



Event Pre-Permit Checklist

This checklist is to help you gather the necessary paperwork and information prior to filing for your event permit. You may submit drafts of items and then provide a final version 60 days before your event, as long as activities or other proposals do not substantially change. Please direct questions to Parks and Recreation using the information at the bottom of the page.

Permit Documentation:

These items need to be submitted as part of your permit package. Permits cannot be processed and reviewed without the following:

- Certificate of Insurance (see Parks Event Insurance Policy for full guidelines)
- Route maps for parades, runs, and other activity utilizing streets
- Maps outlining any road closure requests, showing closure locations and detour routes.
- Site Map with a key showing locations of all items being brought into the event, including but not limited to:
 - Beer Garden
 - EMS/First Aid Stations
 - Fencing & Barriers
 - Fire Extinguishers
 - Hand Washing Facilities
 - Garbage Bins
 - Generators
 - Operations Headquarters
 - Portable Toilets
 - Rides & Activity Structures
 - Refrigeration Facilities
 - Security Headquarters
 - Temporary Structures
 - Tents
 - Vendor Locations

Event Activities:

Please indicate if you will have any of the following at your event. These items have the potential to generate questions from permit reviewers or can result in conditions being included on your permit. Discussing them early helps to ensure these items can be approved.

<input type="checkbox"/> Alcohol Service	<input type="checkbox"/> Live Entertainment	<input type="checkbox"/> Rides or Carnival Booths
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Main Street Banner	<input type="checkbox"/> Road Closures
<input type="checkbox"/> Animals	<input type="checkbox"/> Main Street Banner	<input type="checkbox"/> Signs/Banners
<input type="checkbox"/> City Facility Rental	<input type="checkbox"/> Open Flame/Fires	<input type="checkbox"/> Stages
<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Parade Route	<input type="checkbox"/> Temporary Lighting
<input type="checkbox"/> Generators	<input type="checkbox"/> Portable Heaters	<input type="checkbox"/> Temporary Structures
<input type="checkbox"/> Inflatable Activities	<input type="checkbox"/> Portable Restrooms	<input type="checkbox"/> Tents 400+ sq ft

Other Requirements:

Some activities and circumstances require additional permits or documentation from other government agencies before we can issue your event permit. To ensure there are no delays with permitting your event, you must obtain the necessary documentation listed in Table A before proceeding with your permit application and attach the documentation when filing for your permit.

Table A: Other Agency Requirements

Activity	Triggering Condition	Other Permit/Documentation	Agency
Air Show/Drone Activity	Occurs at event	License & Inspection	Federal Aviation Authority
Beer Garden/Alcohol Service	Occurs at event	Liquor License Permit	WA Liquor & Cannabis Board
		Security Contract	Lake Stevens Police Dept or Security Services
Fireworks	Occurs at event	Technician License	Washington State Fire Marshal Office
		Fire Permit & Inspection	Snohomish Regional Fire & Rescue
Generators/Temp Electrical	Use at event	Certified Inspection	WA Labor & Industries
Large Crowds	Attendance <500 (indoors) <1000 (outdoors)	Certified Crowd Managers	Snohomish Regional Fire & Rescue
Raffles/Lottery/Games of Chance	Occurs at event	License	WA Gambling Commission
Rides/Inflatable Activities	Use at event	Operator & Equipment Permits	WA Labor & Industries
		Certificates of Insurance	Insurer
Stages & Temporary Structures	Use at event	Fire Permit & Inspection	Snohomish Regional Fire & Rescue
Tents & Canopies	More than 400 square feet	Fire Permit & Inspection	Snohomish Regional Fire & Rescue
Vendors - All	Sales at events	Business Licenses	WA Dept of Revenue & City of Lake Stevens
Vendors - Food	Occurs at event	Food Handlers License	Snohomish County Health Dept
		Mobile Food Unit Inspection	WA Labor & Industries
		Fire Safety Inspection	Snohomish Regional Fire & Rescue
		Coordinator Checklist for Events	Snohomish County Health Dept
		Certificates of Insurance	Insurer