

Temporary Event on Private Property

This information bulletin provides an overview of the permitting requirements for temporary special events occurring entirely on private property. All submittals or questions should be directed to:
outdooractivation@carlsbadca.gov

BACKGROUND

Carlsbad Municipal Code (CMC) §8.17 regulates varying types of special events ranging from parades and bazaars to marathons and bicycle races. The reason for these regulations is to ensure that such events do not adversely impact public services or public access and do not threaten life and property of Carlsbad residents and businesses.

The city recognizes that not all special events have the same level of impacts. The Carlsbad Marathon is very different than, say, a “parking lot sale” held over the weekend at a local business. As such, the code provides a simple ministerial process that allows small, temporary events to be held on private property. A permit for these events, referred to as a Private Property Permit (P³), can be issued under the following conditions.

1. The event is held entirely on private property;
2. The event does not require use of public property in a manner which impacts or restricts the public’s normal or typical use; and,
3. The event does not require public city services, including police patrols or traffic management.

Events that fail to meet conditions above are required to process a Special Event Permit through the Parks & Recreation Department.

SUBMITTAL REQUIREMENTS

In addition to a P³ application (CD-8A), please submit a site plan of the property showing the following:

- The boundaries of the event on the property.
- Any perimeter fencing, enclosures, or physical barriers designed to keep people in/out of an area and all exit points from the property (e.g., driveways).
- If >50 people will be located within an enclosed area, you must show location of secondary means of exit.
- Show temporary structures (e.g., canopies or tents), if any. Show size (square feet) and location(s). A Tent Permit from the Fire Department will be required when tents/canopies meet the following conditions:

Documents Referenced

Carlsbad Municipal Code; [§8.17](#)
Fire Department [Tent Permit](#);
Private Property Permit; [CD-8A](#)
[Special Events Permit](#)

- ≥400 square feet total tent coverage with one or more sidewalls
- ≥700 square feet total tent coverage
- Aggregate of multiple tents separated less than 12 feet apart will be considered as one tent, irrespective of the individual size of each tent.
- Show existing ADA parking stalls and path of travel to be maintained. Also include path of travel from place of business to outdoor area.
- 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. Lack of underlying approvals by the property owner(s) may constitute denial or revocation of the 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)
- City Planner
- Building Official
- Assistant Fire Marshal
- Traffic Engineer

When reviewing, the following standards shall apply:

- All 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.

Initial permit application review takes roughly five business days. Attempts will be made to address missing items and issue the permit within 2 business days to the extent possible. The Fire Dept. requires 14 days to process Tent Permits.