

INSTRUCTIONS FOR APPLYING FOR AN ASSEMBLY PERMIT – CCC 15.02, ASSEMBLY

An assembly permit applies to any event attracting 200 or more persons for eight or more consecutive hours at a location in the unincorporated areas of Clallam County.

A fee must be paid according to the following schedule before processing of the application can begin:

| | | | | |
|-------|----------|-------|----|-------|
| 200 | to | 1,000 | \$ | 150 |
| 1,000 | to | 5,000 | \$ | 700 |
| 5,000 | and over | | \$ | 1,500 |

All or any part of the fee may be waived by the Board of Commissioners when the application is submitted by a nonprofit group or organization AND the entertainment, amusement, or assembly applied for is open to the general public without discrimination AND the Board determines that waiver would serve the general public interest.

No less than five copies of the application materials must be submitted a minimum of 30-days prior to the event with the required fee for review by:

- Board of Commissioners
- Health and Human Services/Environmental Health
- Fire District
- Emergency Management
- Sheriff

The applicant is responsible for compliance with all of the requirements of the assembly code prior to the issuance of a permit.

IT IS IMPERATIVE THAT ALL WRITTEN INFORMATION AND DOCUMENTATION IS SUBMITTED WITH THE APPLICATION. THE COUNTY HAS ONLY 10 DAYS TO APPROVE/DENY YOUR PERMIT. YOU SHOULD CONTACT VARIOUS DEPARTMENTS ABOUT WHAT THEY WILL REQUIRE PRIOR TO SUBMISSION OF YOUR APPLICATION.

1. **Submit application with fee.** If you request a waiver, submit a written request to the Board of Commissioners outlining how the event meets the criteria for waiver as listed above contained in the code. If approved, your fee or any portion approved will be returned.
2. **Submit written documentation and plans as outlined in CCC 15.02, Assembly, and as summarized on the application/checklist form.** The ordinance states that the decisions made by various departments are based upon written plans and documentation. Departments cannot base decisions on verbal conversations; carefully read the ordinance and address each requirement in writing. Each department approving the various requirements might follow-up with you to clarify issues or to request additional documentation. Section 15.02.050(4) also requires a scaled drawing of the event site including a parking plan.

These instructions are not intended to be all-inclusive. It is the responsibility of the applicant to be familiar with CCC 15.02.

Once approved, the site and facilities will be inspected by County personnel to ensure that you are complying with the stated plans upon which approval was made. If you fail to comply with requirements, your permit may be withdrawn and the event closed.