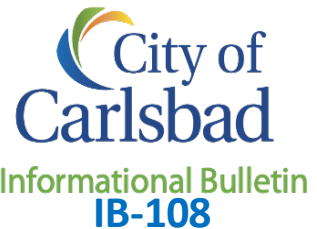


# Private Property Permit



This information bulletin provides an overview of the permitting requirements for Private Property Permits, generally described as small, temporary events occurring entirely on **non-residential use** private property. For new application submittals, apply via our [online permit portal](#). For online permit information visit [Customer Self Service](#) center. Questions? Email [outdooractivation@carlsbadca.gov](mailto:outdooractivation@carlsbadca.gov).

**Applications must be submitted at least two (2) weeks in advance of the event** to allow for application screening, department review/comments and issuance.

## BACKGROUND

Carlsbad Municipal Code (CMC) §8.17 regulates varying types of events ranging from parades and bazaars to marathons and bicycle races, which are subject to Special Event Permits.

The city recognizes certain events are smaller in nature and do not have the same level of impacts as Special Events. For example, the Carlsbad Marathon is very different than, say, a “outdoor parking lot sale” held over the weekend at a local business. As such, the code provides a simple ministerial process for small, temporary commercial, fund-raising or similar event held on **non-residential use** private property. A permit for these events, referred to as a Private Property Permit (P<sup>3</sup>), can be considered under the following conditions:

1. The event is held entirely on non-residential use private property and is consistent with zoning/land use.
2. The event does not require use of public property in a manner which impacts or restricts the public’s normal or typical use.
3. The event or activity is not associated with a Special Event.
4. The event does not require public city services, including police patrols or traffic management.
5. Event is limited in length/duration and is not reoccur frequently.

Events that fail to meet any of the conditions above are ineligible as a P3. Applicants may be required to seek land use permits with [Planning](#) or must contact Parks & Recreation Department regarding a [Special Event Permit](#).

## Documents Referenced

Carlsbad Municipal Code; [§8.17](#)  
Fire Department [Tent Permit](#)  
Private Property Permit  
Application; [CD-8A](#)  
[Special Event Permit](#)

## SUBMITTAL REQUIREMENTS

In addition to a P<sup>3</sup> application (CD-8A), please submit a site plan of the property showing the following:

- The boundaries of the event on the property.
- Any perimeter fencing, enclosures, or physical barriers designed to keep people in/out of an area and all exit points from the property (e.g., driveways).
- If >50 people will be located within an enclosed area, you must show location of secondary means of exit.
- Show temporary structures (e.g., canopies or tents), if any. Show temporary structure size (square feet) and location(s).
- A Tent Permit from the Fire Department will be required when tents/canopies meet the following conditions:
  - ≥400 square feet total tent coverage with one or more sidewalls
  - ≥700 square feet total tent coverage
  - Aggregate of multiple tents separated less than 12 feet apart will be considered as one tent, irrespective of the individual size of each tent.
- Show existing ADA parking stalls and path of travel to be maintained. Also include path of travel from place of business to outdoor area.
- Type and location of protective barriers between patrons and vehicles, if any.

**Note:** The applicant is responsible to secure all necessary approvals to operate in areas of shared use/parking. Lack of underlying approvals by the property owner(s) may constitute denial or revocation of the permit.

## PERMIT REVIEW CRITERIA

Once a complete application is received, it will be routed to the following departments for review:

- City Planner
- Building Official
- Assistant Fire Marshal
- Traffic Engineer
- Police (alcohol involved)

When reviewing, the following standards shall apply:

- All applicable Building, Fire and Municipal Code requirements, including emergency access, patron exiting and ADA requirements.
- Vehicle path of travel and any temporary barriers provide a safe and navigable layout.
- Required notes (refer to Submittal Requirements) clearly shown on the plans.

## EVENTS NOT SUBJECT TO A P<sub>3</sub>

- Weekend garage sales on residential property
- Other minor events on residential property