



CITY OF OAKLAND
Office of the City Administrator

**INSTRUCTIONS FOR THE SPECIAL EVENT PERMIT APPLICATION
FOR TEMPORARY CANNABIS EVENTS**

- STEP 1:** Apply for and obtain a state cannabis event organizer and temporary cannabis event license. Applications are available online at www.bcc.ca.gov.
- STEP 2:** Complete the City of Oakland’s Special Event Application for Temporary Cannabis Events by typing the application provided online and attach all supporting documents, including a fire clearance or public assembly permit from the Fire Prevention Bureau, which is located on the 3rd Floor of 250 Frank Ogawa Plaza and open Monday-Friday, 8-11am and 1-3pm. **Please submit a complete Special Event Permit Application a minimum of 45 days in advance of the proposed event. Late submittals will not be accepted.**
- STEP 3:** Submit the completed application to the Special Activity Permits Office at 1 Frank H. Ogawa Plaza – Suite 123, Monday – Thursday between 9:30am – 12pm or 1-3:30pm, along with your non-refundable application fee via check, cashier’s check or money order made out to the City of Oakland.

	NON-REFUNDABLE APPLICATION FEE
1-20 Vendors	\$1,764.00
21 - 50 Vendors	\$2,494.00
More than 50 Vendors	\$3,055.00

- STEP 4:** Attend meeting with City staff prior to the event to go over the proposed event and answer any questions.
- STEP 5:** If the Application is approved, submit your permit fee via check, cashier’s check or money order made out to the City of Oakland to the Special Activity Permits Office at 1 Frank H. Ogawa Plaza – Suite 123, Monday – Thursday between 9:30am – 12pm or 1-3:30pm.

	PERMIT FEE
1-20 Vendors	\$1,975.00
21 - 50 Vendors	\$2,574.00
More than 50 Vendors	\$3,320.00

If the application is denied, the City shall inform the applicant in writing of the grounds for the denial, and the applicant may submit a written request for reconsideration within five days of the denial.