

PLEASE PRINT BOTH SIDES

Permit No. \_\_\_\_\_



Public Works Department  
Transportation Division

<b>Non-refundable Permit Fee: \$15.00</b> Amount Received: \$ _____ Paid by CK / CR / MO # _____ (No CASH) Received by: _____ Date: _____ Insurance provided: Y [ ] N [ ] N/A [ ]
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### BLOCK PARTY ACTIVITY PERMIT

for TEMPORARY CLOSURE of PUBLIC STREETS

Regulated by Berkeley Municipal Code (BMC) SECTIONS 13.44.010-13.44.030

- Street Name** of block to be closed: \_\_\_\_\_  
 From \_\_\_\_\_ Street To \_\_\_\_\_ Street
- Day** of the week: \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Time** (including setup): From \_\_\_\_\_ A.M. / P.M. To: \_\_\_\_\_ A.M. / P.M.\*\*
- Planned Activities and Purpose:** e.g. Potluck, Games, Disaster Planning, Neighborhood Watch meeting; Describe objects to be placed in the street, e.g. Tables, Chairs, BBQ, Bounce house (see #5 over)
- Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_  
**City:** **Berkeley** **Zip code:** \_\_\_\_\_ **email:** \_\_\_\_\_
- Necessary Qualifications** for temporary street closure per BMC (*Please check each true statement*):  
 Local (not major, collector) street  One block long  Minimum 2/3 of this block is zoned residential  
 No Sales  No Advertising beyond block  Sponsored by/ for Berkeley residents abutting the closure
- Amplified Sound Permit** may also be required, which must be approved 30 days prior to event, to be obtained from Environmental Health Division 510-981-5310, email: envhealth@cityofberkeley.info
- It is understood that this event will be conducted in an orderly manner and in compliance with Section 13.44 of the BMC, and the stipulated guidelines on the back of this permit.
- We agree to indemnify and hold harmless the City of Berkeley, its officers, agents, employees, and volunteers from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit or the maintenance of the block party or similar activity. **Note: Additional insurance certificate will be required to place a bounce house in public right-of-way.** (See #5 over)

Applicant's Signature

Date

Time

APPROVED

DENIED

\_\_\_\_\_  
City of Berkeley Traffic Engineer\*

\_\_\_\_\_  
Date

\*Designated by City Manager per Ordinance No. 6647 – N.S. § 2, 2001 Rev. 11/1/04 (See Reverse)

\*\* Applicant must provide flashing beacons on barricades after sunset, or re-open the street.

## BLOCK PARTY ACTIVITY GUIDELINES

These regular guidelines shall apply to all temporary local street closures for block parties or similar public activity granted under the authority of BMC Sections 13.44.010-13.44.030.

1. **APPLICATION DEADLINE:** All necessary permits shall be obtained from the City of Berkeley Traffic Engineer by 3:00 PM on the Wednesday prior to the weekend of the proposed closure. Please note that a traffic engineer may not be available without an appointment.
2. **Send or bring application, neighborhood notice, and permit fee to:** Public Works/Transportation Division, 1947 Center Street, 4<sup>th</sup> Floor, Berkeley 94704 email: [transportation@cityofberkeley.info](mailto:transportation@cityofberkeley.info) or call (510) 981-7010
3. **ACCESS:** City-issued barricades and posted signs divert through traffic only. **All households abutting the one-block closure shall be invited at least 72 hours in advance and have vehicular access to their properties at all times throughout the closure.** Maintain maximum feasible accessible path of travel for all pedestrians, including mobility-device users, pursuant to provisions of the Americans with Disabilities Act (ADA) and non-discrimination laws.
4. **FIRE LANE: A 20-foot wide emergency access lane** (free of physical obstructions) **shall be maintained at all times throughout the street closure.**
5. **INSURANCE REQUIREMENTS for INFLATABLE BOUNCE HOUSE:** For placement in the street, you must select a bounce house company that has a current City of Berkeley business license to install it, and provide a Certificate of Insurance for the date of the closure, evidencing current and valid commercial general and automobile liability insurance of not less than two million dollars (\$2,000,000) that includes this exact language in the endorsement: "The City of Berkeley, and its officers, employees, agents, and volunteers are additional insureds". (This endorsement is not required if bounce house is located entirely on private property.) [     ] *Applicant initials here*
6. **SPONSORSHIP:** The activity is sponsored solely by and for owners or tenants residing on properties fronting the street to be closed.
7. **APPROVAL/DENIAL:** The City Traffic Engineer will generally grant local street closure permits for block party activities that conform to BMC and these guidelines upon receipt of the completed permit application in a timely manner, unless there is a conflicting event. **Permit will be denied for private parties, church or school events, weddings, birthdays, garage sales, or for blockage of main, commercial, or collector streets.**
8. **BARRICADE and SIGN PICK UP and RETURN location:**  
City Corporation Yard, 1326 Allston Way, **Building F**, at the Sign Shop. Drive in from Allston Way, turn right just beyond the guard station, **ONLY on the following days and times:**
  - ❖ **Pick up:** On the last working day before the street closure, **9-11:30 a.m. and 12:30-3 p.m.**
  - ❖ **Drop Off:** On the first working day after the street closure, normally MONDAY, 7:30-10:00 AM
  - ❖ **Late Returns and lost or Damaged Equipment:** Barricades and signs are City-owned property temporarily loaned to you to ensure public safety. The applicant will be charged an additional fee for late returns and lost or damaged barricades.
  - ❖ **Please bring your approved permit when picking up barricades and signs.**
9. **HOURS:** Closure will generally not be permitted during normal Monday-Friday business hours, unless it is a city-observed holiday. **Weekend and holiday street closures shall be permitted only between 10:00 AM and 8:00 PM**, the same hours listed in B.M.C. 13.40.100 for Outdoor Amplified Sound Permits. (Note: The loudest noise permitted by the City of Berkeley is 10dBA above the ambient level at a distance of 50 feet from the amplifying speakers.)
10. **CLEAN UP:** The street and sidewalk area shall be left clean of all debris and litter within four hours after event. The City may choose to undertake cleanup and bill the applicant for costs.  
***Permit must be available at the event for presentation to City of Berkeley representatives upon request.***