



**385 Kimbark Street, Longmont, CO 80501**  
**T 303-651-8332 F 303-651-8930**  
**building.inspection@longmontcolorado.gov**

Permit #: \_\_\_\_\_

## **Carnival Application and Permit**

*Temporary Event – Maximum permit duration of 14 days, which may be nonconsecutive*

***Items required for submittal:***

- Completed City of Longmont Application (this form)
- Copy of company's Colorado Amusement Rides and Devices Program Permit (State of Colorado)
- City of Longmont Sales & Use Tax License (attach copy or provide number on application)
- Detailed drawings of the area proposed for use including all structures, tents, stages, equipment, LP-gas and fuel storage, etc.
- Carnival permit Fee – \$50/event occurrence
- Operational Permit Fee - \$75/event occurrence (Level 2 permit)
- Fire Services review and/or Building Inspection review – required for events with tents, special hazards or electrical needs
- Consent of property owner(s)

***Criteria for Temporary Events (Including carnivals) within the City of Longmont – see Chapter 15.04.040***

- Applicant must submit all required documentation prior to obtaining a permit (see above)
- Permits are valid for 14 days, which may be nonconsecutive
- Permits must be available at event location and must be presented to City officials upon request
- Applicant must obtain written consent from property owner(s)
- Applicant must apply for all applicable permits (fire services, electrical, signs, etc)
- All events must follow requirements for Public Assemblages and Events Outside (see attached handout for full detail)
  - Standby Personnel may be required (at the determination of the Fire Code Official)
  - Access to all buildings, tents, membrane structures and event facilities shall be maintained
  - Additional permits may be required for tents, storage and use of flammable liquids, LP-gas (propane), open flame or Events with special hazards.
- All events must follow the general standards applicable to all temporary uses
  - The proposed site must be adequately served by streets or drives having sufficient width and improvements to accommodate the type and quantity of traffic that the use will or could reasonably generate
  - Adequate parking must be available, either on-site or at alternate locations, to accommodate vehicular traffic reasonably expected to be generated by the use
  - Permanent signs are prohibited
  - All on-site lighting shall conform to the outdoor lighting provisions of section 15.05.140
  - The owner of a temporary use is responsible for the storage and removal of all trash, refuse and debris on the site. All trash storage areas shall be screened from view from adjacent rights-of-way and the site must be maintained in a Clean and safe manner
  - All temporary uses shall meet daytime noise standards as defined in section 10.20.100 unless otherwise exempted.

**Applicant Information**

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

-

Longmont Sales & Use Tax License Number \_\_\_\_\_ Month/Year Issued \_\_\_\_\_

**Carnival Information**

Date(s) of Event \_\_\_\_\_

Event Location\* \_\_\_\_\_

\_\_\_\_\_

\*Consent of property owner(s) is required for all locations on private property; please submit additional documentation of consent as locations are added

**Applicant Certification**

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property when applicable. I acknowledge and agree that the application is subject to all the terms and conditions for a temporary use found in the Title 15 of the City of Longmont Municipal Code. I understand that any false statements or omissions may result in denial or revocation of this permit and jeopardize the approval of future permits. I further acknowledge that I have read the applicable regulations attached to this permit and agree to fully comply with the regulations set forth by the City of Longmont any terms and conditions imposed by the decision making body as they relate to the Mobile Retail Food Vending Permit.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_