



## **INSTRUCTIONS FOR COMPLETING AN ACTIVITY PERMIT APPLICATION**

**These instructions are to assist applicants in completing an Activity Permit application. Please read carefully and comply with all instructions before submitting.**

**STEP 1** Contact information of party requesting the special event/permit.

**STEP 2** Additional contact information if different from Step 1.

**STEP 3** Time and date of activity and estimated number of people and vehicles.

**STEP 4** Any items or services that applicant is looking to have as part of the event, including but not limited to:

- **Parking location:** Check the box if parking is to be provided by an airport tenant. If additional parking is needed, the application should indicate what additional parking areas are being requested in the space provided.
- **Food being served:** Check the box if a food vendor/caterer is going to be used. Provide the vendor information in the space provided.
- **Alcohol being served:** Check the box if alcohol is to be served. Indicate whether the service is to be provided by the airport tenant or a caterer.
  - If alcohol is to be provided by the airport tenant be sure to provide the following:
    - A copy of a valid Alcohol License issued by the California Department of Alcohol and Beverage Control to the Tenant listed on the application.
  - If alcohol is to be provided by a caterer be sure to provide the following:
    - A copy of the valid Type 58 Alcohol Beverage License issued by the California Department of Alcohol and Beverage Control to the Caterer.
    - A copy of the valid [Catering or Event Authorization Application \(Form ABC-218<sup>®</sup>\)](#) issued by the California Department of Alcohol and Beverage Control to the Caterer for the day and location of the event.

**IMPORTANT NOTE:** Events that do not meet the licensing requirements will not be allowed to serve alcohol on premises.

- **Gate access needed:** Check the box if you are requesting unescorted gate access to enter the airfield. Driver's training may be required before access is granted. Please note that depending on the type of activity, for safety and security purposes, an Airport Operations Assistant may be assigned to your event at an additional cost.
- **Cranes/trailers/oversized equipment/lighting:** Check the box if you are looking to utilize any cranes or oversized equipment during your event. Provide a detailed description of your equipment in Step 5.

**STEP 5** Provide a full, detailed description of the event. List any other item(s) that you will be using that are not listed in Step 4. Provide a timeline of activities if possible. If this application is for filming we will need a copy of the film story board.

**STEP 6** Return application by email at [airports@sandiego.gov](mailto:airports@sandiego.gov) or in person at the Airport Operations Office.