



## All about Permits

One of your responsibilities as a neighborhood organizer is to sort out the complicated permitting laws that apply to MMLA concerts. And make sure that musicians and venues have the permits they need. We will go over this in detail later, but here are the most common situations:

1. If the performance is unamplified (i.e. not using electricity) and on the sidewalk, you will not need a permit.
2. If the performance is unamplified and in a Los Angeles park with an audience of over 25 people, you will need a parks permit to show that we've reserved the space.
3. If the performance is amplified and on the sidewalk, you will need a sound permit and nothing else.
4. If the performance is amplified and in a park, you will need both a sound permit and a park permit.
5. If the performance is in a community garden, whether amplified or not, the permits required (if any) will be supplied by the organization who maintains the space. Please address all questions to that organization/group or individual.
6. If the performance is on a closed -off street, the permits (including a sound permit) will be supplied by the nonprofit or community group that filed the application for a street closure



# City of Los Angeles

## Special Event Permit

<http://bssspermits.lacity.org/spevents/>

### Overview of how to apply for a Special Event Permit

- 1) Applications must be submitted 45 days before the event.
- 2) Submit an online application form
- 3) Print and complete one or more of the following Petition Forms:
  - a) Petition for Residential Areas
  - b) Petition for Commercial Areas
  - c) Petition for Temporary Selling Activities
- 4) Provide Proof of Insurance  
Have your insurance broker or agent access Track4LA at <http://track4la.city.org> and follow instructions to register submit the appropriate proof of insurance on your behalf.
- 5) Print and complete the “Indemnification and Hold Harmless Agreement” form.
- 6) Mail Completed and Signed Petition and Hold Harmless to:

Street Services Investigation & Enforcement Division  
1149 South Broadway, Suite 350  
Los Angeles, CA 90015  
Phone: (213) 847-6000 Fax: (213) 847-6267  
Email: [bssspevents@lacity.org](mailto:bssspevents@lacity.org)

- 7) Estimated Fees: Cost/Fees associated with the permitting of the event will be provided once the application has been reviewed by all affected City Departments.
- 8) Applications received 21 days or less from the event will be assessed to a penalty fee of \$312.
- 9) Any technical corrections to a submitted application is \$100.
- 10) Additional fees may be incurred.
- 11) A Special Event Permit will not be issued