



## EVENT APPLICATION OF INTENT CHECKLIST

In order for reviews to begin, the following must be attached to the application of intent when it is submitted:

- **Completed Application of Intent** and payment of application fee.
- **Site Plan**, including area map to show locations of:

Amplified sound	Heating devices	Signs/ banners
Fireworks (Fire Permit)	Live music	Special Effects
First Aid	Open flame/fire	Tents/ shelter
Food service (Fire Permit)	Parade route	Vendors
Garbage/ Recycling containers	Portable restroom	Lighting
Generators	Refrigeration	Fire Extinguishers
Hand washing facilities	Security (Police Services)	Other

- **Traffic Control Plan**, as applicable: To show additional parking spaces, necessary handicap accommodation, and street closures (commonly used in parades, running events, boat launch closures, etc).
- **Insurance with proper endorsements**: Includes Certificate of Liability Insurance & Hold Harmless Agreement.
- **Copies of other permits and/or approvals required for the event**

- **Other Permits** as necessary:

<b>Air Show</b> (FAA)	License and Inspection
<b>Alcohol</b> (WA Liquor)	Liquor License Permit
<b>Carnival Ride/ Inflatable Toys</b> (L&I)	Operator/ Equipment License
<b>Concessions/ Vendors</b> (City of Lake Stevens)	Business License and Concession Contract
<b>Electrical Services</b> (L&I)	L&I Inspection

<b>Food Sold/ Served</b> (City of Lake Stevens)	Food Handlers License and Business License
<b>Fireworks</b> (WSP & Snohomish Regional Fire & Rescue)	WSP License and SRFR Fire Permit/ Inspection
<b>Raffles/ Lottery</b> (State Gambling Commission)	License
<b>Tents or Trailer</b> (Snohomish Regional Fire & Rescue)	SRFR Fire Permit/ Inspection