

City of Oakland Special Event Permit

Application Guide



To begin, please select "Apply."

Oakland Online Portal

https://aca-prod.accela.com/OAKLAND/Default.aspx#

CITY OF OAKLAND

ONLINE PERMIT CENTER MS EDGE works best for this site

HOME SEARCH SERVICES **APPLY** REGISTER | LOGIN

APPLY FOR PERMIT

SCHEDULE INSPECTION

PAY FEE

CHECK PERMIT STATUS

FIRE INSPECTION REPORT

PLANNING AND BUILDING CODES

REGISTER PROPERTY/ FILE COMPLAINT

TUTORIAL VIDEO

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PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY

HOME ACCESSIBILITY CUSTOMER SATISFACTION SURVEY

Log in if you are an existing user; otherwise, register for an account.

The screenshot displays the 'ONLINE PERMIT CENTER' for the City of Oakland. The page features a navigation bar with 'HOME', 'SEARCH', 'SERVICES', 'APPLY', and 'REGISTER | LOGIN'. A central message box contains the following information:

EXISTING USER

- You have an activated account
- Received confirmation from City of Oakland

REGISTRATION

- Step 1: Create account for basic access
- Step 2: Submit documentation for full access
- Step 3: Apply for permits online

Below the message box are three service tiles: 'Get Zoning Clearance' (Apply Now), 'Get Letter of Determination' (Apply Now), and 'Watch Video Tutorials' (Watch Now). The footer includes social media icons, contact information for the Planning & Building Department, and a logo of a stylized tree.

After registering or selecting login, you will be directed to the sign-in screen.

The screenshot shows the 'ONLINE PERMIT CENTER' for the City of Oakland. The header includes the city logo, navigation links (HOME, SEARCH, SERVICES, APPLY, REGISTER | LOGIN), and a notification that MS EDGE works best for this site. A red banner announces the launch of Rapid Permits for Mechanical, Plumbing, and Electrical. Below this is a search bar and a navigation menu with 'Home' selected. The main content area is titled 'Please Login' and contains a 'Sign In' form with fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'SIGN IN' button, and a 'Remember me on this device' checkbox. A 'Forgot Password?' link is also present. Below the form is a 'Not Registered? CREATE AN ACCOUNT' link. A 'New Users' section with a 'Register Now' button is on the left. The footer contains social media icons and contact information for the Planning & Building Department.

CITY OF OAKLAND ONLINE PERMIT CENTER MS EDGE works best for this site

HOME SEARCH SERVICES APPLY REGISTER | LOGIN

Reports (0) Login

The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!

Global Search

Home Building Planning Enforcement Fire Special Activity

Advanced Search

Please Login

Welcome to the City of Oakland Online Permit Portal. By registering an account, you will be able to apply for many Planning, Building and Public Works Permits, pay the fees, check on the application status, upload documents, print your own permits, and do more. You can also view the Fire Inspection Report.

Many online services offered by the City of Oakland require login for security reasons. If you are an existing user, please log in by entering your user name and password on the right.

If you can not log in or your account is no longer active, most likely your contract license or business license expired, please email to pbdaccolaregistration@oaklandca.gov. Staff will be able to help you reactivate your account.

New Users

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

[Register Now](#)

Sign In

USER NAME OR E-MAIL

PASSWORD

[Forgot Password?](#)

[SIGN IN](#)

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

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Once logged in, select the "Special Activity" tab.

The screenshot shows the City of Oakland Online Permit Center website. The browser address bar displays <https://aca-prod.accela.com/OAKLAND/Default.aspx>. The page header includes the City of Oakland logo, the text "ONLINE PERMIT CENTER", and a note "MS EDGE works best for this site". Navigation tabs include HOME, SEARCH, SERVICES, APPLY, and REGISTER | LOGIN. A user is logged in as Crystal Griffin, with options for Collections (0), Reports (1), Account Management, and Logout. A red banner announces: "The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!". A search bar is labeled "Global Search...". A secondary navigation bar contains Home, Building, Planning, Enforcement, Fire, and Special Activity. A red arrow points to the "Special Activity" tab. Below this, a sub-menu shows Dashboard, My Records, My Account, and Advanced Search. The main content area is titled "Welcome Applicant" and lists services: General Information (Lookup Property Information), Building (Apply for a Building Permit, Search Building Records), Planning (File a Planning Application, Search Planning Records), Fire (Search Fire Records), Enforcement (File a Complaint/Register a Property, Search Complaint Records), and Special Activity (Create an Application, Search Applications). The footer includes social media icons for Facebook and Twitter, and contact information for the Planning & Building Department at 250 Frank H. Ogawa Plaza, Oakland, CA 94612. Additional links for HOME, ACCESSIBILITY, and CUSTOMER SATISFACTION SURVEY are provided.

Select "Create an Application."

The screenshot shows the 'ONLINE PERMIT CENTER' for the City of Oakland. The user is logged in as Crystal Griffin. A red arrow points to the 'Create an Application' button in the 'Special Activity' menu. Below the menu is a 'Records' section with a table showing no records found. There is also a 'Search for Records' section with a 'General Search' dropdown and search criteria fields for Record Number, Project Name, Record Type, Start Date, and End Date.

CITY OF OAKLAND ONLINE PERMIT CENTER *MS EDGE works best for this site*

HOME SEARCH SERVICES APPLY REGISTER | LOGIN

Logged in as: Crystal Griffin Collections (0) Reports (1) Account Management Logout

**The City of Oakland just launched Rapid Permits!
Mechanical, Plumbing, and Electrical Permits are now available on the same day!**

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Records

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Status	Action
No records found.						

Search for Records

Enter information below to search for records.

- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search General Search

Search my records only
 Search All Records

Record Number: Project Name: Record Type:

Start Date: End Date:

Search **Clear**

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Agree to the terms and conditions and select 'continue application'.

The screenshot shows the 'ONLINE PERMIT CENTER' for the City of Oakland. The user is logged in as Crystal Griffin. A red arrow points to the 'Continue Application' button at the bottom of the 'Online Application' section. The page includes a navigation menu with 'HOME', 'SEARCH', 'SERVICES', 'APPLY', and 'REGISTER | LOGIN'. A 'General Disclaimer' is visible, and a 'Global Search' box is present. The footer contains contact information for the Planning & Building Department and social media icons.

City of Oakland
ONLINE PERMIT CENTER
MS EDGE works best for this site

HOME SEARCH SERVICES APPLY REGISTER | LOGIN

Logged in as: Crystal Griffin Collections (0) Reports (1) Account Management Logout

The City of Oakland just launched Rapid Permits!
Mechanical, Plumbing, and Electrical Permits are now available on the same day!

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Online Application

Welcome to City of Oakland Online Permitting System. Using this Citizen Access Portal will allow you to do all the following from anywhere 24/7: apply for a permit, submit and update information, pay fees, schedule inspections, track the status of your application, and print your final records.

Please "Allow Pop-ups" from your browser before proceeding. Accept the General Disclaimer below to proceed.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY

HOME ACCESSIBILITY CUSTOMER SATISFACTION SURVEY

You can now begin the application.

The screenshot shows a web browser window with the URL <https://aca-prod.accela.com/OAKLAND/Default.aspx>. The page header includes the City of Oakland logo and navigation links: HOME, SEARCH, SERVICES, APPLY, and REGISTER | LOGIN. A user is logged in as Crystal Griffin, with options for Collections (0), Reports (1), Account Management, and Logout. A red announcement banner states: "The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!". Below this is a search bar and a breadcrumb trail: Home > Building > Planning > Enforcement > Fire > Special Activity. The main content area is titled "Special Event Permit" and features a progress bar with seven steps: 1 Contact Information, 2 Special Event Info, 3 Site Diagram Document, 4 Additional Information, 5 Review, 6, and 7. The first step, "Contact Information", is selected and expanded to show "Event Contacts". The text explains the permit process and provides instructions for filling out the contact information, including a list of required and optional contacts: Applicant (required), Billing Contact (required), Event Organizer (if not the applicant), and Secondary Contact (optional). A note states that if the contact information matches the user's Accela account, they can select "Account Information". A legend indicates that an asterisk (*) denotes a required field. At the bottom of the "Applicant" section, there are two buttons: "Select from Account" and "Add New". The "Billing Contact" section is partially visible at the bottom of the page.

City of Oakland ONLINE PERMIT CENTER MS EDGE works best for this site

HOME SEARCH SERVICES APPLY REGISTER | LOGIN

Logged in as: Crystal Griffin Collections (0) Reports (1) Account Management Logout

The City of Oakland just launched Rapid Permits!
Mechanical, Plumbing, and Electrical Permits are now available on the same day!

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Special Event Permit

1 Contact Information	2 Special Event Info	3 Site Diagram Document	4 Additional Information	5 Review	6	7
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Step 1: Contact Information > Event Contacts

Welcome and thank you for your interest in holding a special event in the City of Oakland! Special events play a key role in promoting a vibrant, diverse and creative community.

***If your event is being held in an Oakland park or recreation center do not use this application.** Please use rental forms to propose your event which can be found at [Central Reservations](#).

The City's Special Event Permit process is designed to ensure large public gatherings in Oakland take place safely and without negatively impacting the surrounding community. By providing the information requested in the application, you will assist the City in protecting public health and minimize adverse impacts such as noise, congestion, and traffic impacts.

***You may save this application and return to it at anytime by selecting the Save and resume later button at the bottom of the screen.**

Please provide the following contacts below.

- Applicant - is required.
- Billing Contact - is required.
- Event Organizer - If the Event Organizer is not the applicant, please provide.
- Secondary Contact - Optional

If your contact information is the same as your Accela account information, you can select "Account Information."

* Indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.
* Required

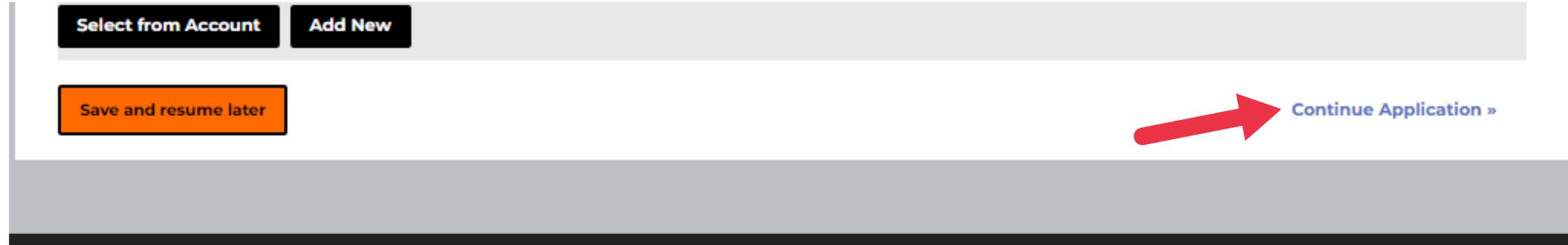
Select from Account Add New

Billing Contact

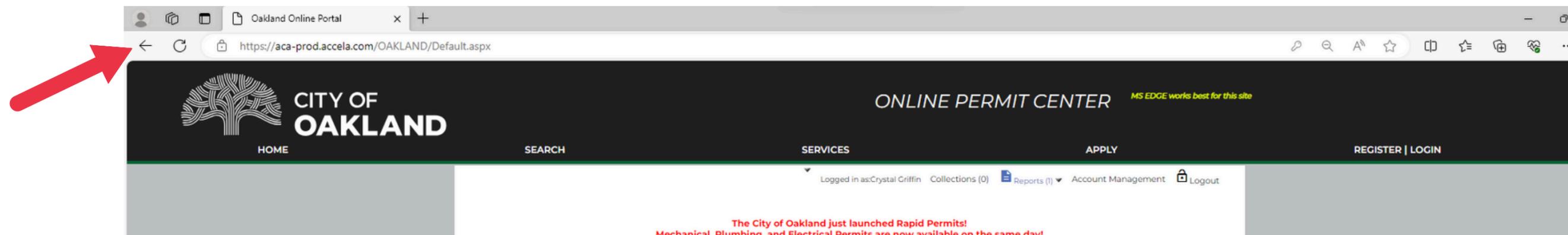
Navigate the Application



Navigate Back and Forth

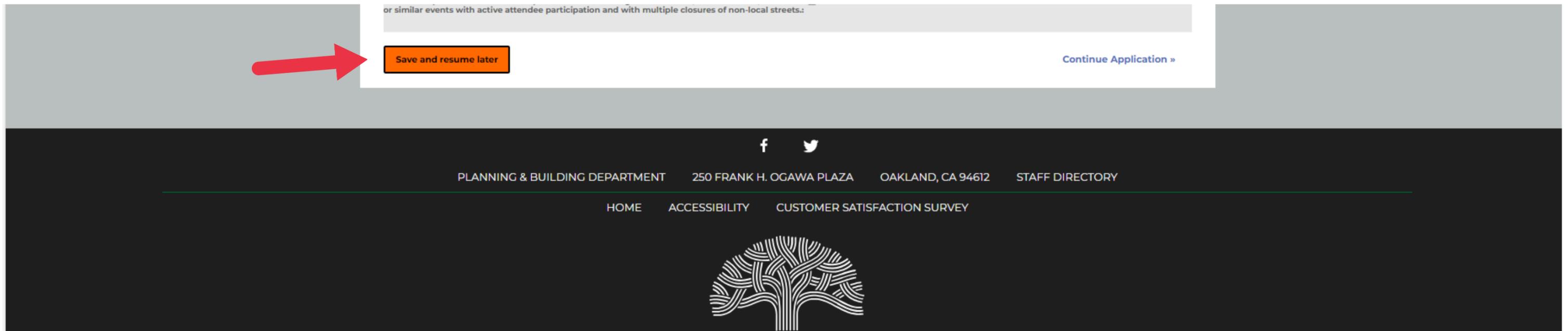


Once all required information is input. Click "Continue Application" to move to the next screen.



To go back to the previous page, use your browser's back button.

Save



To save your progress and exit the application, click on the orange "Save and Resume Later" button located at the bottom of each page.

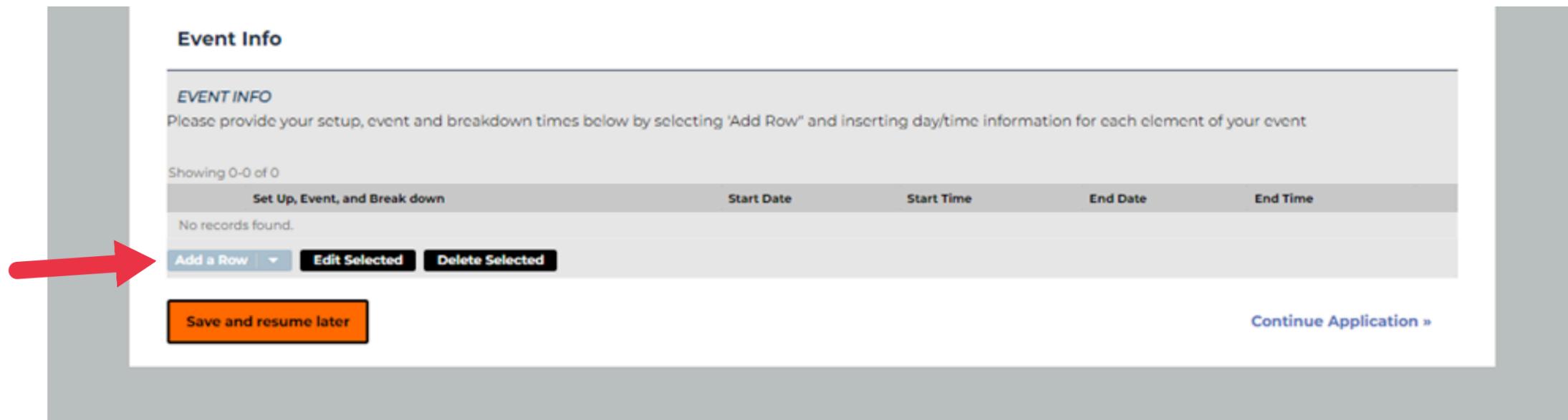
Resume

The screenshot displays the 'Special Activity' section of the Online Permit Center. At the top, there is a navigation menu with 'Special Activity' selected. Below the menu, there are buttons for 'Create an Application' and 'Search Applications'. The main content area is titled 'Records' and shows a table with one record. A red arrow points to the 'Resume Application' link in the 'Action' column of the record. Below the table, there is a 'Search for Records' section with a search form containing fields for Record Number, Project Name, Record Type, Start Date, and End Date. The footer contains social media icons and contact information for the Planning & Building Department.

Date	Record Number	Record Type	Description	Project Name	Status	Action
03/12/2024	24TMP-012075	Special Event Permit				Resume Application

After signing into the Online Permit Center and selecting the Special Activity tab, your saved application will appear under records. Click "resume application" to continue application.

Add Row



Click the gray "Add a Row" button to input information. A pop-up will appear when you click the button.

Upload a document

Click on the "add" button to upload a file.

The screenshot shows a web interface for 'Event Location Attachment'. At the top, it states 'The maximum file size allowed is 300 MB' and lists disallowed file types: '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'. Below this is a table with columns for Name, Type, Size, Description, and Action. The table is currently empty, showing 'No records found.'. A red arrow points to a black 'Add' button located below the table. At the bottom of the interface, there is an orange 'Save and resume later' button and a blue 'Continue Application »' link.

Name	Type	Size	Description	Action
No records found.				

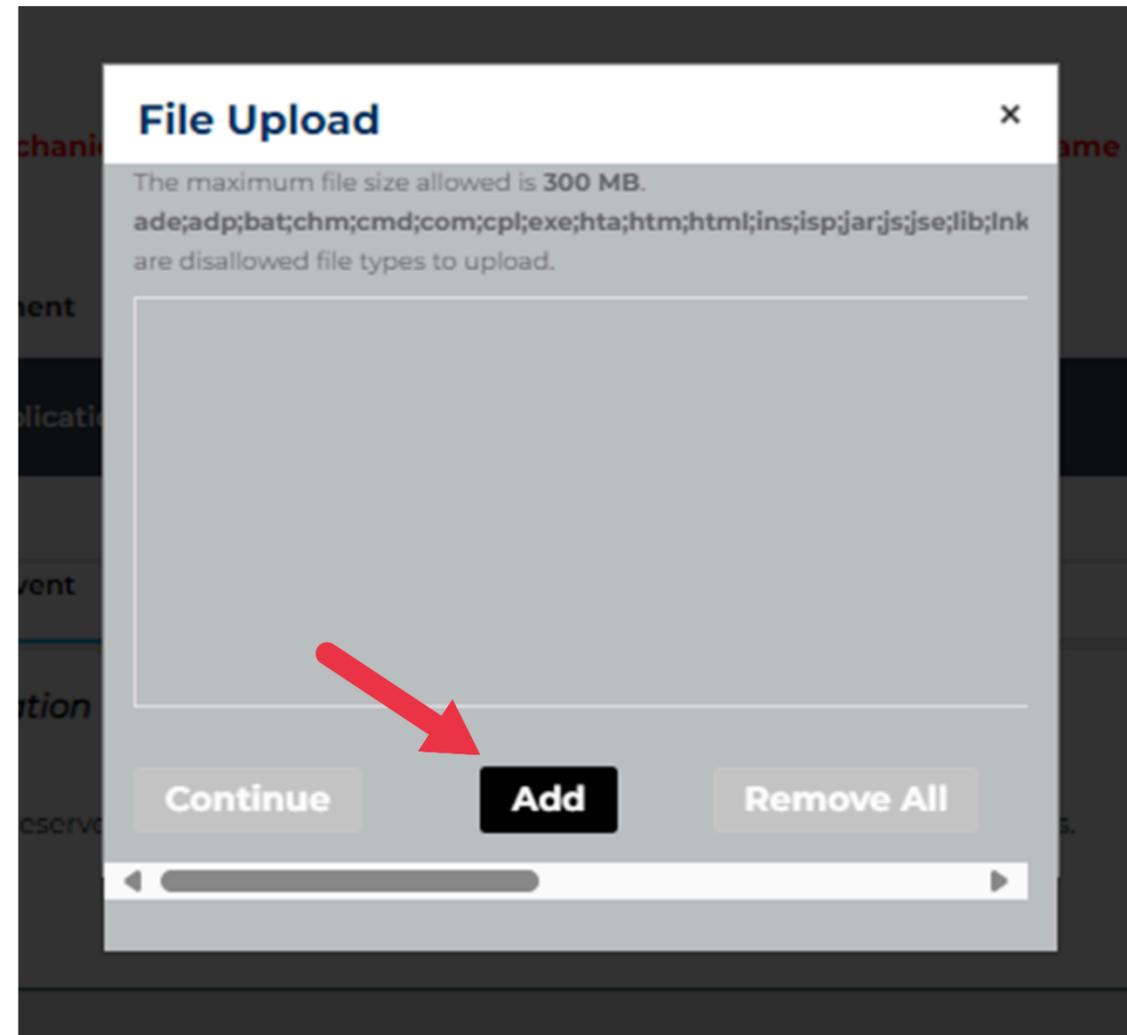
Add

Save and resume later

[Continue Application »](#)

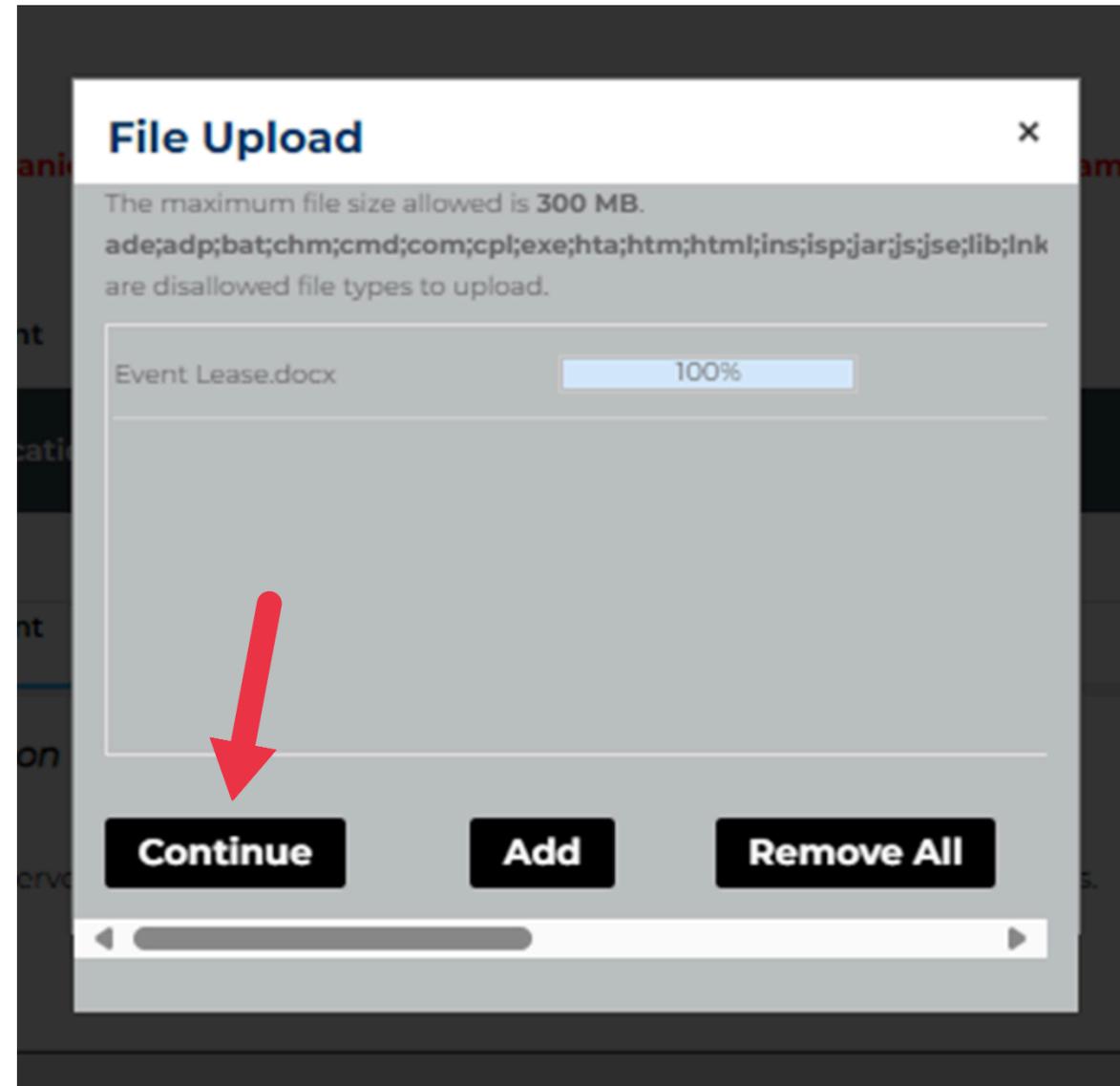
continued on next slide

A popup will appear; click "add" again to search for the file.



continued on next slide

Once you've selected the files, click "continue."



continued on next slide

Then, choose the file type from the dropdown menu.

Event Location Attachment

The maximum file size allowed is **300 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.

Name	Type	Size	Description	Action
No records found.				

*Type:

- Select--
- ABC-218 Catering Authorization Application
- ABC-221 Daily License Authorization Application
- Business Tax Certificate
- Cannabis Licensees
- Certificate of Insurance
- Civic Center Application
- Consumption Plan
- Event Recycling Plan
- Lease or Written Authorization
- Organizations IRS Letter
- Permit Document
- Proof of an Agreement with a Local Food Recovery Organization
- Pyrotechnical Plan
- Security
- Security Company Contract
- Sellers Permit
- Short Term Encroachment Petition
- Site Diagram
- Tax Return

[Remove](#)

[Remove](#)

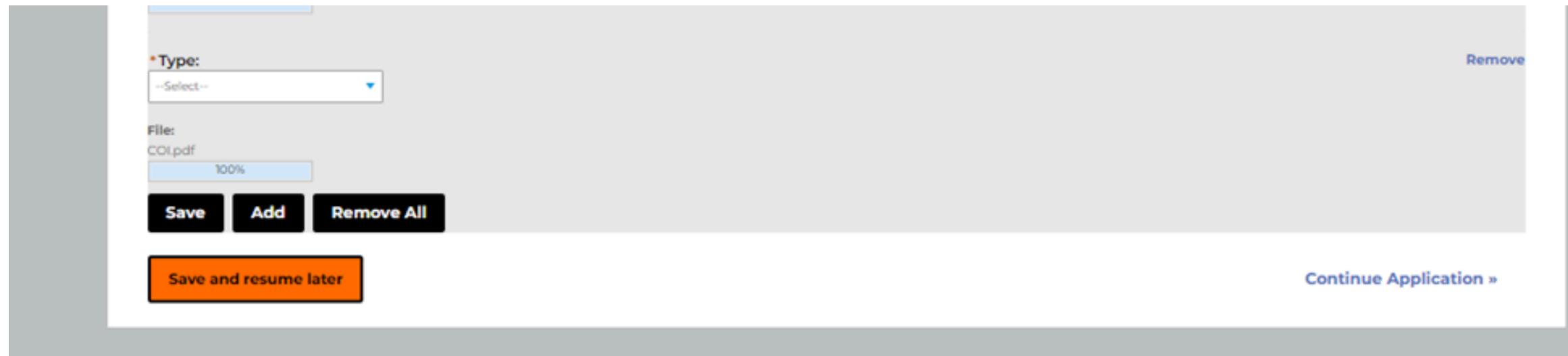
[Save and resume later](#)

[Continue Application »](#)

continued on next slide

Remove Document

To delete a document, click on the "remove" button. This action must be completed before saving the document. Once the document is saved, it cannot be deleted.



Click "save" to upload file.

Event Location Attachment

The maximum file size allowed is **300 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Description	Action
No records found.				

*Type:
Lease or Written Authorization Remove

File:
Event Lease.docx
100%

Save **Add** **Remove All**

Save and resume later Continue Application »

A red arrow points to the 'Save' button.

continued on next slide

Address Search

Address

Please fill in the address information below and click the search button to pull in your address from our system.

*Street No.: *Street Name: Street Type: Unit No.:

City: State: Zip:

For the address search function, it's best to input minimal information. Enter the street number and the first few letters of the street name, then proceed with the search. Select the correct address from the results. If a parcel is not relevant, you can skip selecting it.

Address Search Result List ×

Addresses

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 1 FRANK H OGAWA PZ, Oakland CA	Oakland	CA	

Associated Parcels

Showing 1-2 of 2

Parcel Number	Lot	Block	Subdivision
<input type="radio"/> 003 006700100			
<input type="radio"/> 003 006700300		67	

Editing Answer

During the application review in Step 5, if you notice any incorrect information, click on the edit button. This action will immediately redirect you to the relevant section of the application for editing.

The screenshot shows the 'ONLINE PERMIT CENTER' interface for the City of Oakland. The user is logged in as Crystal Griffin. The application is in the 'Review' stage (Step 5) of a 'Special Event Permit' process. The progress bar shows steps: 1 Home, 2 Building, 3 Site Diagram Document, 4 Additional Information, 5 Review (current), 6 Pay Fees, and 7 Record Issuance. Below the progress bar, there are three main sections, each with an 'Edit' button:

- Record Type:** Special Event Permit
- Applicant:** Crystal Griffin, City of Oakland, 250 Frank H. Ogawa Plaza, Oakland, CA, 94612. Home Phone: 510.238.2933. E-mail: cgriffin3@oaklandca.gov
- Billing Contact:** Crystal Griffin, City of Oakland, 250 Frank H. Ogawa Plaza, Oakland, CA, 94612. Home Phone: 510.238.2933. E-mail: cgriffin3@oaklandca.gov
- Event Organizer:** (Details not fully visible)
- Secondary Contact:** (Details not fully visible)

A red arrow points to the 'Edit' button next to the 'Applicant' section.

Add documents to already submitted application

The screenshot shows the 'Special Activity' tab selected in the navigation menu. Below the navigation bar, there are two buttons: 'Create an Application' and 'Search Applications'. The 'Records' section displays a table with one record. A red arrow points to the record number 'SEP24-00005'. Below the table, there is a 'Search for Records' section with a search type dropdown set to 'General Search'. There are also search filters for Record Number, Project Name, Record Type, Start Date, and End Date, along with 'Search' and 'Clear' buttons.

Date	Record Number	Record Type	Description	Project Name	Status	Action
	SEP24-00005	Special Event Permit	Test		Application In Review	

Search for Records
Enter information below to search for records.
- Record Information
- Contact Information
Select the search type from the drop-down list.

General Search General Search

Search my records only
 Search All Records

Record Number: Project Name: Record Type:

Start Date: End Date:

Search **Clear**

After signing into the Online Permit Center and selecting the Special Activity tab, your submitted application will appear under records. Click the red record number.

continued on next slide

Open the “Record info” drop down and select attachments

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Building', 'Planning', 'Enforcement', 'Fire', and 'Special Activity'. Below the navigation bar is a dark blue header with 'Create an Application' and 'Search Applications' buttons. The main content area displays a record for 'Record SEP24-00005: Special Event Permit' with a status of 'Application In Review'. A dropdown menu is open under 'Record Info', showing options: 'Record Info', 'Record Details', 'Processing Status', 'Related Records', and 'Attachments'. A red arrow points to the 'Attachments' option. To the right of the dropdown are buttons for 'Add to collection', 'Like 0', and 'Post'. Below the dropdown is a 'Project Description' section with the text 'Oakfest 2' and 'Test'. At the bottom left, the address '250 Frank H Ogawa Plaza, Oakland, CA, 94612' is visible.

continued on next slide

Click on the "add" button to upload a file.

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Record SEP24-00005:
Special Event Permit
Record Status: Application In Review

Add to collection
Like 0 Post

Record Info Payments

Attachments

The maximum file size allowed is **300 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.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Working on the doc_.pdf	SEP24-00005	Special Event Permit	Record	Certificate of Insurance	17.77 KB	03/19/2024	Actions	Special Event Permit - SEP24-00005
Working on the doc_.pdf	SEP24-00005	Special Event Permit	Record	Event Recycling Plan	17.77 KB	03/19/2024	Actions	Special Event Permit - SEP24-00005
Working on the doc_.pdf	SEP24-00005	Special Event Permit	Record	ABC-221 Daily License Authorization Application	17.77 KB	03/19/2024	Actions	Special Event Permit - SEP24-00005
Working on the doc_.pdf	SEP24-00005	Special Event Permit	Record	Site Diagram	17.77 KB	03/19/2024	Actions	Special Event Permit - SEP24-00005

Add



Additional Information



I applied for a permit; how long will it take to be approved?

We process applications based on the date of the event. Your application may require additional documents, information, based on the scale of your event.

It is important to submit all requested documents to the portal as soon as possible. If you have questions or wish to discuss your event, feel free to reach out to specialeventsinfo@oaklandca.gov.

Is a permit required if my event is not open to the general public and is only for ticketed guests?

You need a special event permit if your event consists of 50 or more people, is open to the public (as in advertised to the public or has tickets sold on any media platform) and includes entertainment (e.g., recorded or live music, public speakers, dancers, exhibitions, etc.) or you have an ABC Day License Application requiring a signature from the Oakland Police Department.

Do I need to attend a Weekly Special Events Meeting for my event to be approved?

Not every applicant needs a virtual review of their event. If you have been requested to attend a virtual meeting to discuss your special event, you must be available to meet with internal City partners to finalize the details of your specific event. If you are unable to attend the scheduled meeting, please let our team know as soon as possible.

I don't have all my documents ready. Can I still complete the application?

Yes, if you are missing required documents, please upload a PDF statement regarding the status of your document. You can return to the application even after submittal and upload required documents as they become available. Our office must receive all required documents before a permit can be approved for your special event.

Helpful Links

[Special Event Website](#)

[Special Event Tiers Definitions & Fees](#)

[Special Event Checklist](#)

Contact us at:

specialeventsinfo@oaklandca.gov

