

## SPECIAL EVENT SUBMITTAL CHECKLIST

### General:

1. Provide (2) sets (minimum 11" x 17") size legible plans.
2. Approval is required by the Fire Department.
3. Provide sheet index on the first sheet of plans.
4. Provide Vicinity map on the first sheet of plans.
5. Disabled Access
  - a. Show accessible parking stalls (include van accessible).
  - b. Show accessible path of travel to the event.
  - c. Show location and path of travel to the accessible restroom(s).

### Structural:

6. Show the size and location of the stage(s), and if stage(s) are larger than 10' x 10', the following shall be provided:
  - a. Structural support details and calculations by a licensed civil /structural engineer
  - b. Accessible ramp or lift for the stage (provide support details)
7. Show the size and location of the tent(s), and if the tent(s) are larger than 40' x 40', structural support details and calculations by a licensed civil /structural engineer shall be provided.
8. Show the specifications and location of the generators(s).

Primary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Contractor Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

State Lic. No. \_\_\_\_\_ City Business Lic. No. \_\_\_\_\_

Event Company (Tent /Stage Installer) Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

State Lic. No. \_\_\_\_\_ City Business Lic. No. \_\_\_\_\_

Number of Tents: \_\_\_\_\_ Number of Generators: \_\_\_\_\_

Additional Comments:

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