

**Police Department**  
2600 Fifth Street - Davis, California 95618-7718  
Business: (530) 747-5400 - Fax: (530) 757-7102 - TDD: (530) 757-5666  
Administration: (530) 747-5405 - Investigations: (530) 747-5430



## ***STREET USE PERMIT***

### **I. WHEN IS A PERMIT REQUIRED?**

You are required to have a street use permit if you:

- 1) Wish to close or block any street.
- 2) Delay or alter the movement of any traffic (including pedestrians) on any street, highway, sidewalk, public parking lot or structure or an alley.

### **II. WHAT A STREET USE PERMIT ALLOWS**

An approved permit will allow a **temporary** street closure, blockage or redirection during the times specified on the permit. Under no circumstances will the permit allow closures after 12 midnight on weekends and holidays or after 10 PM on all other nights.

### **III. LIMITATIONS/REQUIREMENTS FOR A STREET USE PERMIT**

- 1) Street closure signs, barricades or supplemental lighting may be required as a condition of permit approval. Any required signs, barricades or other traffic control devices **MUST BE SUPPLIED BY THE APPLICANT**. Most of these devices are available for rent from local rental stores.
- 2) Paper "No Parking" signs are available for purchase from the Davis Police Department. When required as a condition of approval, these signs shall be posted at least 24 hours prior to the start of the event.
- 3) Traffic control officers may be required as a condition of approval. When required, the applicant shall contact Lt. Glenn Glasgow at the Davis Police Department (747-5425) to arrange the hiring of Davis Police Personnel.
- 4) Without exception, the application shall be submitted to the Police Department ***at least 16 days prior to the event.***
- 5) The applicant shall provide written notice to all affected addresses ***at least 14 days prior to the start of the event.***

- 6) Written notice shall be made to all residences on the form provided with the permit application (or other form approved by the Police Department.) The complete list of addresses notified and a copy of the delivered notice shall be returned to the Police Department *no later than 12 days prior to the start of the event.*
- 7) Failure to provide the Davis Police Department with the list of notified residences will result in immediate cancellation of the permit.

#### **IV. APPLYING FOR THE PERMIT**

- 1) Complete a permit application *completely*. (Incomplete applications will be returned).
- 2) Return the completed application to the front counter at the Police Department.
- 3) A *non-refundable* fee of \$30.50 is required at the time the application is filed.
- 4) Notify all affected neighbors (see section III).
- 5) The application will be reviewed and the permit available (if approved) to the applicant at least 10 days prior to the day of the event.
- 6) An approved application must be picked up at the front counter of the Police Department prior to the event.
- 7) The applicant **MUST** have the permit present at the event and available for inspection upon request by any Officer or Police Services Specialist of the Davis Police Department, otherwise the permit becomes null and void.

***\*\* All permits requiring resident notifications are subject to audit. Failure to comply with all provisions of the permit process may result in the denial of future permit applications. \*\****

Date  
Stamp –  
Date Form  
Received

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Rcvd by \_\_\_\_\_  
Rcpt # \_\_\_\_\_  
Routed To \_\_\_\_\_  
Scheduled Incident \_\_\_\_\_

## PERMIT APPLICATION

Type of Permit (check all that apply)

- (  ) Sound(Noise) (Fee \$30.50) (  ) Open Container-(Consumption of Alcohol)  
11 or more people (Fee \$34.75) – No fee if other permit purchased
- (  ) Street Use (Fee \$30.50) (  ) Open Container-(Consumption of Alcohol)  
10 or fewer people (Fee \$34.75) – No fee if other permit purchased

### Event Information

Date of Event \_\_\_\_\_ Time of Event Start \_\_\_\_\_ End \_\_\_\_\_

Location of Event (For street closures provide entire route or attach map)  
\_\_\_\_\_

Type or Name of Event \_\_\_\_\_

#### Organization Affiliation

Responsible Party or Organization \_\_\_\_\_

Date of Last Event at Same Location \_\_\_\_\_

#### Type of Noise at Event

Live Band \_\_\_\_\_ Stereo \_\_\_\_\_ Loudspeaker \_\_\_\_\_ Noise Vehicle \_\_\_\_\_ DJ \_\_\_\_\_ Other \_\_\_\_\_

Name of Band or DJ \_\_\_\_\_

Description of Sound Equipment or Band \_\_\_\_\_

Type of Music ( General ) \_\_\_\_\_

#### Attendance

Private Party \_\_\_\_\_ Invitation Only \_\_\_\_\_ Open Party \_\_\_\_\_ Advertised \_\_\_\_\_ Other \_\_\_\_\_

Estimated Number of Attendees \_\_\_\_\_

### Applicant Information

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Person(s) In Attendance with Authority to Control Noise or Closure**

Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____
Will there be private security present? _____	
If yes, name of security company _____	

**Alcohol Present/Provided**

Is Alcohol Provided? _____	Will there be Alcohol at Event? _____
Are Minors Allowed? _____	Are Tickets Sold? _____
Do You have a Permit from Alcohol Beverage Control to Sell Alcohol? _____	
What type/quantity of alcohol will be served? _____	

**Traffic Control Needed ?**

Type of Traffic Control Devices Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Traffic Control Personnel Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Insurance**

Type and Name of Insurer (For Street Use Permit)? \_\_\_\_\_

\_\_\_\_\_

*I understand and will comply with the conditions of this permit and the provisions of the Davis Municipal Code. If I fail to answer all questions completely and accurately, this permit will not be approved. I further understand that an approved permit may be cancelled at the discretion of the Davis Police Department or the Davis Fire Department for failure to complete any part of the permit approval procedure or for failure to obey the terms of the permit.*

*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

APPROVED _____	DENIED _____	APPROVED _____	DENIED _____
(see conditions of approval below)		(see conditions of approval below)	

_____ Police Representative Signature	_____ Date	_____ Fire Representative Signature	_____ Date
		(Street Use Permits Only)	

**Disclaimer Statement for Approved Street Use Permit:** *Permission is granted to use public property at specified location on date and time stipulated on this permit. This permit is issued with the understanding that the holder acknowledges that conflicts may arise which necessitate the revocation of this permit. Examples might be emergency street excavations or a tree, which has blown over. Upon receiving such notification from the City, holder may relocate said function to adjacent streets with City approval.*

**Conditions of Approval/Reason for Denial**

\_\_\_\_\_

\_\_\_\_\_

Copies to: Fire \_\_\_\_\_ AMR \_\_\_\_\_ PW \_\_\_\_\_  
Yolo Bus \_\_\_\_\_ Unitrans \_\_\_\_\_ CMO \_\_\_\_\_  
DDBA \_\_\_\_\_

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**NOTICE OF PERMIT APPLICATION**

**Type of Permit** (check all that apply)

- Sound
- Street Use
- Open Container

Date \_\_\_\_\_

Recipient Address \_\_\_\_\_

To Whom It May Concern:

\_\_\_\_\_ (Name of Applicant) has applied for a  
Permit with the Davis Police Department for a \_\_\_\_\_  
\_\_\_\_\_ (Type of Event).

The event will take place on \_\_\_\_\_  
between the hours of \_\_\_\_\_ and \_\_\_\_\_  
at \_\_\_\_\_  
\_\_\_\_\_.

It is estimated that there will be \_\_\_\_\_ (# of People at Event), which will  
consist of having a \_\_\_\_\_  
\_\_\_\_\_ (type of activity).

Should you have any concerns about the event or intended street closure you may call  
\_\_\_\_\_ at \_\_\_\_\_ (Name and Phone of Applicant).

**Approval of the Permit for this proposed event may be appealed to the  
Davis Police Department (530) 747-5400 within 5 days of the receipt of  
this notice.**

**Type of permit applied for:**

- ( ) Sound Permit
- ( ) Street Use Permit
- ( ) Open Container Permit  
 { \*notification list not required if attendance is 10 or fewer }

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**Date Stamp**  
 -----  
**Date List Received**

**Permit Resident Notification**

Applicant Name \_\_\_\_\_  
 Location of Event \_\_\_\_\_  
 Date of Event \_\_\_\_\_

**The applicant shall provide written notice of the event to all residences or businesses affected by the event at least 14 days prior to the date of the event. The written notice may be given to the resident, business owner, manager or other employee, or posted in a conspicuous place at the property receiving notification.**

**This list shall be returned to the Davis Police Department no later than 12 days prior to the event.**

**LIST OF RESIDENCES RECEIVING NOTIFICATION**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

*I declare under penalty of perjury that written notice of the proposed event was delivered to or posted at the above listed addresses.*

Signed \_\_\_\_\_ Date \_\_\_\_\_