



Special Event Application Processing Guide

To apply for a Special Event application in San Joaquin County’s new Online Permitting System (a.k.a. Accela, Accela Citizen Access, or ACA), please follow the steps below.

1. Navigate to <https://permits.sjgov.org/Home>.
2. If you do not already have an account created, select the “Create a New Account” button.



3. Select the orange “Register Now” button. Follow the steps to create an account.

Home / Residents / **Manage My Records**

Manage My Records

Welcome to San Joaquin County's online permitting system!! Now you can apply for permits, pay fees online, review permit status, request inspections and submit plans electronically at any time and from anywhere.

Log in to access your current account or click on “Register Now” to get started.

Notice:
This feature requires registration and/or login, please login to continue.

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

Please Login

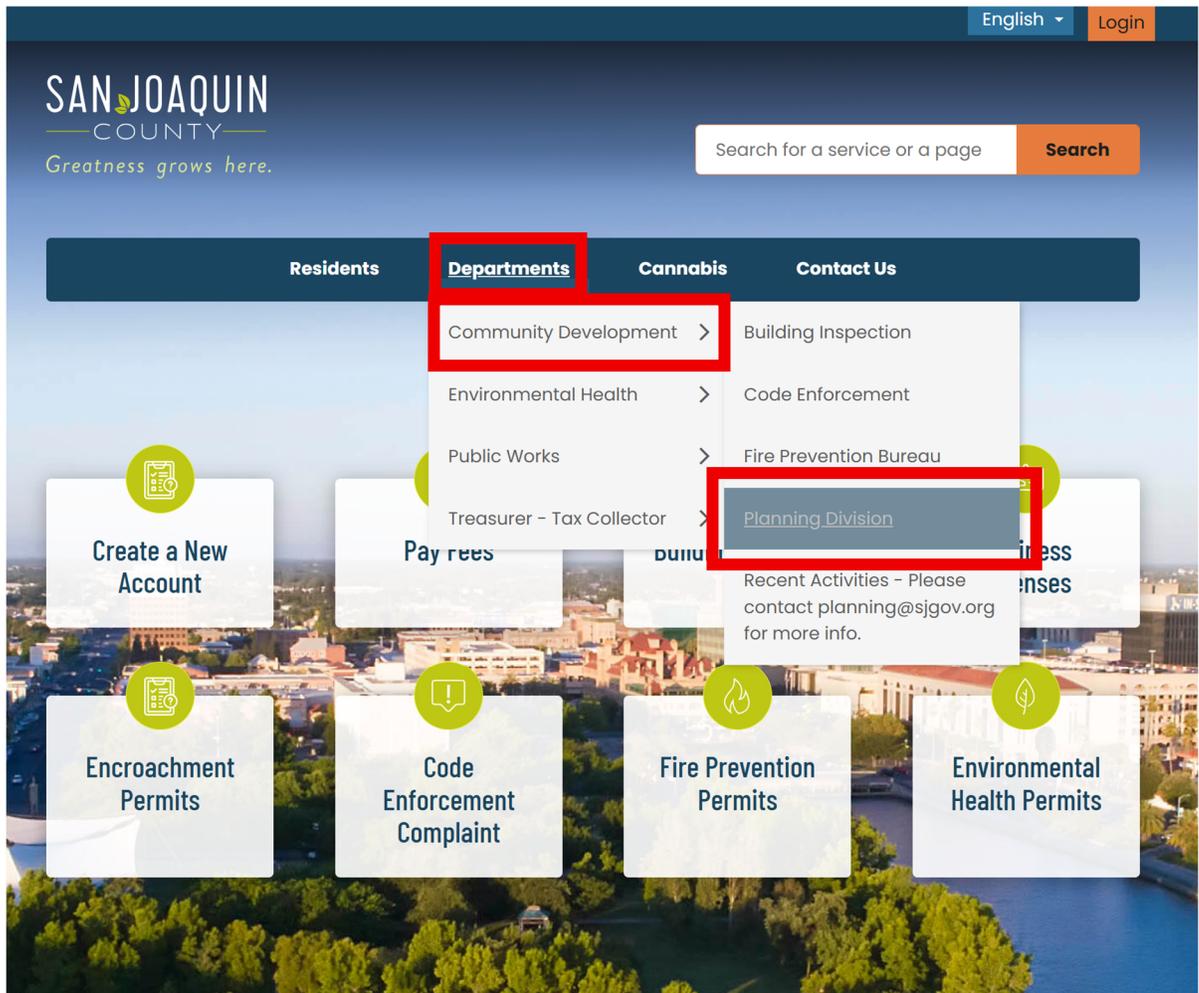
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now >>

- Once you have an account, hover over the “Departments” tab, then hover over the “Community Development” tab. Then select the “Planning Division” tab.



5. Scroll down and select “Use Permits”.

Planning Division



The Planning Division serves the following functions:

- Administration of plans, including the General Plan, Development Title, and other adopted plans
- Advise Boards and Commissions, including the Board of Supervisors and Planning Commission
- Perform special tasks as directed by the Board of Supervisors
- Publicize the General Plan to promote public interest in, comments on, and understanding of the Plan and its related regulations
- Consult on the General Plan and provide direction to public agencies and officials, organizations, and citizens concerning the preparation and implementation of the Plan
- Coordinate plans and programs with other public agencies

Our applications are listed below under “Services.” Click through for more information on each application and details on how to apply.

Services

Comprehensive Plans

Use Permits

Certificate of Compliance

Division Head

Corinne King
Deputy Director of Planning

Contact Us

Phone
[\(209\) 468-2193](tel:(209)468-2193)

Email
planning@sjgov.org

Adopted Fee Schedule

[Planning Fee Schedule](#) (PDF, 374KB)

Development Title (Title 9)

[Click here](#)

General Plan

[General Plan 2035](#)

6. Select “Temporary Use Permit”.

Use Permits

Discretionary permits that provide for the accommodation of land uses with special site or design requirements, operating characteristics, or potential adverse effects on surroundings, that are not permitted “by-right,” including:

- Administrative Use Permit
- Conditional Use Permit
- Temporary Use Permits

Administrative Use Permit

Administrative Use Permits are discretionary permits that review proposed uses. These permits may be approved, conditionally approved, or denied by the Zoning Administrator, or can be referred to the Planning Commission based on substantial public controversy or the need for significant land use policy decisions.

Conditional Use Permit

Conditional Use Permits are discretionary permits that review proposed uses, and must be reviewed by the Planning Commission. The Planning Commission may approve, conditionally approve, or deny these applications.

Temporary Use Permit

Temporary Use Permit applications are ministerial applications, approved by the Zoning Administrator based on the determination that specified standards or requirements will be or have been met, including:

Special Event Permits
Public Displays of Fireworks
Other Temporary Uses

7. Select “Special Events & Fireworks Permits”.

Temporary Use Permit

Temporary Use Permit applications are ministerial applications, approved by the Zoning Administrator based on the determination that specified standards or requirements will be or have been met, including:

- Special Event Permits
- Public Displays of Fireworks
- Other Temporary Uses

Special Events & Fireworks Permits

Other Temporary Permits

8. Review the required documents listed on the application process page.

Home / Departments / Community Development / Planning Division / Use Permits / Temporary Use Permit / **Special Events & Fireworks Permits**

Special Events & Fireworks Permits

Application Process **Documents**

You must apply online through San Joaquin County's Online Permitting System. First time users will need a valid email address to set up an account. It takes about 5 minutes to create a new account.

Apply Online

- 1 INITIAL CONSULTATION**

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application.
- 2 SUBMIT APPLICATION**

The following items are required to submit an application:

 - 1. Indemnity Form** with signatures from all property owners
 - 2. Site Plan**
 - 3. The Recorded Deed/Legal Description of the Property**
 - 4. Environmental Health Forms:** Completed Hazardous Materials Disclosure Survey form, the Water Usage Information form & the Water Provision Declaration form
 - 5. Airport Land Use Commission:** A copy of a receipt from the Airport Land Use Commission (ALUC), if applicable. Projects requiring ALUC review include:
 - All projects located within Airport Influence Area
 - For more information and current fees visit: [ALUC](#)
 - 6. Services:** If a service connection to any public facility (water, sewer, or storm drainage) is proposed, a "will-serve" letter from the appropriate entity is required at the time of filing.
- 3 APPLICATION ACCEPTED**

Planning staff will review your application for acceptance. Once accepted, you will be sent information regarding payment of the appropriate fee through the Online Permitting System and via email. The current fee schedule is linked in the column to the right.

Contact Us

Phone
[\(209\) 468-2193](tel:(209)468-2193)

Email
planning@sjgov.org

Location
Community Development
Department
1810 E. Hazelton Avenue, Stockton,
CA
95205
[View Map](#)

Adopted Fee Schedule

[Planning Fee Schedule](#) (PDF, 374KB)

There are additional forms required that are not linked to this page that are always required for a Special Event Application. They are:

- (a) Site Plan, which must include:
- Location of vendors
 - Amplified music locations
 - Parking areas

- Any structures
- Lot line measurements
- Entrance points
- Exit points

(b) Indemnity Form

(c) Nuisance Response Plan

(d) Recorded Deed

(e) Sheriff's form

If there are animals involved in the event, there will be an added form as well. If you have questions about these forms and how to find them, please email planning@sjgov.org or call (209) 468-2193.

9. Go back to the Application Process tab and select the orange "Apply Online" button.

Home / Departments / Community Development / Planning Division / Use Permits / Temporary Use Permit / Special Events & Fireworks Permits

Special Events & Fireworks Permits

Application Process | Documents

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Apply Online

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2 SUBMIT APPLICATION

The following items are required to submit an application:

1. **Indemnity Form** with signatures from all property owners
2. **Site Plan**
3. **The Recorded Deed/Legal Description of the Property**
4. **Environmental Health Forms:** Completed Hazardous Materials Disclosure Survey form, the Water Usage Information

Contact Us

Phone
[\(209\) 468-2193](tel:(209)468-2193)

Email
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[View Map](#)

Adopted Fee Schedule

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10. Click on the box next to “I have read and accepted the above terms” and then “Continue Application”.

Home / Departments / Community Development / Planning Division / Use Permits / Temporary Use Permit / Special Events & Fireworks Permits / **Special Events & Fireworks Permits**

Special Events & Fireworks Permits

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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I have read and accepted the above terms.

Continue Application »

11. You can search by either the address, the Assessor Parcel Number (APN), or by the Owner's Name. After typing it in, select the search button. The rest of the information should auto-populate. All boxes with an asterisk (*) are required. Any boxes without one are not required.

If at any point in the application you need to stop and want to save your progress, press the "Save and resume later" button before you exit or all progress may be lost.

Special Events & Fireworks Permits

Special Events Permit

1 Location Information	2 Contact Information	3 Application Information	4 Support Documentation	5 Review	6	7
------------------------	-----------------------	---------------------------	-------------------------	----------	---	---

Location Information > Project Location

Show Map

* indicates a required field.

Address

* Street No.: Direction: Street Name: Street Type:

Unit Type: Unit No.: Fraction:

City: State: * Zip:

Search **Clear**

Parcel

* Parcel Number:

Lot: Block: Subdivision:

Legal Description:

[spell check](#)

Search **Clear**

Owner

Owner Name:

Address Line 1:

Address Line 2:

State: Zip:

City:

Search **Clear**

Save and resume later **Continue Application »**

12. Click on “Continue Application” at the bottom of the page.

Save and resume later

Continue Application »

13. Use the “Select from Account” button to quickly add applicant information.

Special Events Permit

1 Location Information	2 Contact Information	3 Application Information	4 Support Documentation	5 Review	6	7
------------------------	-----------------------	---------------------------	-------------------------	----------	---	---

Contact Information > Contact Information * indicates a required field.

Applicant

Provide contact information for all parties associated with this application, (i.e. Architect, Engineer, Designer, Property Owner),
To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

14. Use “Associated Contact” to use the Accela account information or select “Associated Owner” to use the owner information on file.

Select Contact from Account ×

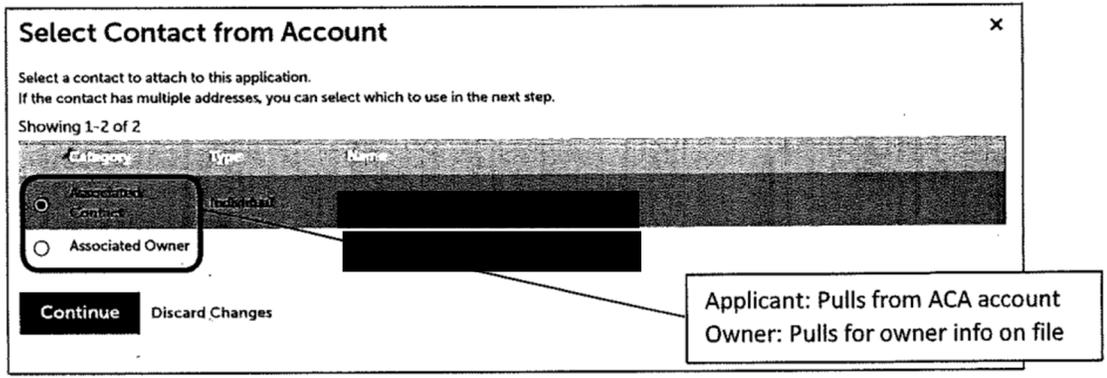
Applicant

Select contact addresses for this contact to attach to the record.
Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		

Continue Discard Changes



15. The application will ask you to name the Special Event. Put this into the “Application Name” box.

In the “Detailed Description” box, please include the type of event, the times and dates of the event, if there will be amplified sound, and if so, the times of the amplified sound, the amount of people in attendance, the amount of people working the event, the amount of parking, if there will be food vendors, what company those vendors are, and if animals are involved, information regarding the animals.

Special Events & Fireworks Permits

Special Events Permit

1 Location Information	2 Contact Information	3 Application Information	4 Support Documentation	5 Review	6	7
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Application Information > Application Details

* indicates a required field.

Detail Information

* Application Name:

* Detailed Description:

spell check

16. Continue to fill in the application. A reminder, all boxes with an asterisk (*) are required. Any boxes without one are not required.

Custom Fields

General Information

* Event Start Date: <input type="text" value="MM/DD/YYYY"/>	* Event End Date: <input type="text" value="MM/DD/YYYY"/>
* Event Type: <input type="text" value="--Select--"/>	* Event Number: <input type="text"/>
* Maximum Attendees At One Time: <input type="text"/>	* Will there be live or amplified music?: <input type="radio"/> Yes <input type="radio"/> No
Existing Use On-Site: <input type="text" value="--Select--"/>	On-Site Use Details: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
* Number of Parking Spaces Provided: <input type="text"/>	<small>spell check</small> * Is this application tied to another planning application?: <input type="radio"/> Yes <input type="radio"/> No

EXISTING LAND USES

* On-Site:	<input type="text" value="--Select--"/>
* North Use:	<input type="text" value="--Select--"/>
* East Use:	<input type="text" value="--Select--"/>
* South Use:	<input type="text" value="--Select--"/>
* West Use:	<input type="text" value="--Select--"/>

Custom Lists

ADDITIONAL PARCELS

Showing 0-0 of 0

Parcel Number
No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#)

[Continue Application »](#)

17. Then, the application will ask for attachments. This is where all the required forms and documents listed need to be uploaded.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Site Plan, Indemnity Form, Grant Deed

18. You can add documents using the “Add” button.

Home / Departments / Community Development / Planning Division / Use Permits / Temporary Use Permit / Special Events & Fireworks Permits / **Special Events & Fireworks Permits**

Special Events & Fireworks Permits

Special Events Permit

1	2 Contact Information	3 Application Information	4 Support Documentation	5 Review	6 Pay Fees	7
---	-----------------------	---------------------------	-------------------------	----------	------------	---

Support Documentation > Support Documentation * Indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Site Plan, Indemnity Form, Grant Deed

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application >>

19. Then, the documents uploaded need to be labeled with what they are.

File: Site Plan.docx Remove

100%

* Type: --Select--

Description:

spell check

Save Add Remove All

Save and resume later

Continue Application >>

20. After the file types are designated, the documents need to be saved, otherwise there will be an error when “Continue Application” is clicked. Hit the “Save” button at the lower left corner.

Save Add Remove All

Save and resume later

Continue Application >>

21. Once the files have been successfully uploaded, you may hit “Continue Application” on the bottom right.

Special Events & Fireworks Permits

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Special Events Permit

1	2 Contact Information	3 Application Information	4 Support Documentation	5 Review	6 Pay Fees	7
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Support Documentation > Support Documentation * indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
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Name	Type	Size	Latest Update	Action
Site Plan.docx	Site Plan	13.00 KB	07/15/2025	Actions ▼
Site Plan.docx	Indemnity Form	13.00 KB	07/15/2025	Actions ▼
Site Plan.docx	Grant Deed	13.00 KB	07/15/2025	Actions ▼

Add

Save and resume later

Continue Application >>

22. Next, there will be a review page to review all the work that has been done on the application. Click on "Continue Application at either the top right or the bottom right corners.

Special Events Permit

1	2	3 Application Information	4 Support Documentation	5 Review	6 Pay Fees	7 Record Issuance
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Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Special Events Permit

Address [Edit](#)

1810
95205

Parcel [Edit](#)

Owner [Edit](#)

Applicant [Edit](#)

23. Once this page appears, the application has been sent to the Planning Department for review. A Planner will reach out to you if any additional information is needed or if it is ready for payment. Please keep your PA number for your records.

Home / Departments / Community Development / Planning Division / Use Permits / Temporary Use Permit / Special Events & Fireworks Permits / **Special Events & Fireworks Permits**

Special Events & Fireworks Permits

1 Select item to pay	2 Payment information	3 Receipt/Record Issuance
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Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

PA: [REDACTED] [Copy Record](#)