



Special Event Permit Application

**For Permitting Use –
Application Number:**

Name of event:

Parcel number or address of event:

Apply On-Line at:
MyBuildingPermit.com

Select: King County | Fire | Any Project Type | Special | Special Event



Property Owner				
FULL NAME	PHONE NUMBER	EMAIL ADDRESS		
MAILING ADDRESS		CITY	STATE	ZIP CODE

Applicant Same as Owner				
FULL NAME	PHONE NUMBER	EMAIL ADDRESS		
MAILING ADDRESS		CITY	STATE	ZIP CODE

Special Event Details	
DESCRIPTION OF EVENT:	
Total Expected Attendance:	
Event set-up date: _____	Set-up time: _____
Event start date: _____	Start time: _____
Event end date: _____	End time: _____

Special Event Permit Application, continued

Special Event Details, continued	Yes	No
Tents will be set up		
Canopies will be set up		
Amusement rides/Inflatable rides		
Cooking/Heating/Open Flames will be used		
Food Trucks		
Heating provided		
Temporary power - Generator		
Temporary Stages / Bleachers / Other Structures		
Fireworks will be discharged		

Number of tents/membrane structures:	
Description of cooking facilities:	
Description of temporary heating:	
Description of stages, bleachers or other structures:	

Special Event Permit Application, continued

Event Coordinator		
BUSINESS NAME	PHONE NUMBER	EMAIL ADDRESS
CONTACT NAME	PHONE NUMBER	

Tent / Canopy Vendor		
BUSINESS NAME	PHONE NUMBER	EMAIL ADDRESS
CONTACT NAME	PHONE NUMBER	

Inflatable / Amusement Ride Vendor		
BUSINESS NAME	PHONE NUMBER	EMAIL ADDRESS
CONTACT NAME	PHONE NUMBER	

Food Vendor		
BUSINESS NAME	PHONE NUMBER	EMAIL ADDRESS
CONTACT NAME	PHONE NUMBER	

Electrical Vendor		
BUSINESS NAME	PHONE NUMBER	EMAIL ADDRESS
CONTACT NAME	PHONE NUMBER	

Stage Vendor		
BUSINESS NAME	PHONE NUMBER	EMAIL ADDRESS
CONTACT NAME	PHONE NUMBER	

Special Event Permit Application, continued

Other Vendor		
BUSINESS NAME	PHONE NUMBER	EMAIL ADDRESS
CONTACT NAME	PHONE NUMBER	

Other Vendor		
BUSINESS NAME	PHONE NUMBER	EMAIL ADDRESS
CONTACT NAME	PHONE NUMBER	

Document Attachment Checklist

Required Documents

Site Plan: See [Special Event Information](#) for site plan requirements

Additional Documents

Tents: Flame retardant certification
Seating floorplan
Stages/bleachers: Structural Plans

The undersigned certificant declares; 1) That the certificant is competent to be a witness herein; 2) That the certificant is the applicant for the above project; 3) That to the best of the certificant's knowledge, the critical areas on the development proposal site have not been illegally altered, and; 4) That the certificant has not previously been found to be in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.

I certify under penalty of perjury and under the laws of the State of Washington the foregoing is true and correct. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application. We, (I), have been given authorization from the property owner to obtain this permit. **I accept financial responsibility for all fees** associated with this permit or approval and will receive any refunds. Please mail any refunds to the address above.

Signature: _____

Date: _____