREEMENT CLAUSE)

I hereby acknowledge that I am the event/ permit coordinator for this special event. I agree to comply with city, county and state laws regulating construction and in doing the work authorized no person will be employed in violation of labor code of the State of California.

I understand that this application is not a permit until approved by the County Officials, fees are paid in full, and receipt of an issued permit is acknowledged on the face of the permit.

The permittee agrees and accepts that the work wi	he conducted in accor	danco with the Encreachm	ont Dormit Conditions, the County	of Can Luic
• The permittee agrees and accepts that the work will be conducted in accordance with the Encroachment Permit Conditions, the County of San Luis Obispo Public Improvement Standards, the Streets and Highways Code, State Vehicle Code, County Code, and these attached Provisions.				
The permittee agrees and accepts that any work w and bonded contractor and shall provide traffic contr				tely licensed
• The permittee shall defend, indemnify, and save hademands, damages, costs, expenses, or liability that permittee, or of agents, employees, or independent errors in the design or performance of any work und committed jointly or concurrently by the permittee, thor independent contractors. Nothing contained in the against any responsibility or liability in contravention	relate in any way to this contractors directly response or this permit, providing e permittee's agents, er foregoing indemnity pro-	s permit, including, but not including, but not including, but not including the further that the foregoing simployees or independent convisions shall be construed	limited to, any act or omission on to cluding, but not limited to, any defe- hall apply to any acts, or omission contractors, and the County, its age	the part of the ects, flaws or is to act, ents, employees
Applicant Name:		Date: 03/11	2025	
* Please note that an application submittal does				

## **STEP 5 OF 8 (REQUIREMENTS)**

The **required** <u>supporting documentation</u> can be uploaded once the application has been completed/submitted.

#### REQUIREMENTS

- 1. Provide current Certificate of Liability Insurance (COI) \*naming the County of San Luis Obispo as additional insured. Provide additional COIs for CHP, Caltrans, etc. if required and/or requested by Public Works.
- 2. Provide Traffic Control Plan (legible and created by a licensed traffic control company) \* some exceptions may apply contact Public Works/Development Services to discuss. Traffic Control Plans (TCP) are typically required for most, if not all, ENC permit requests. Utility work or Special Events require a TCP to be submitted with the online application. Any work that requires shoulder, lane or road closures must submit some type of a TCP. All TCP's will be reviewed by our engineering staff prior to any permit issuance. Please note additional supporting documentation may be requested during this review.
- 3. Provide Event Location map, Route map(s), etc.
- 4. Provide additional event details, documents specific to the event and permit request.
- 5. Provide copy of additional permits that may be needed from agencies like Caltrans, SLO County Parks, CA State Parks, etc.
- 6. Provide ABC Liquor License if applicable to event where alcohol will be in the County Right of Way/Roads.



**△** AGREE

#### **STEP 6 OF 8 (APPLICATION CONFIRMATION)**

Once confirmed, your application will be submitted to the County of San Luis Obispo Public Works for review.

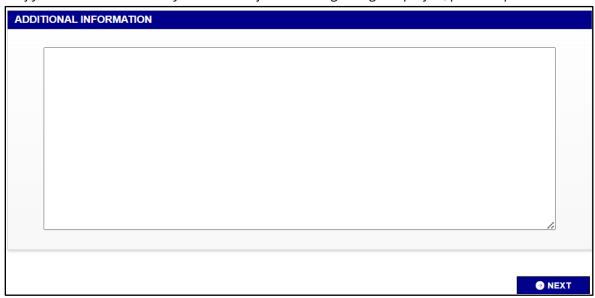
<u>Please do not make payment until you receive a confirmation email from Public Works - Development Services</u> detailing the next steps prior to any permit issuance.

Once this application has been submitted to the County, you can expect an email confirmation within 24 - 48 hrs. Public Works will review your application and if any additional information is needed, you will be contacted by email. Otherwise, please allow 5 to 7 business days for the review and processing of the application submittal.



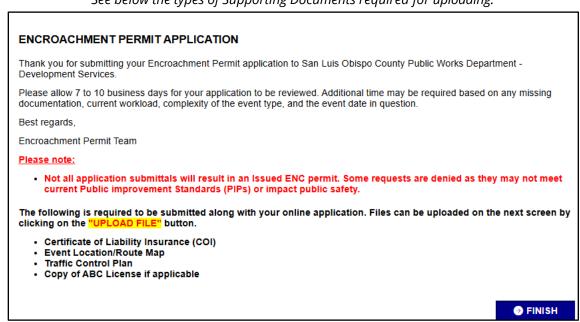
#### **STEP 7 OF 8 (PROJECT NOTES)**

If you have wish to add any additional information regarding this project, please explain below.



## **STEP 8 OF 8 (FINISH/UPLOAD FILES)**

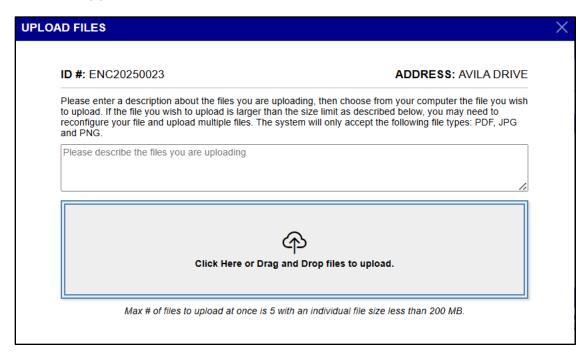
Once you select "FINISH" you will be taken to another screen to "UPLOAD FILE". See below the types of Supporting Documents required for uploading.



Once you select **FINISH**, the information you entered in the online application will create a draft for your review and will also allow supporting documentation (i.e. COI, event route, traffic control plan, etc.) to be uploaded - **please select UPLOAD FILE** - to add those documents.



When selecting **UPLOAD FILE**, it will take you to the screen below in which you will need to describe the supporting documentation (*i.e. COI*, event route map, etc.) before uploading the specific document(s).



<sup>\*</sup>Please Note: <u>Payment cannot be made until after the review</u> of the Special Permit application by County staff. If approved, you will be contacted (via email) with payment instructions once the permit has been created and is ready for issuance.