

Deadlines and Important Dates

6 MONTHS BEFORE EVENT - RECOMMENDED

- » Contact the agency that permits the land – SFMTA/ISCOTT, SF Recreation & Park Department, Port of SF, or other relevant land authority – to find out if holding the event may be feasible on the proposed date(s), time(s), and location(s). Learn the legal requirements, permit fees and, if applicable, any City service costs.

TIP: Fill out the Pre-Application Questionnaire (optional) before consulting with City departments.

5 MONTHS BEFORE EVENT - RECOMMENDED

- » Contact the Local Police District Station (for the event location) for a consultation and – the sooner the better – submit your event’s date, location, activities, whether liquor will be served, anticipated attendance, and security plan.
- » **IF SERVING LIQUOR:** If applicable, submit ABC Special Event Liquor License Application and request to hire SFPD Personnel (sometimes referred to as “10B Police”) along with your security plan.

TIP: Submit early! If the ABC liquor application or SFPD Personnel request are submitted to SFPD at least 125 days before the event, then SFPD will notify the Applicant of the decision at least 90 days before the event. If submitted less than 125 days before the event, SFPD will notify the Applicant of the decision at least 20 days before the event.

- » **FOOD & BEVERAGE:** Contact the SF Dept. of Public Health’s Temporary Events Program for pre-application consultation. Learn the rules, permits, fees for serving food and beverage.
- » Contact the Fire Department’s Bureau of Fire Prevention for pre-application consultation. Learn the rules, permits, fees for cooking, tents, generators, CO2, assembly spaces, etc.
- » **EVENTS WITH 2500+ ATTENDEES AND ALL ATHLETIC/WATER-BASED EVENTS:** Contact the EMS Agency’s Prehospital Coordinator for pre-application consultation.
- » Do Neighborhood Outreach to nearby neighbors and businesses affected by the event. This outreach must happen prior to the ISCOTT Hearing. Refer to “Neighborhood Outreach Plan”

4 MONTHS BEFORE

- » **SFMTA/ISCOTT EVENTS:**
 - ❖ **STRONGLY RECOMMENDED:** Submit Temporary Street Closure Permit application to SFMTA/ISCOTT. Application fees increase closer to the date of the event.
 - ❖ Attend ISCOTT Hearing and present your event to the Committee.
- » **EVENTS WITH 2500+ ATTENDANCE AND ATHLETIC/WATER-BASED EVENTS:** Submit your Emergency Medical Plan online at EMS Agency’s portal: <http://sfeventmedicalplans.com>

- » **PORT EVENTS:** Special Event Application due to Port of San Francisco at least 120 calendar days prior to the event’s start date/occupancy.

3 MONTHS BEFORE

- » **STREET FAIRS:** Last day to submit Temporary Street Closure Permit application to SFMTA/ISCOTT (Due 90 Days Prior).

2 MONTHS BEFORE

- » **PARADES:** Parade Application due to the Local Police District Station. Submitting the application at this time will ensure there is enough time to appeal should the application be denied.
- » **NO PARKING/TOW AWAY SIGNS:** *Recommended:* Submit request for “No Parking/Tow Away” and Blue Zone Signage to SFMTA Temporary Sign Shop, if applicable.
- » **EVENTS ON STREETS:** Recommended: Submit street clean-up and barricade plan to SF Public Works’ Bureau of Street Environmental Services.

45 DAYS* BEFORE

- » **RECOMMENDED:** Contact Recology 4-6 weeks in advance of the event to request collection and disposal services for waste and recycling.

30 DAYS* BEFORE

- » Last day to submit Temporary Street Closure Permit application to SFMTA’s Sustainable Streets Division. Exception: Street Fair applications are due no later than 90 days before the event.
- » **EVENTS WITH 2500+ ATTENDANCE AND ATHLETIC/WATER-BASED EVENTS:** Last day to receive approval of Medical Plan by EMS Agency.
- » **IF SERVING LIQUOR:** First day you can submit Daily Liquor License application to local ABC District Office. IMPORTANT: ABC will not accept the application unless the Local Police District Station has already approved it.
- » **ISCOTT EVENTS:** Last day to submit proof of general liability insurance to SFMTA/ISCOTT, if required by SFMTA.
- » Last day to request Parking Control Officers (PCOs) from SFMTA Enforcement Division, if required.
- » Do check-in call with SF Dept. of the Environment’s Zero Waste Program and go over the zero waste checklist.

15 DAYS* BEFORE

- » **PORT EVENTS:** Application due to Port of San Francisco to request approval to reserve street parking and parking meters.

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* All days are calendar days.

14 DAYS* BEFORE

- » **FOOD & BEVERAGE:** Temporary Event Health Permit Application Packet due to SF Department of Public Health Temporary Events Program. If the event falls on a weekend, application packet is due three Fridays before the event.
- » **ENTERTAINMENT, OUTDOOR AMPLIFIED SOUND:** Permit application due to SF Entertainment Commission. For amplified sound on Park property, refer to SF Recreation & Park Department.
- » **EVENTS WITH PYROTECHNICS, FIREWORKS, FLAME EFFECTS:** Fire Permit application due to SF Fire Department's Bureau of Fire Prevention.
- » Last day to request No Parking/Tow Away signage from SFMTA Temporary Sign Shop, if applicable.

10 DAYS* BEFORE

- » Fire Permit application due to Fire Department Bureau of Fire Prevention (14 days before for pyrotechnics, fireworks, flame effects), if required.
- » **IF SERVING LIQUOR:** Last day to submit Liquor License application to local ABC District Office. **IMPORTANT:** ABC will not accept the application unless the Local Police District Station has already approved it.

8 DAYS* BEFORE

- » **FOOD & BEVERAGE:** Last day Department of Public Health will accept Temporary Event Health Permit Application. A late fee of 50% will be charged for applications received between 8 to 13 days before the event. **IMPORTANT:** Applications will **not** be accepted 7 or fewer days prior to the event.

**7 DAYS* BEFORE**

- » Temporary Occupancy Permit application due to SF Public Works' Bureau of Street-Use and Mapping, if required.
 - » **EVENTS WITH 2500+ ATTENDEES AND ATHLETIC/WATER-BASED EVENTS:** Complete EMS staff list is due to EMS Agency's Prehospital Coordinator.
 - » Last day to request use of water mains and rental of water meters from the Public Utilities Commission (Water Dept.) Customer Service Division.
- RECOMMENDED:** Notify neighbors of "No Parking/Tow Away" dates and times, if applicable.

3 DAYS* BEFORE

- » For un-metered locations, SFMTA posts "No Parking/Tow Away" signs in street closure areas no less than 72 hours before tow-away enforcement begins.
- » Athletic Events must do follow-up neighborhood outreach at least 72 hours before the event.

24 HOURS BEFORE

- » For metered locations, SFMTA posts "No Parking/Tow Away" signs no less than 24 hours before tow-away enforcement begins.

DAY OF EVENT

- » If applicable, Fire Dept. inspectors do on-site inspection prior to the event opening to the public. Some exceptions apply.
- » If applicable, Department of Public Health inspectors do on-site inspection of temporary food facilities prior to the event opening to the public.
- » If applicable, SFPD Personnel, SFMTA Parking Control Officers (PCOs), or SF Recreation & Park staff provide enforcement.
- » If applicable, Port of SF building inspector does on-site inspections.

AFTER THE EVENT

- » SF Public Works (BSES) may inspect the area approximately 24 to 48 hours after the event to ensure that the streets and sidewalks are clean of trash, debris, and objects.
- » **IF MEDICAL PLAN REQUIRED:** Post-Event Treatment Report due to EMS Agency 2 weeks after the event.
- » If applicable, participate in any required post-event reporting with City departments.

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* All days are calendar days.