



## CITY OF SAN DIEGO SAN DIEGO POLICE DEPARTMENT NEIGHBORHOOD BLOCK PARTY APPLICATION

The purpose of this application is to provide a simple way for residents to close a street for the express purpose of a neighborhood celebration or gathering. Use of the permitting process is only valid in residential, non-mixed use areas. There is no Police Department fee associated with the issuance of a Neighborhood Block Party Permit. However, the Fire-Rescue Department does require a fee of \$91, and the Risk Management Office requires a Liability Insurance Policy. Also, the organizer is responsible for all fees related to the renting of safety equipment and barricades.

**Any neighborhood block party involving major street closures, significant impacts to community services or entities (i.e. bus re-routing, or affecting schools or churches), or where large crowds are anticipated, will be required to be reviewed under the City-Wide Special Event Permitting Process and must complete a Special Event Permit Application.**

The San Diego Police Department, in conjunction with several other City, County, and State agencies wants your neighborhood block party to be successful and safe. In order for this to occur, several requirements must be met prior to and during the event. Any request for a NEIGHBORHOOD BLOCK PARTY PERMIT must meet the following requirements:

You will need at least 2 weeks to complete the neighborhood block party application.

1. Complete the Neighborhood Block Party Information Sheet (page 2)
2. You must get approval from the following agencies: (Some fees are required)
  - A. The San Diego Fire-Rescue Dept. Include a detailed site diagram of the area affected by the street closures. PLEASE ALLOW 2 WEEKS FOR A SIGN OFF (\$91 fee required) (page 3)
  - B. The City of San Diego, Risk Management Office. (liability insurance required) (page 4)
  - C. Depending on the specifics of your neighborhood block party, you may be required to obtain approval from the San Diego Police-Vice Unit, the Department of Alcoholic Beverage Control (ABC), County Department of Health Services, and/or the City of San Diego Park & Recreation Department. (pages 5 and 6)
3. It is the Neighborhood Block Party Organizer's responsibility to obtain safety equipment, barricades, etc. (page 7). There is a charge to rent safety equipment and barricades
4. Each resident who lives on a barricaded portion of roadway must sign the attached petition. (page 8)
5. The Neighborhood Block Party Organizer must sign and date the application (page 9).

In most cases, the entire application request can be completed via fax or e-mail. To avoid delays, we suggest you call each agency prior to faxing or e-mailing.

If all the requirements of this application are not met and received a minimum of 5 business days prior to the event, a permit **will not** be issued. Permits are not issued on Fridays, so please plan accordingly.

**Once you have completed the above requirements, return the application by mail, fax, e-mail, or in person to:**

San Diego Police Department/Special Events  
Attn: Neighborhood Block Party Coordinator  
9265 Aero Drive  
San Diego, CA 92123

You will need to come into the office to pickup the permit. If you have any questions regarding the application, please call 858-627-3232. The office hours are 8:00 AM – 5:00 PM, Monday through Friday. The fax number is 858-627-3235.

(Revised 03-16-2011)

**PAGE 2: NEIGHBORHOOD BLOCK PARTY INFORMATION**

Name of Event: \_\_\_\_\_ Date & Day of Event: \_\_\_\_\_  
(Include the day of week)

Location: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_  
Hundred block Street Name Zip Code

Hours: From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM  
Please Circle Please Circle

**ORGANIZER(S) INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Number Street Name Zip Code

Phone Numbers (please include area codes):

Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Description of the event (i.e., neighborhood party or birthday party, etc).

What activities are planned (i.e., astro jump, tents, catering, games, live music, alcoholic beverages, etc.)? Be as specific as possible. **(No dunk tanks, carnival rides, petting zoos, or stages are allowed.)**

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**PAGE 3: REQUIRED APPROVALS**

**SAN DIEGO FIRE-RESCUE DEPARTMENT**

**(\$91 permit processing fee will be billed by the City Treasurer)**

The Fire-Rescue Department must approve any street closures. You can contact them at 619-533-4400 or fax them at 619 533-4426. Please allow 2 weeks for a sign off. They are located at 1010 2<sup>nd</sup> Avenue, 92101. (downtown San Diego).

\*\*\* A site diagram must be provided depicting the street closures, location of the barricades, location of the activities, and location of a fire lane.

\*\*\* When faxing or e-mailing to the Fire-Rescue Department, only send pages 2, 3, and the site diagram of the application package. They will approve and send back via fax or e-mail.

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PAGE 4: REQUIRED APPROVALS**

**CITY OF SAN DIEGO - RISK MANAGEMENT OFFICE  
(liability insurance required)**

The City's Risk Management Department (619-236-6581) requires each neighborhood block party organizer to provide insurance for their event. The insurance requirement can be satisfied by:

- Homeowners insurance policy \_\_\_\_\_
- Commercial General Liability policy \_\_\_\_\_

Please fax or e-mail all pages of the application, including insurance, to Risk Management at 619-236-6106. Once the insurance has been verified, they will approve and send back via fax or e-mail.

**FOR USE BY RISK MANAGEMENT ONLY**

Risk Management      Date

\_\_\_\_\_ Insurance has been verified for this event: \_\_\_\_\_

**PAGE 5: ADDITIONAL APPROVAL (S) IF APPLICABLE**

Please answer the questions below. If the answer is “NO” you can skip to the next question. If the answer is “YES”, follow the instructions under each question.

**A. San Diego Police Department - VICE UNIT**

Will you have a “Casino Party” (card games, bingo, roulette, etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Approval is required per San Diego Municipal Code 33.4101 & 33.4110.

Will you be selling or providing alcoholic beverages? (This does not include residents who bring their own alcoholic beverages.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to either of the above, contact the San Diego Police - Vice Unit 619-531-2452.

**VICE Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

If alcoholic beverages are being sold, after receiving approval from the VICE Unit, you must contact the Department of Alcoholic Beverage Control (ABC) Office at 619-525-4064. If an ABC permit is issued, a copy of the permit must be attached to this application.

**ABC Reviewed by** \_\_\_\_\_ **Date** \_\_\_\_\_

**PAGE 6: ADDITIONAL APPROVAL (S) IF APPLICABLE**

**B. COUNTY DEPT HEALTH SERVICES**

Will this event be catered? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If yes, contact the San Diego County Department of Health Services at 619-338-2222.

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

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**C. PARK AND RECREATION**

Does your event border a city park or recreation center? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If yes, contact Community Park & Recreations at 619-236-7371. If a permit is required, attach a copy to this request.

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

**PAGE 7: SAFETY EQUIPMENT (required)**

**A. OBTAINING SAFETY EQUIPMENT/BARRICADES**

There are many private companies that rent equipment such as barricades, cones, and signs, etc. These companies are listed in the telephone directory under the heading “Safety Equipment” or you can also search the web for safety equipment.

Using vehicles **will not** be adequate to block off a street for a neighborhood block party.

**\*\*Homemade sawhorses or trash cans are not acceptable!!**

**B. PLACEMENT OF SAFETY EQUIPMENT/BARRICADES**

Commercial barricades must be used to close the roadway. After dark, the barricades must have flashing amber caution lights securely attached.

Safety equipment must be positioned at the specific locations(s) and time(s) stated in the Neighborhood Block Party Application.

ALL barricades and safety equipment must be removed as soon as possible following the event.

**\*\*Arranging for appropriate traffic safety equipment is a requirement that must be satisfied before a Neighborhood Block Party Permit will be issued. If the necessary safety equipment is not in place during the event, your permit may be revoked.**

If you have any questions regarding safety requirements, please contact the Special Events Office at 858-627-3232.

**Safety equipment and barricades obtained from:** \_\_\_\_\_  
(Name of company & telephone number)



**SECTION 9: ADDITIONAL REQUIREMENTS**

It is the responsibility of the **Event Organizer** to insure proper cleaning of the area after the event. Per San Diego Municipal Code 66.0201, the **Event Organizer** shall, in addition to any other penalty, be liable for the payment of the cost of any and all expenses necessary to clean or clear the area.

Final approval of this application by the Chief of Police shall be contingent upon joint approval of the Fire Chief, Risk Management and any other public organization affected.

Violation of the provisions of this permit shall result in the summary revocation of the permit by the Chief of Police or his/her designate.

Under the penalty of criminal prosecution, I certify that the information contained in this application, signatures, addresses and phone numbers of each person who is listed on this form are correct.

**Event Organizer:** \_\_\_\_\_  
Signature

**Date** \_\_\_\_\_