

# Private Property Permit- Temporary Event (P3)

This information bulletin provides the requirements for a Private Property Permit for temporary special events occurring on private commercial and industrial property. A Private Property Permit (P<sup>3</sup>) is an administrative permit issued by the Community Development Director for a minor event or function held entirely on private property that does not require a traffic control plan or impact public road segments or intersections beyond normal operations.

## IMPACTED BY COVID-19?

On Private Property? If this permit request is to temporarily expand outdoors due to COVID-19/social distancing, Please: 1) Complete and sign the application, 2) Prepare a drawing as noted below and 3) Email your application to [outdooractivation@carlsbadca.gov](mailto:outdooractivation@carlsbadca.gov).

Public sidewalk or a curb café? Please visit our outdoor activation [webpage](#) for additional information on the application and permitting requirements for expanding on city right-of-way.

## BACKGROUND

Carlsbad Municipal Code Section 8.17 regulates special events that may affect traffic, public right-of-way, fire and police services, and/or often requires direct involvement of city staff. Examples of special events may include parades, concerts, and spectator and participation sports like marathons, bicycle races and tournaments.

The code recognizes that some special events are minor in scope and scale, held entirely on private property and do not impact public roads or services. These functions may involve weekend sales, store reopening or special business events that occur for a short duration, typically in a businesses' parking lot or private common area.

The special event regulations authorize these forms of minor special events with the approval of a P<sup>3</sup> and are not subject to the standards and processes required for a typical Special Event Permit.

This policy supersedes the Community Development Department policies and procedures #CD-8, dated March 1, 1999.

## SUBMITTAL REQUIREMENTS

The following information is required along with the P<sup>3</sup> application, which is attached to this information bulletin.

- 1. COMPLETE AND SIGN APPLICATION FORM CD-8**
- 2. ATTACH A PLAN:** Prepare a site plan/drawing of proposed area showing the following:
  - Hand drawn site plan or use an aerial (google map OK) and mark it up to show details of the P<sup>3</sup> event on the property
  - For customer areas, list occupant load (# of people/patrons)
  - Show fencing/enclosure/barriers, if applicable and exiting locations (ingress/egress). Denote width of entrances/gates. >49 persons in an enclosed area requires secondary exit location shown on the plan.
  - Showing existing parking stalls and area that P<sup>3</sup> event will use. Drive aisles are kept free/clear.
  - For tables, show locations and distancing between tables. Denote table(s) to be ADA compliant.
  - Show temporary structures (e.g.: canopies/tents), if any. Denote size (square feet) and location(s).
  - Path of travel from place of business to outdoor area

## Documents Referenced

Carlsbad Municipal Code [§8.17.020](#) and [§8.17.040](#)  
Fire Department Tent Permit  
Private Property Permit Application, Attached

- Show existing ADA parking stalls and path of travel to be maintained
- Type and location of protective barriers between patrons and vehicles, if any.

**Note:** The applicant is responsible to secure all necessary approvals to operate in areas of shared parking/ownership. Lack of underlying approvals by the property owner(s) may constitute denial/revocation of this permit.

## PERMIT REVIEW CRITERIA

Once submitted, the application packet will be routed to the following points of contact for processing:

- Development Services Manager (permit lead)
- Building Official
- Assistant Fire Marshal

When reviewing, the following standards shall apply:

- Applicable Fire Code requirements. Note: Canopies cumulatively larger than 700sf or a tent (with one or more sides enclosed) larger than 400sf requires a separate Tent Permit from the Carlsbad Fire Dept.
- This permit applies to events with less than 1000 participants. Greater than 1000 participants requires a Special Events permit per CMC 8.17.
- Applicable Building Code requirements, including ADA requirements.
- Vehicle path of travel and any temporary barriers provide a safe and navigable layout.
- Required notes (above) clearly shown on the plans.

Within 1 business day, staff will contact the applicant with an update. Our goal is to provide permit reviews within two business days from submittal date. Attempts will be made to address missing items and issue the permit within the two-day period to the extent possible.

## READY TO SUBMIT? OR QUESTIONS?

All submittals should be directed to:  
[outdooractivation@carlsbadca.gov](mailto:outdooractivation@carlsbadca.gov)

Have questions or need assistance? If so, please contact:

Jeremy Riddle at [Jeremy.riddle@carlsbadca.gov](mailto:Jeremy.riddle@carlsbadca.gov)  
Kerry Jezisek at [Kerry.jezisek@carlsbadca.gov](mailto:Kerry.jezisek@carlsbadca.gov)



**PRIVATE PROPERTY PERMIT APPLICATION (P3)  
SPECIAL EVENT ON PRIVATE PROPERTY**



COVID-19/temporary outdoor activity (check if applicable)

**CONTACT AND EVENT LOCATION:**

Name of Business: \_\_\_\_\_  
 Address of Event: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Cell: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

|  |                       |
|--|-----------------------|
| <b>EVENT INFORMATION:</b><br>Purpose of Event: _____<br>_____<br>_____ | Setup Date: _____     |
|  | Breakdown Date: _____ |
|  | Event Hours: _____    |

Business License  No  Yes If no, provide explanation: \_\_\_\_\_

Canopy Cover  <700sf  >700sf (\*If cumulatively >700sf, a Tent Permit is required)

Tent Cover  <400sf  >400sf (\*If tent has at least one side and >400 sf, a Tent Permit is required)

Participants:  <1,000  >1,000 (\*If >1,000 participants, a Special Events Permit is required)

Alcohol:  No  Yes (\*If yes, must comply with ABC permit requirements)

Entertainment:  No  Yes, (\*If yes, describe below)

I certify that I have read and understand this application and state that the above information is correct and that the attached site plan is accurate. I agree to comply with any conditions applied to this permit, which are attached hereto and made a part thereof. I agree to comply with all City ordinances and State laws including any conditions attached hereto and agree to remove all improvements authorized by this permit by the date specified or when notified this permit is revoked. I hereby authorize representative of the City of Carlsbad to enter upon the above-mentioned property for inspection purposes.

I ALSO AGREE TO SAVE, INDEMNIFY AND KEEP HARMLESS THE CITY OF CARLSBAD AGAINST ALL LIABILITIES, JUDGMENTS, COSTS AND EXPENSES WHICH MAY IN ANY WAY ACCRUE AGAINST SAID CITY IN CONSEQUENCE OF THE GRANTING OF THIS PERMIT.

Property Owner Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Business Owner Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

**\*REQUIRED**

**CITY USE ONLY**

|  |              |           |          |       |
|--|--------------|-----------|----------|-------|
| <input type="checkbox"/> Approved                                    | _____        | _____     | _____    | _____ |
|  | Name (Print) | Signature | Permit # | Date: |
| Conditions: Yes <input type="checkbox"/> No <input type="checkbox"/> |              |           |          |       |
| <input type="checkbox"/> Denied                                      |              |           |          |       |

**SITE PLAN: PRIVATE PROPERTY PERMIT APPLICATION (P3)**

In order to review applications in a timely manner, please submit a site plan of the proposed outdoor area. Plans may be drawn by hand but must show all relevant dimensions. Use of marked up aerial maps (Google, etc.) with your markups is acceptable. Scaled drawings may be required on complex events.

Please review the Submittal Requirements on page 1 for additional information.

**Site Plan for (business name):** \_\_\_\_\_