

OUTDOOR FESTIVAL PERMIT APPLICATION

Yakima County Public Services

128 North Second Street Fourth Floor Courthouse Yakima, Washington 98901
(509) 574-2300 • 1-800 -572-7354 • FAX (509) 574-2301 • www.co.yakima.wa.us

Tax Parcel Number (11 digits)
Reference www.yakimap.com for assistance
Tax Parcel #
Short Plat or Subdivision #

<i>Office Use Only</i>	Date:
Zoning District	Case #:
Lot size acres	Reviewed By:
	Fee Receipt #:

Your application must be submitted a minimum of 45 days prior to the proposed date to allow time to process.

Applicant Information:

Applicant Name:	_____	Applicant is Over Age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
Business Name:	_____	Bus. License No. _____
Mailing Address:	_____	City, State, Zip _____
Event Address:	_____	
Contact Person:	_____	Phone No. _____

Other parties having an interest of ten-percent or more proprietary interest in the festival:

Name:	_____	Phone No. _____
Address:	_____	

(Attach additional sheet if necessary)

Festival Information:

Festival Event Name:	_____		
Set-up Date:	_____	Set-up Time:	_____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Festival/Event Start Date:	_____	Start Time:	_____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Festival/Event End Date:	_____	End Time:	_____ <input type="checkbox"/> AM <input type="checkbox"/> PM

Date that property will be cleaned and ready for Bond Release Inspection: _____

Property Owner Consent:

Owner Name:	_____		
Owner Address:	_____	City, State, Zip	_____
Owner Phone No.:	_____		

I hereby certify that I have given consent to have the aforementioned festival/event at the property listed at the noted dates and times:

Owner Signature:	_____	Date:	_____
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Description of Festival/Event:

Please provide a detailed description of your event regarding the type of event & activities planned. If more room is needed, attach a separate page:

Please list the scheduled of performances and programs including dates and times:

Application Submittal Requirements (at time of submittal)

Please provide the following information with your application

- Detailed Site Plan showing the entire parcel, location of the existing structures, location of all tents/temporary structures/stages and distances between all tents and structures, location of the driveway for ingress/egress of emergency vehicles, location of fire extinguishers, location of on-site and off-site parking for attendees and merchants, etc. Also please include all restroom (both permanent and temporary). This site plan **cannot be an aerial photo** and must be hand/computer drawn (per Yakima County Requirements) <https://www.yakimacounty.us/DocumentCenter/View/27398/Site-Plan-Requirements>
- If you are proposing a temporary stage over 400sf in size, a separate building permit is required.
- If you are proposing temporary membrane structures or tents over 400sf in size, a separate permit is required and submittal of the Fire Resistance Rating Certificate.

Exceptions:

- 1) Tents used exclusively for recreational camping purposes.
 - 2) Tents open on all sides which comply with all of the following:
 - Individual tents having a maximum size of 700sf.
 - The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12' shall not exceed 700sf total.
 - A minimum clearance of 12' to structures and other tents shall be provided.
- Provide proof of contract with a private Crowd Management Agency or provide proof of Certified Crowd Management Training:
 - Three crowd managers for 500-749 persons.
 - Four crowd managers for 750-999 persons.
 - For gatherings of 1,000 or more persons, four crowd managers plus an additional crowd manager for each additional 250 persons.
 - If applicable, provide a written letter from each neighboring property owner that resides within 300 yards of the parcel in which the festival is proposed stating they grant permission for the event.
 - An approval letter from Yakima Sherriff's Office.

I hereby declare under penalty or perjury that I have read and understand the above and that the foregoing statements are true, complete and correct to the best of my knowledge and belief.

Applicant Signature _____

Date _____

OUTDOOR FESTIVAL PERMIT PROCESS - EVENT CHECKLIST

Yakima County Fire Marshal's Office

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Choose all event types below that pertain to your event:

- | | | |
|---|---|---|
| <input type="checkbox"/> Open to the Public | <input type="checkbox"/> Recurring/Annual | <input type="checkbox"/> One-Time Event |
| <input type="checkbox"/> Ticketed Event | <input type="checkbox"/> Concert | <input type="checkbox"/> Fire Performance |
| <input type="checkbox"/> Private Event | <input type="checkbox"/> Pyrotechnics | <input type="checkbox"/> Other: _____ |

Event Information:

- How many people, including employees are scheduled to attend the event? _____
- Seating (chair and/or benches)? How many? _____ Tables? How many: _____
- Will you have traffic control? ☐ Yes ☐ No. If yes, describe _____
- Will there be off-site parking? ☐ Yes ☐ No. If yes, describe _____

Structures:

- Will there be temporary structures (stages, buildings, etc) erected for the event? ☐ Yes ☐ No.

Size of the structure _____ Type of material _____

- Will there be any Tents/Canopies erected for the event? ☐ Yes* ☐ No.

Size of Tent/Canopy ____ x ____ How many? _____ Will there be walls? ☐ Yes ☐ No.

*All fabrics, membranes, tarps, canopies and tents are required to be flame resistant. A Flame Certification is required to be submitted with separate fire code application. Additional permit fees will apply.

Food/Beverages:

- Will a mobile food preparation vehicle be at the event? ☐ Yes ☐ No. If yes, please list business name (s): _____

Note: All mobile food preparation vehicles must have a Annual Vendor Permit through Yakima County Fire Division to operate within Un-incorporated Yakima County.

- Will there be someone cooking on site? ☐ Yes ☐ No.

Noise Impacts:

- Will there be music, sound amplification or any other noise impacts? ☐ Yes ☐ No. If yes, what hours? _____
- Generators? ☐ Yes ☐ No.

Fire Extinguishers: How many? _____ Service Date: _____ Location (s): _____

Will there be any open flames? ☐ Yes ☐ No.

Electrical Cords: Describe use and protection of cords: _____

LPG Tanks/Natural Gas Tanks: Provide size, location & number of tanks: _____

OUTDOOR FESTIVAL PERMIT PROCESS - USER GUIDE

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Cash Deposit / Surety Bond Insurance

After an application for an outdoor festival has been approved, the promoter shall deposit with the county treasurer the sum of ten thousand dollars cash, or surety bond in like sum. The bond or deposit shall be used to pay any costs or charges incurred to regulate health or to clean up afterwards outside the festival grounds, or any extraordinary costs or charges incurred for law enforcement or to regulate traffic or parking.

Revocation of Permits

Revocation of any permit granted pursuant to this chapter shall not preclude the imposition of penalties as provided for in this chapter and the laws of the state of Washington. Any permit granted pursuant to the provisions of this chapter to conduct an outdoor festival shall be summarily revoked by the issuing authority when it finds that by reason of emergency the public peace, health, safety, morals or welfare can only be preserved and protected by such revocation.

Distance from Habitations (house)

No outdoor festival shall be operated in a location which is closer than three hundred yards from any house, residence or other human habitation as measured from the sound source; provided, however, that this section shall not apply if the owner of each residence within said distance waives this requirement in writing.

Noise Levels

Sounds created by an outdoor festival permitted by this chapter shall be exempt from the provisions of YCC [6.28](#) from 6:00 a.m. to 12:01 a.m.

Age of Patrons

No person under the age of eighteen years shall be admitted to any outdoor festival without the escort of his or her parents or legal guardian and proof of age shall be provided upon request.

Hours

Outdoor festivals may be conducted between the hours of 6 a.m. and 12:01 a.m. Monday through Sunday.

Posting

Any permit granted pursuant to this chapter shall be posted in a conspicuous place on the site of the festival. A permit issued pursuant to this chapter shall not be transferable or assignable.

Penalty

Any person, firm, or corporation violating any of the provisions of this Title, or violating or failing to comply with any order issued or made pursuant to its provisions shall severally and for each and every violation and non-compliance respectively, be subject to a civil infraction as provided for by Chapter [7.80](#) RCW in the amount of not less than \$500.00.

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Yakima County Code 8.10

“Outdoor festival” means an outdoor assembly of persons where the predicted total number of persons on the site is five hundred persons or more, and where the duration of the program is five hours or longer except:

- (a) Outdoor festivals at a structure or facility such as a stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established place of assembly that has been permitted for assembly purposes under the land-use, building safety, fire safety and health safety regulations of Yakima County and other applicable state or local regulation;
- (b) Government-sponsored fairs held on regularly established fairgrounds;
- (c) Circuses, traveling amusements, or carnivals, rodeo, animal show or rides, and all other occasional amusements, sporting events, or shows required to be licensed under other county ordinances including YCC 5.16.

Yakima County Code Title 8.10 regulates Outdoor Festivals for events of 500 or more persons and where the event is five or more hours.

A person may apply for an outdoor festival permit for an event which would not otherwise be required to obtain one due to having a predicted total number of persons on site is below 500 and or a program duration less than 5 hours, or both. The application will be processed as an outdoor festival and the permitting requirements will be those required of outdoor festivals.

No person shall knowingly allow, conduct, hold, maintain, cause to be advertised, or permit an outdoor festival in the unincorporated area of the county unless a valid permit has been obtained as required by this chapter. One such permit shall be required for each festival. A permit may be granted for a period not to exceed sixteen consecutive days, and a festival may be operated during any or all of the days within such period.

Additional Permits Required

Yakima Health District (YHD)

- Event Review Application and Health and Sanitation Inspection (before and during the event)
- Food Vendors must have either a Temporary Food Permit or an Annual Catering or Mobile Unit Permit

Liquor & Cannabis Board (If alcohol will be served)

- Special Occasion Application (apply 45 days in advance, or 60 if minors are allowed in the alcohol area)

Yakima County Fire Division

- Stage & Tent Permits

OUTDOOR FESTIVAL PERMIT PROCESS FLOW CHART

