NAPA COUNTY
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

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Processing an Application for a Temporary Events License

A temporary event is any festival, fair, show, showcase, house or garden design tour, concert, dance, rally, parade, demonstration of competition of creative athletic form to which the public is invited or admitted with or without the payment of an admission charge. Temporary events include, but are not limited to, music, dance, theater, speech, athletics, or any other visual, audio, or tactile arts or combination thereof, including incidental retail sales of the products of such activities, as long as such sales are not advertised off-site. This includes any other gathering or assemblage of individuals for the purpose of observing or engaging in expressive activities within the ambit of the First Amendment of the United States Constitution and Section 2, 3, and 4 of Article 1 of the California Constitution.

A temporary event is held at any place other than a highway (as defined in Section 10.24.010 of the Napa County Code), a permanent building or installation constructed and primarily used for the purpose of conducting public assembly.

All applicants shall be responsible for complying with the provisions contained in the Temporary Events Ordinance located in Chapter 5.36 of the Napa County Code.

A. Application for Temporary Event License.

1. Applications must be submitted for a license to conduct a Category 2A, 2B, 3, or 4, Subsequent Category 2A, 2B, 3, or 4 events. No application is required for a Category 1, 1A, 1B, Subsequent Category 1, 1A or 1B event.
2. The application and information forms require that the applicant provide some basic information as well as a detailed written description of the proposed event. When the application is submitted, a non-refundable, filing fee is collected to cover the costs of processing and analysis time, legal advertising, field investigations and similar matters.
3. One temporary event license application (for a single fee) may include a series of events of the same Category at the same site. However, each event will be evaluated independently for determination of the required separation between events, and the number of events allowed at any given site.
4. If there is a repetition of a licensed temporary event ("subsequent event") within twenty-four months, and the applicant, location, type and size of activity are substantially the same, the applicant must provide a new application along with a current Certificate of Insurance, Defense and Indemnification Statement, and a current set of mailing labels specifying parcel number, name, and address of all property owners, as shown on the last equalized assessment roll, adjacent to, or situated within 1000 feet of the event site property boundaries, a copy of all assessors' pages used in compiling the property owners list. (Note: This requirement applies to Category 3, 4, Subsequent Category 3, 4, and Subsequent Category 2A or 2B events involving a prior complaint.)

B. Review and Report by Agencies.

1. Upon receipt of the completed application and the application fee(s), Planning, Building, and Environmental Services (PBES) shall review the application for compliance with the Minimum Standards Table in this manual.
2. If the application is for a subsequent event, the departments and agencies must also indicate whether impairment of the health or safety of the participants, spectators or neighbors occurred during the previous event, or any unanticipated impairment of traffic flow resulted from that prior event.
3. See Napa County Code Section 5.36.040 for department's investigation and reporting procedures.

4. No temporary event license shall be issued until the certificate of insurance or satisfactory evidence of equivalent security has been filed with the Director.
5. The applicant is responsible for supervising all activities authorized by the temporary event license and for ensuring compliance with all required conditions. The applicant will provide the Director with the name the Event Supervisor who will be responsible for all on-site supervision during all phases of the event.
6. The temporary event license must be displayed in close proximity to the primary entrance to the event site and be available for public inspection at all times.

The following is a list of those public agencies to which temporary event applications will be submitted for comment. The first column lists agencies required to report to the Zoning Administrator whether they believe those standards and requirements in this Manual corresponding to their area of expertise will be met. The second column lists agencies beyond the County's jurisdictional authority that may have an interest in commenting upon the ability of the proposed event to comply with the standards and requirements in this Manual.

Reference Required. Comments Required:	Reference Required, Comments Solicited:
Napa County Engineering (PBES)	California Highway Patrol (CHP)
Napa County Flood Control District (FCD)	Bay Area Air Quality Management District (BAAQMD)
Napa County Fire Department (FD)	California State Fire Marshall (CSFM)
Napa County Planning, Building, and Environmental Services (PBES)	California Department of Fish and Game (DFG)
Napa County Sheriff's Office (NCSO)	Federal Aviation Agency (FAA): only if event is within Airport Compatibility (:AC) zone or event will involve the installation and use of anything intruding into the airspace over 200 feet above grade, including but not limited to towers, antennas, rides, balloons, fireworks, and laser beams.
Napa County Environmental Health (PBES)	Adjacent police and fire agencies for other counties, cities (AP&F): only if event site is located within one mile of such agencies' boundaries.
Napa County Executive Office, Risk Manager (RM)	
Napa County Emergency Medical Services Agency (EMS)	

Minimum Standards Table

A license for a temporary event as defined in Section 5.36.010 of the Napa County Code shall be approved and issued only if the items identified below as "Requirement" (R) for the applicable category of event appear likely to be met. Such a license may be revoked prior to the event if Requirements are in fact not complied with.

Items identified as "Guidelines" (G) are included for preliminary informational purposes only. In general, these refer to policies and regulations of other governmental agencies which are not directly enforced by the County of Napa. The applicant should contact the listed Reporting/Commenting Agency for details as to such policies or regulations.

"Category" and the corresponding numbers have the same meaning as in the Temporary Events Ordinance (Napa County Code Chapter 5.36).

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
(A) INSURANCE:					
Proof of Insurance per County Code §5.36.080 must be met prior to issuance of license or evidence of equivalent security.	R	R	R	R	RM (#A-1)
Amount of general public liability coverage required: Minimum $1,000,000 combined single limit.	R	R	R	R	RM (#A-2)
Endorsement for alcohol liability of the applicant for property damage and/or injuries, including death, to any persons if the event involves sale or other dispensing of alcoholic beverages for on-site consumption.	R	R	R	R	RM (#A-3)
(B) PARKING: (B)					
Shuttle buses shall be provided for off-site parking lots located more than one-third mile from the event entrance, and shall be confined to travel on state highways, Silverado Trail, county arterial and collector roads. County Code §§18.112.070 and 18.112.080 Shuttle buses shall load and unload passengers on each lot if possible, or shall load on a paved shoulder of the right-of-way, and shall not sit idling while waiting for passengers. Shuttle buses shall unload inside the event entrance, and a turnaround area for shuttles shall be located on the event site. County Code §18.104.130(D)(14)	R	R	R	R	PBES, CHP (#B-1)
Written consent shall be obtained from the owners of all off-site parking areas which are not also the public parking portions of public roads or highways.	R	R	R	R	PBES (#B-2)
All off-site, off-street parking shall comply with the parking standards outlined in County Code §18.104.130.	R	R	R	R	PBES (#B-3)
Adequate number of monitors to ensure compliance with no parking along streets posted "No Parking" by the Board of Supervisors and no blockage of driveways or roads; appropriate warning signs; and plans for removal of violators.			R	R	CHP, PBES (#B-4)
Motor vehicle parking over combustible material, such as dry grass, shall be permitted only with fire hazard mitigation measures, including but not be limited to fire prevention measures; fire reporting procedures; parking area attendants; fire control equipment; parking lot fire apparatus access and emergency egress; wildland exposure	G	R	R	R	FD (#B-5)

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
protection; and mowed to a maximum height of four (4) inches.					
Access driveways to off-site parking lots shall meet a minimum access width of eighteen (18) feet. County Code §18.104.130(D)(12)			R	R	PBES (#B-6)
Temporary parking for signs and directional signs to off-site parking locations, prepared at the expense of the event sponsor, shall be no larger than 36 inches by 36 inches, and shall be located to safely identify the parking locations. Such signs shall be placed no earlier than the day before the event and shall be removed no later than the day following the event. Such signs shall not be located on trees or utility poles. County Code §18.104.130(D)(5)	R	R	R	R	PBES (#B-7)
Reclaimed water shall be applied to each off-site parking location at a minimum of once on the day prior to the event, at least once in the morning and once in the afternoon of each day when vehicles are parked or more often as necessary for dust suppression. County Code §18.104.130(D)(6)	R	R	R	R	PBES (#B-8)
Off-site parked vehicles shall be set back by a minimum of 50 feet from residences. Setbacks shall be temporarily fenced or flagged.	R	R	R	R	PBES (#B-9)
A minimum of three parking attendants shall be present at each lot used for temporary off-site parking to assist in parking vehicles as long as the parking lot is in use. Attendants shall be trained in enforcement of no smoking and emergency vehicle access requirements, emergency incident reporting and notification procedures, and the use of fire extinguisher. (County Code §18.104.130(D) (18) Security shall be provided at each off-site parking location for as long as parking continues at that lot. County Code §18.104.130(D)(4)	R	R	R	R	PBES (#B-10)
(C) TRAFFIC CONTROL:					
Any public road closures requested by applicant or required by PW or CHP due to location or size of event shall be approved pursuant to Vehicle Code procedures. (Board of Supervisors action required)	R	R	R	R	PBES, CHP (#C-1)
If additional traffic control by CHP requested by applicant or required by CHP, sign reimbursement agreement with CHP.		G	G	G	CHP (#C-2)
Provide monitors to direct traffic at all points of ingress, egress, and forks in private access roads and to turn away vehicles when authorized limit is reached.				G	PBES, CHP (#C-3)
Provide a traffic plan to PBES, CHP showing access routes to be used, placement of monitors and signs, parking areas, shuttle routes, and road closures.				G	PBES, CHP (#C-4)
Provide identifying signs for pedestrian routes along or adjacent to roadways between off-site parking areas and the event site. Temporary crosswalks shall be designated for pedestrian safety.		G	G	G	PBES CHP (#C-5)
(D) WATERSHED AND WATERCOURSE PROTECTION:					
No events shall be held in floodways between November and March.	R	R	R	R	FCD, DFG (#D-1)
All grading or clearing of vegetation shall comply with the Conservation Regulations. County Code §18.108.100	R	R	R	R	PBES, DFG (#D-2)
No discharge of hazardous materials to land, air or water in violation of federal or state laws or regulations.	R	R	R	R	PBES (#D-3)

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
(E) AIR QUALITY:					
Comply with all applicable Bay Area Air Quality Management District Regulations, including but not limited to, control of fugitive dust, gaseous and particulate emissions, excessive motor vehicle idling, open burning, and prohibited equipment.	G	G	G	G	BAAQMD (#E-1)
(F) SIGNAGE:					
Price of admission signs shall be conspicuously displayed before all event entrances in compliance with County Code §5.04.010.	R	R	R	R	PBES (#F-1)
Temporary Events signs and off-site directional signs shall comply with County Code §18.116.030.	R	R	R	R	PBES (#F-2)
No signs shall be placed on trees, utility poles, or within any public right-of-way.	R	R	R	R	PBES (#F-3)
Temporary parking signs shall be installed no sooner than the day before the event and be removed no later than 5 p.m. after the end of the event.	R	R	R	R	PBES (#F-4)
(G) LEGALITY OF STRUCTURES:					
Buildings used in the event shall either have been built with a building permit or shall have obtained a temporary or final Certificate of Occupancy or have a Certificate of Legal Nonconforming Use (CLN) issued per County Code §18.132.010.	R	R	R	R	PBES (#G-1)
There shall be no overnight stays by public attendees of the event unless such stays are otherwise permitted by zoning regulations or CLN.	R	R	R	R	PBES (#G-2)
The event shall not involve use of any structures which have been posted as dangerously substandard for human habitation per County Code §15.36.010.	R	R	R	R	PBES (#G-3)
(H) DISABILITY ACCESS:					
Provide hearing assisted devices to the hearing-impaired, wheelchair access to the site and site facilities if reasonably available in view of the type of activity and site constraints; if not, document why unreasonable or impossible.	G	G	G	G	See ADA Technical Assistance Manual (CEO) for federal advice, address and phone numbers. (#H-1)
(I) NONDISCRIMINATION:					
Unless interfering with practice of religion, attendance and facilities at the event should be open to all members of public regardless of race, religion, gender, marital status, disability, or noncontagious medical condition, and age, except if alcohol is served during the event, persons under the age of 18 may be excluded.	G	G	G	G	State Fair Employment and Housing Department (#I-1)
(J) SANITARY FACILITIES & SEWAGE DISPOSAL:					
Provide reasonably accessible and identified toilets, the number to be determined - by Environmental Health on basis of Portable Sanitation Industry Guidelines on file with PBES	R	R	R	R	PBES (#J-1)
Required toilets shall be either permanent facilities approved by Environmental Health or portable toilets serviced by a pumping company licensed under County Code §5.20.020.	R	R	R	R	PBES (#J-2)

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
If event site or any off-site parking areas include or are near an existing leachfield, the leachfield shall be fenced or otherwise blocked off from event to avoid soil compaction.	R	R	R	R	PBES (#J-3)
(K) SOLID WASTE DISPOSAL & RECYCLING:					
Provide a minimum of three trash receptacles for each 100 attendees per day of the event. The receptacles must be serviced accordingly so that trash does not overflow the receptacle.	R	R	R	R	PBES (#K-1)
Place trash receptacles through premises with attention to areas of high trash generation and near entrances/exits, and at each off-site parking lot during the use of the lots.	R	R	R	R	PBES (#K-2)
Provide a minimum of three well-labeled, visible recycling receptacles per 100 attendees per day for collection of recyclable materials. Labels should clearly indicate what recyclable materials are accepted. Provide lids with restricted openings where possible to decrease contamination with trash. Recycling and trash receptacles should look distinctly different.	R	R	R	R	PBES (#K-3)
Recycling receptacles should always be paired with trash receptacles throughout premises and placed at high generation points (beverage bar, kitchen, clearing areas, etc.). The receptacles must be serviced accordingly so that recyclables do not overflow the receptacles.	R	R	R	R	PBES (#K-4)
Arrange for collection of all trash receptacles within 48 hours of conclusion of event unless event trash & recyclables will be combined with other regularly scheduled pick-up at the event location. Recyclables may otherwise be taken to a buy-back location for the California Refund Value.	R	R	R	R	PBES (#K-5)
Event sponsors should consider various strategies to reduce waste generated at events in order to conserve resources and comply with mandates of the California Integrated Waste Management Act (California Code of Regulations, Title 14).	G	G	G	G	PBES (#K-6)
(L) LIGHTING:					
Shield all new outdoor lights from adjacent residences, airfields and public roadways.	G	G	G	G	PBES; FAA in :AC Districts (#L-1)
(M) FOOD FACILITIES					
A non-profit charitable temporary food facility must comply with CURFFL Article 13.5. A food permit may be required pursuant to Article 13.5, for additional information on Article 13.5 the applicant shall contact Environmental Health.	R	R	R	R	PBES (#M-1)
A for-profit entity, unless restricted by a use permit, that gives or sells food for the benefit of a non-profit entity has no food permit requirements as long as the event is less than 3 days in a 90-day period.	G	G	G	G	PBES (#M-2)
A for profit entity that gives or sells food that is NOT for the benefit of a non-profit entity must comply with Article 13. For events 2 days or longer, the applicant must apply for and obtain a temporary event food permit from Environmental Health.	R	R	R	R	PBES (#M-3)
(N) EMERGENCY ACCESS AND REPORTING ON SITE					
Applicant shall provide a telephone with 911 or a cellular phone with the appropriate 10 digit emergency number (707) 253-0911.	R	R	R	R	FD, NCSO (#N-1)

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
Emergency access roads shall meet Napa County Road and Street Standards for and “Agricultural Special Purpose Road” (e.g. one lane road with turnouts).	R	R			PBES, FD (#N-2)
Emergency access roads shall meet Napa County Road and Street Standards for a “Type I Common Drive” (e.g. two lane road).			R	R	PBES, FD (#N-3)
If the event is located in a high fire hazard severity zone, between May and October, a secondary access/egress route shall be provided.				R	PBES, FD (#N-4)
Emergency vehicle access to buildings shall not obstructed.	R	R	R	R	FD (#N-5)
(O) SECURITY ARRANGEMENTS:					
Control site access (e.g., fences, gates at points of easy access) in manner that does not prevent emergency ingress or egress.		G	G	G	NCSO, FD (#O-1)
Display right to evict attendees for behavior causing a public disturbance or safety hazard.	G	G	G	G	NCSO (#O-2)
Impose operational limits on distribution of alcohol to reduce potential for drunk driving by attendees leaving the site (e.g., free soft drinks but no alcohol to designated drivers; no distribution of alcohol two hours prior to end of event; shuttle transit to, from event to places of overnight accommodation. (Refer to “Responsible Hospitality Coalition” Guidelines)	G	G	G	G	NCSO, CHP (#O-3)
(P) FIRE AND LIFE SAFETY PRECAUTIONS:					
All first aid stations should be clearly identified.		G	G	G	EMS (#P-1)
Meet all applicable state regulations covering fire and life safety. (California Code of Regulations Title 19)	G	G	G	G	CSFM (#P-2)
The number and condition of exits from the event assembly area may be considered adequate in existing buildings if they conform to the Building Code standards in place at the time the building was constructed. Buildings and structures, such as caves, that were not constructed under the requirements of a building code shall be the criteria of this manual. (UFC § 1202.1)	R	R	R	R	FD (#P-3)
Open fires, smoking and use of spark-scattering equipment outdoors during April through December shall be allowed with a permit as indicated in County Code §8.24.020 and Public Resources Code §4411 (Prohibited Activities).	R	R	R	R	FD (#P-4)
Electrical equipment and facilities shall comply with County Code §15.28.010.	R	R	R	R	PBES, FD (#P-5)
Exit illumination shall be provided as per the Building Code with automatic back-up in case of power failure. (UFC §1211. 2501.15)	R	R	R	R	FD (#P-6)
Buildings and caves used as places of assembly shall have at least two exits.	G	G	G	R	FD (#P-7)
Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort, and shall not be bolted, chained, latched, etc. (UFC §1207.3)	R	R	R	R	FD (#P-8)
Exit aisles shall be provided from all portions of the event assembly area to an exit with an aisle width of 44 inches (unless a smaller width is otherwise permitted). (UFC §2501.9)			R	R	FD (#P-9)
Exit obstructions, including storage, shall not be placed in an exit. (UFC § 1203)	R	R	R	R	FD (#P-10)

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
Exit signs shall be installed in the assembly rooms and as otherwise necessary to clearly indicate the direction of egress. (UFC § 1212, 2501.15)	R	R	R	R	FD (#P-11)
In areas of assembly without adequate exterior wall openings, such as basements and caves, event personnel with flashlights shall be present at all times and in sufficient numbers to direct people to exits in the event of an emergency or panic. Standby personnel may also be necessary in addition to the above or in other places of assembly when it is essential for public safety. (UFC §2501.19)	R	R	R	R	FD (#P-12)
In high fire hazard severity zones from April through December, fire breaks 10 feet wide or twice the height of the surrounding vegetation (whichever is greater) shall exist around event site to protect the surrounding wildland vegetation from fire.	G	R	R	R	FD (#P-13)
In high fire risk areas, if event site has no public road frontage, provide non-combustible refuge areas.	R	R	R	R	FD (#P-14)
In high fire hazard severity zones, event cancellation procedures in the case of extreme fire-weather conditions (e.g. National Weather Service “Red Flag Warning”).	R	R	R	R	FD (#P-15)
Fire extinguishing systems shall be installed inside occupied buildings to the extent required by the Uniform Building Code and at each off-site parking lot.		R	R	R	PBES, FD (#P-16)
Smoke alarms shall be installed inside all buildings used for human occupancy.	R	R	R	R	FD (#P-17)
Basements and caves without adequate exterior wall openings shall be constructed of fire-resistive materials and shall not have combustible decorative materials (e.g. Christmas trees) nor storage of any flammable materials (e.g. case goods) unless there is an automatic sprinkler system. (UFC appendix I-A)	R	R	R	R	FD (#P-18)
The use of open flames in assembly areas shall be limited to fireplaces and candles securely fastened in places to prevent overturning and located away from occupants. (UFC §2501.18)	R	R	R	R	FD (#P-19)
Combustible decorative materials shall be flame resistant. (UFC §2501.5)	R	R	R	R	FD (#P-20)
Public fireworks displays shall conform to all requirements of applicable laws and regulations, as contained in the current version of “Fireworks in California,” published by the California State Fire Marshal.	R	R	R	R	FD (#P-21)
(Q) WATER SUPPLY:					
Drinking water supply shall be approved by Environmental Health as meeting the requirements of the California Safe Drinking Water Act or its successors.	R	R	R	R	PBES (#Q-1)
All cleanup water or other liquid wastes shall be disposed of in a sewage system approved by Environmental Health or in approved leak-proof containers whose contents must then be disposed of in an approved sewage system.	R	R	R	R	PBES (#Q-2)
Any swimming pools or bathing spas used in the event shall comply with County Code §§15.44.010 and 15.48.020.	R	R	R	R	PBES (#Q-3)

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
(R) ENVIRONMENTAL SENSITIVITY:					
Any known habitat of rare or endangered plants located on or near the event site, shall be fenced-off.	R	R	R	R	PBES, DFG (#R-1)
No event activities shall occur within any known habitat of rare or endangered animals or block known wildlife migrating paths during known migrating seasons.	R	R	R	R	PBES, DFG (#R-2)
Event shall not involve occupation by human beings within an un-reinforced masonry building.		R	R	R	PBES (#R-3)
Event should not take place on or near any known archeological sites unless the sites are protected by barriers.	G	G	G	G	PBES contact with Sonoma St. Univ. suggested for information on suitable site protection techniques (#R-4)
(S) ANIMALS:					
All animal exhibits must comply with County Code §6.08.140 and 6.08.120 regarding transportation and cage inspections by PBES.	R	R	R	R	PBES (#S-1)
Sanitary facilities satisfactory to PBES must be provided for all animals (whether pets or participants) allowed on site during the event, to avoid contamination of groundwater or public-water supply watersheds.	R	R	R	R	PBES (#S-2)
(T) NOISE:					
Comply with exterior noise standards set forth in County Code §§8.16.060, 8.16.070 and 8.16.080, measured at the property line of the event site or, with the written consent of adjacent landowners, at the outer property line of such landowners' property.	R	R	R	R	PBES (T-1)