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Napa County Temporary Events Manual

A Step-by-Step Guide for Temporary Event Applicants

How to Use This Guide

This manual walks you through everything you need to know to apply for a Temporary Event License in Napa County. Each section identifies: what is required, the legal authority behind it, and who to contact for questions and additional information, as well as links to application materials and guidance. Code references appear in [brackets] so you can look up further details behind any federal, state, and/or Napa County mandates as needed.

Part 1: What is a temporary event?

A temporary event is any festival, fair, show, showcase, house or garden design tour, concert, dance, rally, parade, or competition to which the public is invited, with or without an admission fee. This includes events featuring music, dance, theater, speech, athletics, or any other visual, audio, or tactile arts, as well as incidental retail sales of those activities (as long as retail sales are not advertised off-site). This includes any other gathering or assemblage of individuals for the purpose of observing or engaging in expressive activities within the ambit of the First Amendment of the United States Constitution and Section 2, 3, and 4 of Article 1 of the California Constitution. Detailed definitions related to temporary events can be found here: NCC 5.36.010.

Does my event require and qualify for a temporary event license?

Some events are regulated differently. Review the categories below to confirm your event qualifies as a Temporary Event:

Event Type	Governing Code	Key Distinction
Temporary Event *(requires a temporary event license)*	NCC Chapter 5.36	A public event held on private property that is not a winery marketing event and not a special event occurring on a public roadway that meets the above description.
Winery Marketing Event *(does not require a temporary event license, assumes conducted within existing use permit entitlements)*	NCC 18.08.370; NCC 18.16.030; NCC 18.20.030	An event held at a licensed winery that is directly related to wine education, marketing, or sales, conducted in accordance with the winery's approved marketing plan and existing use permit entitlements.

Special Event on Public Roadway *(requires a special event roadway license)*	NCC Section 10.24.010	An event involving 50 or more participants on a public roadway or highway, such as walkathons, parades, or bike races. *Note: If post-event activities are held on private property, a Temporary Event License may also be required (see event categories below).*

Part 2: How to Apply

Step 1: Determine Your Temporary Event Category

Your event category determines whether a license application is required and what fees apply.

Do I Need a License?

See below for category quick reference grid

- NO LICENSE REQUIRED: Category 1, 1A, and 1B events (fewer than 50 people, or fewer than 300 people during an election period).
  ***Note**: Building, Fire, and/or Environmental Health permits may still be required (See Step 5 below See Part 4, Sections C-E for details on permitting requirements and thresholds).*
- LICENSE REQUIRED: Category 2A, 2B, 3, 4, 5, or 6 events

What is the deadline to submit an application for the temporary event license?

In order to allow enough lead time for review and approval, applicants are required to submit their applications based on the following lead times [NCC 5.36.030]

- Category 2A, 2B, and 3 Temporary Events: 90 Days or more prior to the event
- Category 4, 5, and 6 Temporary Events: 120 Days or more prior to the event

Event Categories — Quick Reference Grid

Use the table below to identify your category, by matching your expected daily attendance and any special conditions. [NCC § 5.36.015]

Category	Daily Attendance	Event Duration	Separation Required	Special Conditions	Per-Year Max Per Parcel	License Required?
1	**≤ 50 / day**	≤ 3 consecutive days	4 days (3-day event) 5 days (1–2 day event)	No outdoor amplified sound; no extra outdoor lighting	No limit	**No**
1A	**≤ 300 / day**	≤ 1 day per event	6 days between events on same parcel	Political campaign rally/fundraiser; Only during election period	2 per election period	**No**

Category	Daily Attendance	Event Duration	Separation Required	Special Conditions	Per-Year Max Per Parcel	License Required?
1B	**Any**	Per permit terms	Per permit terms	Event already approved by Use Permit or CLN	Per permit terms	**No**
2A	**≤ 50 / day**	≤ 3 consecutive days	4 days (3-day event) 5 days (1–2 day event)	Outdoor amplified sound allowed, OR Not covered by existing permit/CLN	6 per calendar year	**Yes** Submittal required 90 days or more prior to event
2B	**51 – 200 / day**	≤ 3 consecutive days	4 days (3-day event) 5 days (1–2 day event)	Medium-size events	6 per calendar year	**Yes** Submittal required 90 days or more prior to event
3	**201 – 400 / day**	≤ 3 consecutive days	4 days (3-day event) 5 days (1–2 day event)	Large events	6 per calendar year	**Yes** Submittal required 90 days or more prior to event
4	**401 – 750 / day**	≤ 3 consecutive days	4 days (3-day event) 5 days (1–2 day event)	Very Large Events	3 per calendar year	**Yes** Submittal required 120 days or more prior to event
5	**> 750 / day**	≤ 3 consecutive days	4 days (3-day event) 5 days (1–2 day event)	Major Event Scale	1 per calendar year	**Yes** Submittal required 120 days or more prior to event
6	**Event Series (Any attendance)**	All events in the series within a 30-day period	N/A — series format	Structured as an Event Series; single organizer across all parcels	1 per calendar year (same organizer)	**Yes** Submittal required 120 days or more prior to event

***Note**: Even if no temporary event license is required, Building, Fire, and/or Environmental Health permits may still be required. (See Step 5 below for summary of when this applies, and for more permit requirements where applicable, see Part 4, Sections C-E below)*

Step 2: Submit Your Application

Your application must include:

- A detailed written description of the proposed event
- A detailed Site Plan (see Part 4 below the required detailed to include in your site plan/event layout
- The applicable deposit filing fee (covers processing, legal advertising, and field investigations)
- Fee Waiver: may be requested under Napa County Policy Manual, Section 10.020(a) for consideration if the event meets required findings.

Step 3: Agency Review

Once your completed application and fee are received, PBES reviews it for compliance with Minimum Standards (see Part 4 of this manual) and will correspond with the applicant with additional requirements needed to deem the application complete. Pursuant to [NCC Section 5.36.040 A], the following agencies review all Category 3, 4, 5 and 6 Temporary Events:

- Napa County Planning, Building, and Environmental Services (PBES): Planning, Engineering & Conservation, Natural Resources, Building, Environmental Health, Code Compliance
- Napa County Fire Department (FD)
- Napa County Emergency Medical Services Agency (EMS)
- Napa County Public Works Department (PW): Roads, Recycling, Animal Shelter
- Napa County Sheriff's Office (NCSO)
- Napa County Executive Office, Risk Manager (RM)
- California Highway Patrol (CHP)

Step 4: Insurance Requirement

Important: Insurance Must Be on File Before Your License Is Issued

A certificate of insurance (or equivalent security) must be included within the temporary event application and approved by the County Risk Manager for the application to be considered complete. [NCC Section 5.36.080] See additional details on required coverages in Part 4, Section A, of the Minimum Standards Checklist.

Step 5: Submit Applications for Additional Permits (as required)

Depending on your event's scope, you may need permits from the following agencies in addition to your Temporary Event License. You will be notified of specific requirements during the review process: **Please Note:** Even if no temporary event license is required for your event, Building, Fire, and/or Environmental Health permits may still be required if any of the below scenarios apply to your event.

Agency	When Additional Permits Required	Lead Time Required
Public Works / Roads	Any activities in the County's Right-of-Way (see Part 4, Section B for details on	90 days minimum

	this along with State Hwy Right-of-Way if applicable to the event)	
Building Division	Stages, generators, temporary power poles, temporary lighting, tents over 7,500 sq. ft., or any construction/ demolition (see Part 4, Section C for details)	30 days minimum
Fire Department	Tents or awnings based on certain thresholds (see Part 4, section D for more details)	2 weeks minimum; 30 days recommended to avoid late fees
Environmental Health	Any food vendors or food facilities at your event (see Part 4, Section E for details)	2 weeks minimum; 30 days recommended to avoid late fees

Part 3: Site Plan Requirements

➢ ***Contact:*** *PBES – Planning: 707-253-4417; planning@countyofnapa.org*

All applicants must submit a detailed site plan/event layout with their application. The items you are required to show depend on your event category and scope. Use the list below to build your site plan to be sure you include everything that applies to your event.

- **Format:** Digital files required; drawn to scale or clearly dimensioned. Category 3+ must use an aerial diagram. [CFC §§ 106.1, 3103.6]
- **All Temporary Event Categories 2A, 2B, 3, 4, 5 & 6 must who the following on their site plan:**

  Egress:
  - Two separate egress paths from all occupied areas
  - Exit pathway locations (must be clear of obstructions)
  - Exit sign locations and direction of travel

  Restrooms:
  - All restroom locations, permanent and portable (Min. 1 per 50 attendees)
  - ADA-accessible restrooms labeled (Min. 1; at least 5% of total)
  - Handwashing stations next to portable toilets
  - Employee restrooms, if food vendors are present, within 200 ft of each food facility

  Accessible Parking & Routes:
  - Accessible parking spaces, number and location (Per CBC Table 11B-208.2)
  - Van-accessible space(s) designated 1 per every 6 accessible spaces
  - Continuous accessible route from parking to event entrance (Max 2% slope; firm surface)

  Fire & Life Safety:
  - First aid station locations
  - Tent & Canopy locations (Min. 20 ft from lot lines, building, vehicles)
  - Van-accessible space(s) designated 1 per every 6 accessible spaces

- Continuous accessible route from parking to event entrance (Max 2% slope; firm surface)

Additional Items, when applicable based on the scope of your event:

- Seating layout, if used, showing types and wheelchair space locations (Per CBC 11B-221)
- Generator Locations, if used (Min. 10 ft from combustibles, fenced)
- Lighting layout, if near the Napa County Airport or Airport Influence Area
- Off-site lot locations, driveway widths, and residential setbacks, if using off-site parking
- Septic system locations (fenced/flagged, no parking over them), if septic is present on site or at parking areas
- If the event includes a flow-through activity in a non-assembly occupancy space: the site plan should include floor plans, occupancy calcs, and egress routes for each space

- **Add the following for Temp Event Categories 3, 4, 5 & 6 (201+ attendees, or Event Series)**
  - Site plan must be a digital aerial diagram
  - Emergency access road locations and lane dimension
  - All First Aid / Medical Station locations (labeled), required along with submission of a separate EMS Agency plan
- **Add the following for Temp Event Categories 5 (750+persons) or Events with Road Closures:**

  Shuttles & Parking
  - All parking areas (on-site and off-site) with capacity note (Plan for approximately 3 persons per vehicle)
  - Shuttle route(s), required if parking lots are more than 1/3 mile from entrance
  - On-site shuttle turnaround area

  Traffic Control Plan
  - A separate Traffic Control Plan prepared by a qualified professional (per CA-MUTCD) is also required, showing the following on the site plan:
    - Existing lane configurations and pavement markings
    - Access routes, parking, shuttle routes, and road closures
    - Traffic monitor and signage locations
    - Pedestrian routes and temporary crosswalks
    - Designated traffic coordinator identified

Part 4: Minimum Standards Checklist

A temporary event license will only be issued when all applicable minimum standards below are satisfied. Review each section carefully.

- Sections A-H: Applies to all temporary event categories if applicable based on event scope
- Section I: Required for Category 3, 4, 5, and 6 temporary events (201 persons or more, or event series)
- Sections J-K: Required for Category 5 events (750 persons or more) *and* where applicable based on event scope for all other categories
- Sections L-P: Applies to all event categories, but no submission materials or review is required; applicants are required to comply with these standards, along with all federal, state and local regulations
- Section Q: Applies only to events that include animals

A. Insurance [NCC § 5.36.080]

➢ **Contact:** *CEO's Office – Risk Management: 707-253-4197*

A Certificate of Insurance (COI) providing proof of general public liability insurance must be on file with PBES before your license is issued.

- Minimum coverage per occurrence: $2,000,000
- Minimum aggregate coverage: $4,000,000
- If alcohol is served for on-site consumption: policy must include an alcohol liability endorsement covering property damage and personal injury (including death)
- If no alcohol will be served at the event, please note this on your Certificate of Insurance.

B. Roads Special Event Permit

➢ ***Contacts:*** *Public Works – Roads Division (County ROW): 707-944-0196; roads@countyofnapa.org; Caltrans District 4 (State Highway ROW): 510-286-4401; D4Permits@dot.ca.gov*

- A separate Special Event Permit is required for any activities in the County's Right-of-Way [NCC 10.24]. Please allow 90 days minimum lead time for this permitting process.
- Events on Caltrans State Highway Right-of-Way require a separate Caltrans Encroachment Permit [CA Streets & Highways Code § 660]
    - Under Caltrans policy, competitive events on State highways (runs, marathons, bike races, charity rides, etc.) must be conducted or sponsored by a 501(c)(3) or qualifying nonprofit organization.

C. Building & Accessibility Requirement and Permits

➢ ***Contact:*** *PBES – Building Division: 707-253-4417; building@countyofnapa.org*

Egress Requirements [CBC Chapter 10; CFC]

Site plans must demonstrate safe occupant evacuation:

- Provide two separate paths of egress from all occupied areas.
- Exit pathways must remain clear of obstructions, including storage or equipment. [CFC §1003.6]
- Install illuminated exit signs clearly indicating the direction of travel. [CFC §1013.1]

Restroom Requirements [California Plumbing Code Table 422.1; A-2 Assembly Occupancy]

- Minimum 1 toilet per 50 people based on projected event attendance.
- At least 5% of restrooms must be ADA accessible, with a minimum of one accessible facility.
- All restroom locations, including ADA designations where applicable, must be shown on the site plan, noting permanent facilities as well as any portable toilets. For portable toilets, please also note handwashing stations on the site plan.
- Accessible facilities must provide equivalent ("like-for-like") accommodations.

Accessible Seating Requirements [CBC Title 24 Chapter 11B; ADA Standards]

Event organizers must provide equal access for persons with disabilities.

General Requirements:

- Provide assistive listening/hearing devices when amplification is used.
- Identify seating types and layout on site plan.
- Wheelchair spaces must be integrated and dispersed throughout the venue.

Wheelchair Seating Requirements [CBC 11B-221]:

Number of Seats	Wheelchair Spaces Required
4 to 25	1
26 to 50	2
51 to 150	4
151 to 300	5
301 to 500	6
501 to 5,000	6, plus 1 for each 100 (or fraction) between 501–5,000
5,001 and over	46, plus 1 for each 200 (or fraction) over 5,000

Accessible Parking & Routes [CBC Table 11B-208.2; ADA Standards]

Temporary events must provide compliant accessible parking and routes to the event:

- Identify accessible spaces required per CBC ratios on your site plan (see ratios below).
- At least 1 of every 6 accessible spaces must be van-accessible.
- Spaces must display the International Symbol of Accessibility (ISA).
- Surface must be firm, stable, slip-resistant, and slope no more than 2% (1:48).
- Provide a continuous accessible route from parking to the event entrance on site plan.
- Locate accessible spaces as close as practical to the primary activity area.
- Minimum Accessible Parking Spaces Required [CBC Table 11B-208.2]

Total Parking Spaces Provided	Minimum Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501 to 1,000	2% of total
Over 1,000	20 + 1 for each 100 over 1,000

Building Permit Requirements for Temporary Event Structures

A separate building permit may be required to ensure structural and electrical safety. If your event includes any of the following, submit a building permit application through the Online Permit Center at least 30 days prior to the event.

A building permit is required if any of the following apply:

- Size: 400 sq. ft. or larger [CBC §3103]
- Occupancy: Supports 10 or more occupants or exceeds 120 sq. ft. with 10+ occupants [CBC §1607A; §105.2]
- Height: Walking surface is 30 inches or more above adjacent grade [CBC §105.2; §1015]

Exception — Small Stages Using Existing Building Power

Stages less than 400 sq. ft. that do not meet occupancy or height thresholds above may use existing building outlets without a separate electrical permit, provided all safety requirements are met including:

- Bonding: All metal stage frames must be bonded to the building power source.
- GFCI Protection: Required for all 125-volt, 15- and 20-amp receptacles.
- Cords: Must be heavy-duty, outdoor-rated, and protected from damage.

Large Tents & Membrane Structures

A building permit is required for tents or membrane structures larger than 7,500 sq. ft. [CBC §3103]
Note: Smaller tents may still require a separate Fire Department operational permit, see Fire, Section C below.

Electrical & Temporary Power

A building permit is required for:

- Generators powering event equipment [CEC Articles 445 & 525]
- Temporary power poles [CEC Article 590; CBC §105.1]
- System-wide temporary lighting installations [CEC Article 525]

Indoor Event Spaces — Assembly Occupancy [California Building Code (CBC) Chapter 10]

Events are limited to buildings or portions of buildings currently permitted for Assembly Occupancy. This includes restrictions on events using production areas such as fermentation rooms, barrel rooms, warehouses, caves, or similar spaces not approved for public assembly [A Occupancy]. Limited "flow-through" or circulating events (where attendees move continuously through spaces rather than gathering in one location) may be considered for approval under special circumstances assuming occupancy can be restricted to an approved occupancy threshold.

- Review of a flow-through event requires detailed plan review demonstrating:
  - Controlled occupant load at all times
  - Continuous and unobstructed paths of travel
  - Code-compliant means of egress from all occupied areas
  - Fire and life-safety compliance for each space accessed by attendees
  - Adequate supervision and crowd management measures
  - Submission must include:
  - Detailed site and floor plans

- Maximum occupancy calculations
- Clearly identified safe egress routes and circulation paths

Approval is not guaranteed and will be determined following Building and Fire Department review.

Legality of Structures

- All buildings used during the event must have a building permit, a temporary or final Certificate of Occupancy, or a Certificate of Legal Nonconforming (CLN) Use [NCC § 18.132.010]
- No overnight stays by public event attendees are permitted unless allowed by zoning regulations or CLN
- No structures posted as dangerously substandard for human habitation may be used [NCC § 15.36.010]
- No submission is required, applicant is required to comply with all standards.

D. Fire and Life Safety [California Fire Code (CFC); California Code of Regulations Title 19; Title 24]

➢ ***Contact:*** *Napa County Fire Department: 707-299-1464; firemarshal@countyofnapa.org*

Tents, Membrane Structures & Stage Canopies

A separate Fire Permit may be required to ensure fire and life safety compliance. If your event includes any of the following, submit a Fire Permit application through the Online Permit Center at least 30 days prior to the event to avoid late fees.

- Tents *(temporary fabric structures with or without sidewalls)* exceeding 400 sq ft when one (1) or more sidewalls are included.
- All tents, canopies *(with or without sidewalls)* or membrane structures *(air-supported, air-inflated, cable, or frame-covered structures)* exceeding 700 sq ft, including the combined area of multiple tents or structures used together as one event space.
- Temporary stage canopies *(overhead coverings above performance stages)* exceeding 400 sq ft, regardless of sidewalls. Note: stage canopies are permitted under the tent/fire permit.
- Tents, canopies, membrane structures, and stage canopies shall be located a minimum of 20 feet from lot lines, buildings, other tents, parked vehicles, and internal combustion engines. Support ropes and guy wires are considered part of the structure. [CFC §3103.8.2]

Crowd Manager Requirements [CFC §§ 403.11.3, 3106.4.3]

Trained Crowd Managers are required to assist with occupant safety, crowd control, and emergency evacuation for certain events. Crowd Managers must complete approved crowd management training prior to the event. Free online training is available (e.g., crowdmanagers.com) or equivalent programs. Crowd Managers are required under the following conditions:

- Indoor events with 500 or more attendees
- Indoor assembly areas above or below exit discharge level (e.g., basements, rooftops, mezzanines)
- Outdoor events with 1,000 or more attendees
- Note: for events meeting these thresholds, event organizer is required to provide at least one (1) trained Crowd Manager per 250 attendees, or portion thereof.

- No application submission is required related to this standard, applicant is required to comply and should be able to provide proof of training and crowd manager staffing plan upon request during inspection.

Weather Monitoring May Be Required [CFC 3106.4.2]

For certain outdoor events, the Fire Code Official may require a designated individual to monitor weather and initiate safety measures. Conditions that trigger action include: winds over 30 MPH, active wildland fires within 5 miles, active evacuation zones, or other conditions deemed necessary by the Fire Code Official. Event organizers should ensure a qualified individual is assigned to actively self-monitor weather and site conditions before and during event operations and be authorized to modify, suspend, or terminate activities when unsafe conditions develop.

Additional Fire & Life Safety Event Requirements

- Events may be subject to inspection by the Napa County Fire Department prior to occupancy approval, at the Department's discretion based on the size and scope of the event. Inspections are typically required for Category 4 and above events. [CFC §§ 104.2, 3106, 3107]
- Submit all drawings in digital format, clearly dimensioned or drawn to an identified scale. [CFC §§ 106.1, 3103.6]
- All first aid stations must be clearly identified on your event site map
- Open fires and pyrotechnics are prohibited [CFC Chapter 31; NCC Chapter 8.28]
- All electrical equipment must comply with County Code and Fire Code [NCC § 15.28.010; CFC 3106.6]
- Generators must be at least 10 feet from combustible materials and isolated from the public by a physical guard, fence, or enclosure at least 3 feet from the generator. Where applicable, please show generator location(s) on your site plan. [CFC 3106.6.2]
- Exit illumination with automatic backup power is required [CFC § 1008.3]
- Combustible vegetation must be removed from outdoor assembly areas [CFC § 3106.4.6]
- Smoking is permitted only in designated areas; all other areas must post approved 'No Smoking' signs [CFC § 3106.4.5]
- Fire extinguishing systems must be installed inside all occupied buildings and at each off-site parking lot [CFC § 906]
- Smoke alarms must be installed inside all buildings used for human occupancy
- Open flames in assembly areas are restricted, only permitted for religious/ceremonial use, performance on stage, candles on stable noncombustible bases, or gas lights approved by the Fire Code Official [CFC § 308.3]
- Combustible decorative materials must be flame resistant [CBC § 806.4; CFC 3104.2]
- Event organizers must comply with all applicable requirements of Chapter 10 of the California Fire Code, including those governing means of egress, exit access, exit discharge, seating arrangements, and aisle design and clearance. These requirements apply to all temporary structures, tents, and outdoor assembly areas
- No submission is required for any items other than those items required on the site map; applicant is required to comply with all standards

E. Food Facilities/Vendors [California Retail Food Code (CalCode) Chapter 1124]

➢ ***Contact:*** *PBES – Environmental Health Division (Consumer Protection): 707-253-4417; environmental@countyofnapa.org*

- All Food Vendors must be permitted through Napa County Environmental Health before operating at your event [CalCode Chapter 11]
- For Catered Events: the caterer must be permitted by Napa County Environmental Health
- For Events with Multiple Food Vendors:
  - The event organizer must complete a separate Temporary Event Organizer Application and obtain a permit and pay associated fees, listing all vendors
  - Each food or drink vendor participating in the event must have either: a single-event Temporary Event Food Vendor permit, an Annual Temporary Event permit, or a Mobile Food Facility permit
- One-Day Nonprofit Exception:
  - If all event food vendors are nonprofit or for-profit entities that receive no monetary benefit beyond recognition, AND the event is one day or less, standard food permits may not be required. [CalCode §113755]
  - While no submission is required if your event meets this exception, vendors must still operate per Non-Profit, One-Day Temporary Food Facility Guidelines and CalCode Chapter 11.

F. Drinking Water & Water Bodies

➢ ***Contact:*** *PBES – Environmental Health Division (Consumer Protection): 707-253-4417; environmental@countyofnapa.org*

- All drinking water must be approved by Environmental Health as meeting California Safe Drinking Water Act requirements [California Safe Drinking Water Act]
- Applicant will need to provide the water source as part of their application
- Any swimming pools, spas, or recreational water bodies used at the event must comply with County Code [NCC Chapter 15.48]

G. Sanitary Facilities and Sewages Disposal Requirements

➢ ***Contact:*** *PBES – Environmental Health Division: 707-253-4417; environmental@countyofnapa.org*

- All cleanup water or liquid waste must be disposed of in an approved sewage system or sealed containers for approved disposal
- Septic systems at the event site or off-site parking areas must be fenced off and protected from compaction; no parking over septic systems [NCC § 18.104.130]
- If portable toilets are used, they must be serviced by a company permitted under Napa County Code, this information will be included in your application [NCC § 5.20.020]
- At least 1 toilet facility for every 15 employees must be located within 200 feet of each temporary food facility, with handwashing facilities (water, soap, paper towels) [CA Retail Food Code § 114359]

H. Solid Waste, Recycling & Composting [NCC Chapter 5.80; California SB 1383]

➢ ***Contacts:*** *Public Works (waste/recycling): 707-253-4351; publicworks@countyofnapa.org; PBES – Natural Resources (foodware ordinance): 707-253-4417; pbesreception@countyofnapa.org*

General Waste Requirements

- All event organizers must comply with the temporary event standards set forth in the Napa County Reusable Foodware and Waste Reduction Ordinance. [NCC Chapter 5.80] No submission is required for these items unless the event serves more than 2,000 persons in a day and charges admission (see Edible Food Recovery, below).
- All waste must be separated into recycling, composting, and trash streams; it is the event organizer's responsibility to ensure proper sorting
- Provide well-labeled bins throughout the venue, especially near high-waste areas (bars, kitchens, seating areas, entrances/exits). Bins must never overflow.
- Recycling, composting, and trash bins must always be placed together, never standalone.
- Bin color code: Blue = Recycling | Green = Composting | Gray or Black = Trash. Compost bins must use certified compostable bag liners only.
- All solid waste must be collected and removed within 48 hours of the event's conclusion.

Edible Food Recovery – Events Over 2,000 Persons Per Day with an Admission Fee [SB 1383]

- Events serving over 2,000 persons per day that charge an admission price are required to submit a plan to donate excess edible food
- Organizers must donate the maximum amount of edible food that would otherwise be disposed of.
- Organizers must have a current contract or written agreement with a food recovery organization or service prior to the event and submit a copy of the agreement as part of their temporary event application.
- Organizers must maintain records of all food donation activity, and County staff may request to inspect donation records for events of significant duration.
- Food recovery requirements and a list of food recovery organizations are available here.

Waste Haulers Serving Unincorporated Napa County

- Southern Napa County: Napa County Recycling and Waste Services
- Up Valley: Upper Valley Disposal Services
- Lake Berryessa area: Berryessa Garbage Service

Additional Resources

- Best Practices for Recycling and Composting at Special Events – Napa County Guidance Materials

I. Emergency Medical Services & Site Access [CFC § 503; CFC 403.11.2]

➢ ***Contact:*** *Emergency Medical Services: 707-253-4341; ems@countyofnapa.org*

- All events must have 911 access and Automated External Defibrillators (AEDs) on site.
- For all Category 3 Temporary Events and above (201 persons or more, and/or series events, event organizers must:
  - Submit a completed Napa County EMS Agency Special and Temporary Event Emergency Action and Medical Plan (need EMS link) for approval.
  - Submit a digital aerial site plan, drawn to scale, showing emergency access roads, lane configurations, dimensions, and all First Aid/Medical Stations.
  - Provide an executed agreement with a Napa County EMS Agency-approved EMS provider where applicable based on thresholds below prior to permit approval.
  - Ensure event staff can contact 911 and provide basic First Aid/CPR, including access to an Automated External Defibrillator (AED).
  - Provide at least one Class A First Aid kit meeting ANSI/ISEA Z308.1-2021 standards.

- Emergency access routes must remain unobstructed at all times and comply with Napa County Road and Street Standards and California Fire Code Section 503. [CFC § 503; CFC § 503.4]
- Meet EMS staffing requirements in accordance with the Napa County EMS Resource Requirements tables which are included below for easy reference, noting the following definitions:
    - **BLS (Basic Life Support):** Ambulance staffed by two EMTs. Can provide on-site stabilization but cannot transport a patient to a hospital unless directed by an approved Event Physician.
    - **ALS (Advanced Life Support):** Ambulance staffed by at least one paramedic and one EMT. AMR Napa is the only authorized ALS/emergency transport provider in Napa County.
    - **First Aid Station with EMT:** Fixed or mobile onsite station staffed by at least one certified EMT, with 911 communication access and sufficient medical supplies including an AED.
    - **First Aid Station with Physician (MD/DO):** Fixed or mobile onsite station staffed by at least one California-licensed physician, preferably with emergency medicine experience.

Minimum EMS Resource Thresholds: Fixed Location Events

Fixed Location Events include concert, festival, fair, fundraiser, or any temporary event held at a single designated venue.

Attendees	911 Access & AED	First Aid Station w/ EMT	First Aid Station w/ Physician	BLS or ALS Ambulance
50 – 200	Required	Recommended	—	—
201 – 400	Required	Recommended	—	—
401 – 1,000	Required	Required *	Recommended	—
1,001 – 3,000	Required	Required *	Recommended	ALS (1)
3,001 – 5,000	Required	Recommended	Required **	ALS (2)
5,001 – 10,000	Required	Recommended	Required **	ALS (3)
Over 10,000	Required	Required *	Required	ALS (varies)

* Required, but may substitute with an additional BLS ambulance.

** Required, but may substitute with an additional ALS ambulance.

Minimum EMS Resource Thresholds: Dynamic, Multi-Parcel Events

Dynamic Events include events that span a wide geographic area, and/or multiple parcels, such as athletic competitions, marathons, triathlons, bike races, etc.)

Attendees	911 Access & AED	First Aid Station w/ EMT	First Aid Station w/ Physician	BLS or ALS Ambulance
51 – 250	Required	Recommended	—	BLS (recommended)

Attendees	911 Access & AED	First Aid Station w/ EMT	First Aid Station w/ Physician	BLS or ALS Ambulance
251 – 500	Required	Recommended	—	BLS (1)
501 – 1,000	Required	Required *	—	BLS (1)
1,001 – 3,000	Required	Required *	Recommended	ALS (1)
3,001 – 5,000	Required	Required *	Recommended	ALS (2)
5,001 – 10,000	Required	Required *	Recommended	ALS (3)
Over 10,000	Required	Required *	Recommended	ALS (varies)

* Required, but may substitute with an additional BLS ambulance.

J. Shuttle and Parking Requirements

Required for Category 5 Events over 750 attendees and as applicable based on shuttle and parking plans for all other categories

➢ ***Contacts:*** *Public Works –Roads (shuttles, offsite parking): 707-944-0196; roads@countyofnapa.org;*
PBES –Planning (setbacks, security): 707-253-4417; planning@countyofnapa.org;
PBES –Engineering (dust, access): 707-253-4417; engineering@countyofnapa.org

Shuttle Requirements

- Shuttles are required for off-site parking lots more than 1/3 mile from the event entrance
- Shuttles must travel on state highways, Silverado Trail, or county arterial/collector roads only
- Shuttles load/unload in each lot and must not idle while waiting for passengers
- Shuttles unload inside the event entrance; a turnaround area is required on-site [NCC § 18.104.130(D)(14)]
- Submittal should include shuttle route as part of site plan.

Parking Requirements

- Event organizers should plan parking capacity assuming approximately 3 passengers per vehicle. The site plan must demonstrate sufficient on- and off-site parking to accommodate projected attendance at this ratio.
- Parking monitors must enforce no-parking zones along restricted streets, prevent blocked driveways, and assist in removing violators [NCC § 18.104.130(D)(13)]
- Parking on dry/combustible vegetation requires fire hazard mitigation: mow to 4" max, station attendants, provide fire equipment and emergency egress.
- Access driveways to off-site lots: minimum 18-foot width [NCC § 18.104.130(D)(12)]
- Temporary directional signs: max 36"x36", placed no earlier than the day before and removed no later than the day after the event at 5:00 p.m.; not on trees or utility poles [NCC § 18.104.130(D)(5)]
- Dust suppression: apply reclaimed water once the day before and as need to control dust each event day [NCC § 18.104.130(D)(6)]
- Off-site parked vehicles must be set back 50 feet from residences; setback areas must be temporarily fenced or flagged [NCC § 18.104.130(D)(11)]

- Minimum 3 parking attendants per lot; trained in no-smoking enforcement, emergency reporting, and fire extinguisher use [NCC § 18.104.130(D)(18)]
- Security required at each off-site lot for the duration of parking [NCC § 18.104.130(D)(4)]
- No event parking is permitted in the public right-of-way on event day unless authorized by the Director of Public Works

Parking For Inspections

- Reserve one clearly signed space for agency inspections before and during the event

K. Traffic Control

Required for Category 5 Events over 750 attendees and/or events that include public road closures.

➢ ***Contacts:*** *Public Works –Roads: 707-944-0196; roads@countyofnapa.org;*

Napa County Sheriff (traffic control needs): 707-253-4509; sheriff@countyofnapa.org

- Any requested or required public road closures which require a separate Special Events on Public Roads Permit, must be approved per Vehicle Code procedures; Board of Supervisors or designee action required [CA Vehicle Code § 21101]
- For Category 5 Temporary Events and/or events that include a public road closure: Submit a Traffic Control Plan (not to scale) prepared by a qualified professional in accordance with the California Department of Transportation California Manual on Uniform Traffic Control Devices [CA-MUTCD]. The Traffic Control Plan must identify:
  - Existing lane configurations and pavement markings
  - Access routes, parking areas, shuttle routes, and road closures
  - Traffic monitor and signage locations
  - Pedestrian routes and temporary crosswalks
  - Identify the designated traffic coordinator for complaint response
  - Mark location of traffic monitors at all ingress, egress, and road fork points; monitor should be trained to turn away vehicles when the authorized attendance limit is reached
- If CHP traffic control is requested or required: execute a signed reimbursement agreement with CHP before the event

The following standards (L-P) require compliance, but no specific paperwork or submitted materials.

L. Security Arrangements and Responsible Alcohol Service

➢ ***Contact:*** *Napa County Sheriff (security support needs): 707-253-4509; sheriff@countyofnapa.org*

- Control site access using fences, gates, or barriers, in a way that does not block emergency ingress or egress
- Display notice of the right to evict attendees for behavior that causes a public disturbance or safety hazard
- Implement alcohol distribution limits to reduce drunk driving risk such as: free non-alcoholic drinks for designated drivers; no alcohol distribution in the 2 hours before the event ends; shuttle service to overnight accommodations

- Responsible Beverage Service Guidelines: Alcoholic Beverage Control (ABC) Frequently Asked Questions
- Applicant is required to comply with all standards unless a special submission or plan is requested by the Sheriff based on size and scope of event

M. Watershed & Watercourse Protection

➢ ***Contact:*** *PBES – Engineering: 707-253-4417; engineering@countyofnapa.org*

- Events located in floodways between September and March require a qualified individual be assigned to actively self-monitor weather and site conditions before and during event operations, with authority to modify, suspend, or terminate activities when unsafe conditions are anticipated or develop.
- No event activities can take place in stream setbacks
- No discharge of hazardous materials to land, air, or water in violation of federal or state law
- Comply with all construction and post-construction stormwater pollution prevention requirements from the County Engineering Services Division and State Regional Water Quality Control Board

N. Environmental Sensitivity

➢ ***Contact:*** *PBES – Engineering: 707-253-4417; engineering@countyofnapa.org*

- All known habitats of rare or endangered plants and preservation areas must be fenced off or avoided
- No event activities in known habitats of rare or endangered animals, or blocking known wildlife migration paths during migration season
- No human occupation of unreinforced masonry buildings or buildings damaged by earthquake or fire
- Events near known archaeological sites must protect those sites with barriers

O. Outdoor Lighting [NCC Chapters 5.36 and 18.106; California Title 24]

➢ ***Contact:*** *PBES – Planning: 707-253-4417; planning@countyofnapa.org;*
Napa County Airport: 707-253-4665; infoairport@countyofnapa.org

- All new and existing outdoor lighting must be fully shielded and directed downward; event organizers should only use the minimum lighting needed for safety, security, or operations
- Lighting must not shine directly onto adjacent properties or driving lanes on adjacent roads
- Low-level lighting is required in parking areas
- Parking areas require low-level lighting (such as path lights or ground fixtures). Do not use unshielded, high-intensity commercial floodlight towers.
- No flashing strobe, or moving beam lights are permitted.
- For multi-day events, all lighting must be turned off at the end of each event day
- If your event is located near flight paths or within the Airport Influence Area (AIA), you must avoid creating hazards for pilots under the Napa County Airport Land Use Compatibility Plan (ALUCP) and NCC Chapter 18.80. If your event is located near the airport, event organizer must provide a lighting layout and contact the Airport at 707-253-4665 or infoairport@countyofnapa.org for lighting review

P. Nondiscrimination

➢ ***Contact:*** *PBES – Planning: 707-253-4417; planning@countyofnapa.org*

- Event attendance and all facilities must be open to all members of the public, regardless of race, religion, gender, marital status, disability, noncontagious medical condition, or age — unless the practice of religion requires a restriction
- Exception: If alcohol is served, persons under 18 may be excluded from the event or portions of it

Q. Animals at Events

➢ ***Contact:*** *Public Works – Animal Shelter: 707-253-4382; publicworks@countyofnapa.org; PBES – Environmental Health: 707-253-4417; environmental@countyofnapa.org; Sheriff Office – Animal Services: 707-253-4896*

For temporary events with animals, additional review will be required to ensure compliance with the following standards:

- All animal exhibits must comply with County Code on transportation and cage inspections by Animal Services [NCC §§ 6.08.140, 6.08.120]
- Sanitary facilities must be provided for all animals on site to prevent groundwater contamination
- Live animals must be kept at least 20 feet from any mobile food facility or temporary food facility [CA Retail Food Code § 114259]
- All animal exhibits must comply with California Department of Public Health Best Practices for Preventing Zoonotic Diseases at Fairs and Animal Exhibits and must be approved by Napa County Environmental Health

Part 5: Agency Contact Directory

Agency	Phone	Email
PBES (Planning, Building, Environmental Health, Engineering)	707-253-4417	planning@countyofnapa.org building@countyofnapa.org environmental@countyofnapa.org engineering@countyofnapa.org
Napa County Fire Department (Fire Marshal)	707-299-1464	firemarshal@countyofnapa.org
Emergency Medical Services (EMS)	707-253-4341	ems@countyofnapa.org
Public Works – Roads Division	707-944-0196	roads@countyofnapa.org
Public Works – Recycling	707-253-4351	publicworks@countyofnapa.org
Public Works – Animal Shelter	707-253-4382	publicworks@countyofnapa.org
Napa County Sheriff's Office	707-253-4509	sheriff@countyofnapa.org
Sheriff – Animal Services	707-253-4896	sheriff@countyofnapa.org
CEO's Office – Risk Management (insurance)	707-253-4197	TBD
Airport (lighting near airports)	707-253-4665	infoairport@countyofnapa.org

California Highway Patrol (CHP)	707-699-6300	—
Caltrans District 4 (State ROW permits)	510-286-4401	D4Permits@dot.ca.gov