Contact Port for Availability

Submit Guidelines & Application for Special Events to Port

Port Review

- Divisional Review
- Environmental Review
- Planning Review
- Fire Marshall
- Credit Check
- ADA Compliance

Port internal review complete (Port Special Event Certificate)
Applicant can begin obtaining other necessary permits.

Port issues Proposed License to Use Property to Applicant.

Client returns to Port:
- Signed License to Use Property
- Certificate of Insurance
- License Fee
- Security Deposit
- Corporate Resolution & Authorization

Port reviews submittals. All submittals must be approved before fully executing License.

Port sends fully executed License to Applicant.

Community Outreach

Applicant responsible to complete Community Outreach with Citizen Advisory Committee(s) and/or neighbors. Letters of Support may be required.

Building /Encroachment Permits

Applicant responsible to obtain a Building. and/or Encroachment permit for building structures, rigging, stages, etc.

Applicant submits application for Building/Encroachment Permit to Permit Desk. (*Include Port Special Event Certificate.)* Applicant works with Bldg. Permit desk on revisions.

Blue Job Card issued. At this time, Applicant schedules on-site inspections for Building Inspector and Fire Marshall.

Load In and Build Out Completed

Building Inspector verifies build out. Applicant makes revisions as necessary. Building Inspector approves. Building Inspector approves and signs Blue Job Card.

Fire Marshall verifies build out. Applicant makes revisions as necessary. Fire Marshall approves and signs off.

Regulatory Reviews, Approvals or Permits

Applicant responsible to obtain required permitting. Coordination with other City or government agencies may be required.

- SF Fire Dept. (SFFD)
- SF Police Dept. (SFPD)
- SF Dept. of Public Health (SFDPH)
- Alcohol Beverage & Control (ABC)
- SF Dept. of Public Health (SFDPH)
- SF Entertainment Commission
- ISCOTT
- Parking
- Other Permits That May be Required

Have a great event!

Load Out completed.

Post-event check-in. Port completes site inspection. If no issues, Port returns Security Deposit.