



# City of Tukwila Temporary Special Event Permit Application

You May Email Application To: [TempSpecialEvents@TukwilaWA.gov](mailto:TempSpecialEvents@TukwilaWA.gov)

Or You May Deliver Application to:

City of Tukwila, Fire Marshal Office, 6300 Southcenter Blvd, Ste 209, PH# 206-575-4407

**No Fee for Event Application. A permit fee may apply depending on event.  
Please allow 10 - 15 business days for issuance of permit.**

ASSIGNED PERMIT # \_\_\_\_\_

## Event Contact Information

Name of Organization Sponsoring Event:

Date of Application:

City of Tukwila Business License:

UBI#

Event Contact Name:

Phone #

Email Address:

Mailing Address:

Event Back Up Contact Name:

Phone #

Email Address:

**Type of Event** –Ex: Sidewalk/Parking lot sale, Live Musical Performance, Carnival, Block Party, organized walk, run, bike ride, etc.

Type of Event:

**SCALED SITE PLAN OF EVENT IS REQUIRED**

## ATTACH BROCHURES / FLYERS / POSTERS OR MAILING ADVERTISEMENT / ANNOUNCEMENT OF EVENT

Dates of Event:

Hours of Operation:

Number of Event Volunteers:

Address / location of event:

Will the event be held at any time during non-day light hours:

Private Security provided:

Will the event be held indoors or outdoors:

In Parking lot:

On Sidewalk:

## Streets, Trails and Parking – Attach Trail route, Parking Plan and location maps, written narrative of traffic

Will streets need to be closed:

Will any portion of a City trail need to be closed:

What trail?

If Yes, what streets and for how long:

When and how long:

**Trail route/site plan required**

Parking; On street:

Off street:

If yes, what streets will be used:

How will parking be directed / controlled:

## Live Music or Amplified Sound or Voice – TMC Noise Code 8.22 – Refer to Code for Complete Information

TMC Noise Code; allowable times

7am – 10pm Monday through Friday

8am – 10pm Saturday and Sunday

Use of PA System?

If DJ; Name of DJ:

If live music event / performance – Name of performer / group:

Start Time:

Stop Time:



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## SCALED SITE PLAN REQUIRED TO SHOW LAYOUT OF EVENT

ASSIGNED PERMIT # \_\_\_\_\_

Restroom / Washing Facilities and Garbage Collection and Disposal			
Permanent Restroom Available: YES    NO	Portable Restroom:    YES    NO	Hand Washing Station: YES    NO	
Garbage Receptacles: YES    NO    Qty:    Garbage Collection and Disposal Plan:			
Electrical / Propane / Gas Usage – location must be included in scaled site plan			
Using liquid propane gas / open flame:    YES    NO    For cooking:    For heating:			
Portable generators used: YES    NO    Type: Cord & Plug    Hardwire			Electrical Service for / at the event, including use of power / extension cords:    YES    NO
Temporary Structures – location must be included on scaled site plan			
Tents: YES    NO    Qty:    Dimensions, including height:			
Trailers / Cargo Containers: YES    NO    Qty:    Dimensions, including height:			
Temporary Stages: YES    NO    Qty:    Dimensions, including height:    Scaffolding: YES    NO			
Temporary Water Meter needed: YES    NO			
Selling / Serving - Food / Alcohol			
Selling / Serving Alcohol: YES    NO    WA State Liquor Lic. #			
Selling / Serving Food: YES    NO    King County Food Permit #			
<b>RCW 69.50.445(1) STATES THAT IT IS UNLAWFUL TO OPEN A PACKAGE CONTAINING, OR CONSUME, MARIJUANA, MARIJUANA-INFUSED PRODUCTS OR MARIJUANA CONCENTRATES IN VIEW OF THE GENERAL PUBLIC OR IN A PUBLIC PLACE</b>			
Event Entertainment			
Motorized vehicles: YES    NO		Carnival Rides: YES    NO	Inflatable Bouncers: YES    NO
Floats: YES    NO		Booths/ Vendors: YES    NO	
Fireworks: YES    NO		Animals: YES    NO    Types:	Booths/ Vendors: YES    NO
Signage – criteria for temporary signage to be followed – max 2 signs, up to 64sqft total, shown on site plan			
Temporary Signs / Banners: YES    NO    Qty:    Dimensions:		Wind Animated Objects: YES    NO	Searchlights: YES    NO

CHECKLIST

**Completed Application**

**Scaled Site Plan**

**Event Flyers / Brochures**

**Insurance – If Required**

The applicant may be required to procure and maintain proof of minimum insurance 1 full business day prior to the event and for the duration of the event naming the City of Tukwila as Primary and Non-contributory Additional insured.

Applicant also agrees to defend, indemnify and hold the City, its officers, officials, employees, representative and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Applicant or on Applicant's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City.

*Signature certifies acceptance of terms and information provided is accurate:*

Signature \_\_\_\_\_ Date \_\_\_\_\_