



Guide to Applying for a **TEMPORARY OUTDOOR PROMOTION PERMIT**

PURPOSE:

Businesses in the City of Lake Forest may obtain a Temporary Outdoor Promotion Permit for outdoor commercial events occurring on-site. Temporary Outdoor Promotions may include:

- parking lot, courtyard, yard, storefront or other outdoor sales;
- merchandise display; live outdoor entertainment;
- exhibitions, demonstrations, clinics and instructional workshops;
- fundraisers for non-profit or charitable organizations or causes;
- food and beverage sales, including alcoholic beverages;
- live or recorded audio or video presentations;
- raffles, auctions, and animal or pet adoptions;
- lectures, speeches, orations or sermons;
- assemblies of persons for any of the purposes listed above.

REGULATIONS:

Temporary Outdoor Promotions may not exceed ten (10) consecutive days, and may occur a maximum of six (6) times per calendar year. A minimum of seven (7) calendar days shall lapse between the termination of any temporary outdoor promotion and the commencement of any successive temporary outdoor promotion conducted by the same person or organization on the same site. For full regulations for a temporary outdoor promotional event, please refer to LFMC Section 9.180 and Section 9.164.110A(11) for permitted temporary signage.

APPLICATION FILING:

Applications for a Temporary Outdoor Promotion Permit may be submitted to the Planning Division between the hours of 8:00 a.m. and 6:00 p.m. Monday through Thursday, and every other Friday between the hours of 8:00 a.m. and 5:00 p.m. (closed for lunch from 11:45 a.m. to 1:00 p.m. daily). Please allow a minimum of five (5) business days for the processing of a Temporary Outdoor Promotion Permit application.

REQUIREMENTS:

The following information is required at time of application submittal:

1. **Completed Temporary Outdoor Promotion Application**, including property owner's signature. On the application, give a brief description of the event. Please indicate the number of expected attendees and activities involved (e.g, food, music, security, pedestrian and vehicular circulation routes, parking plan). Attach additional sheet(s) as necessary.

2. Fees for Temporary Outdoor Promotions are temporarily waived.
3. **One (1) 8 ½” x 11” site plan**, depicting the following information:
 - a. All property lines and existing on-site buildings.
 - b. All fixtures and facilities associated with the proposed event including, but not limited to: tables, booths, tents/canopies, seating, etc. Include dimensions for fixtures/facilities, walkways, drive aisles, and clearances to existing improvements. Please be aware that a minimum of a 48” aisle width shall be maintained for handicapped access.
 - c. Parking lot striping including location and tabulation of all existing on-site parking. All disabled-accessible parking spaces, walkways, ramps, ingress, and egresses must remain accessible.
 - d. Location and dimensions of proposed signage. Signage for temporary outdoor promotions is limited to the outdoor promotional area. Signage may include temporary banners, flag banners, freestanding banners, balloons, inflatables, pennants, A-frames, event mascot, or kiosk signs. For additional regulations, please refer to [LFMC Section 9.164.110\(A\)\(11\)](#).
4. If applicable to the proposed Temporary Outdoor Promotion, the following permits and approvals may be required:
 - a. An electrical permit may be obtained from the City’s Building and Safety Division: (949) 461-3470.
 - b. A permit/inspection for temporary canopies, tents, and booths may be obtained from the Orange County Fire Authority. For more information, please contact OCFA at (714) 573-6000, or visit them online: <http://www.ocfa.org/> . A guide to OCFA requirements applicable to Tents, Canopies, and Temporary Membrane Structures may be viewed or downloaded via the following web link: <http://www.ocfa.org/uploads/pdf/guiddef05.pdf>
 - c. A permit/inspection for the sale of food items may be obtained from the Orange County Health Care Agency. Please contact the Orange County Health Care Agency at (714) 433-6000 and ask to be connected to the Supervisor for the City of Lake Forest.
 - d. Information regarding any proposed security for the event, as well as the name and phone number of a supervisor who will be responsible for contacting Police or Fire in the event of an emergency, shall be submitted to the Orange County Sheriff’s Department: (949) 770-6011.
 - e. An encroachment permit for any activities proposed in the public right-of-way may be obtained from the Public Works Department: (949) 461-3480.
 - f. An event involving a car-wash requires that certain guidelines be followed to protect the water quality in storm drains, channels, creeks, bays and the ocean. For information on these guidelines, contact the Public Works Department at (949) 461-3480.