

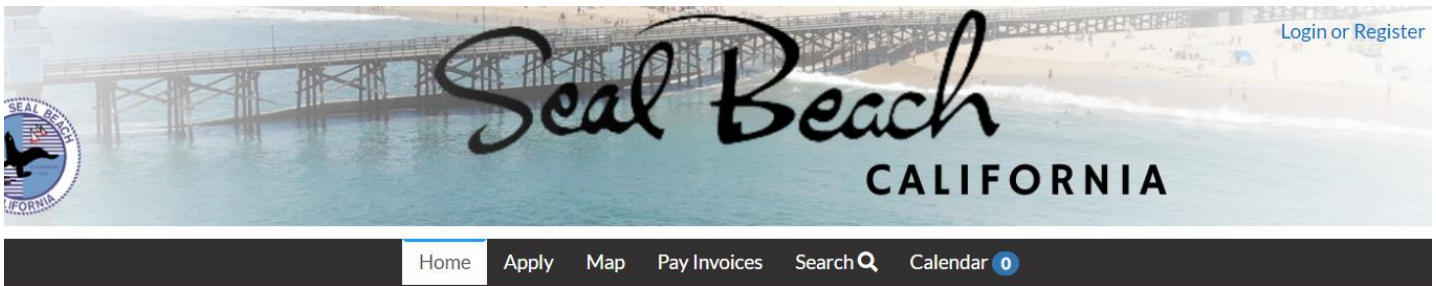


# SPECIAL EVENTS

## INFORMATIONAL SUBMITTAL PROCESS

### APPLYING FOR SPECIAL EVENTS

1. Go to webpage: <https://sealbeachca-energovpub.tylerhost.net/apps/selfservice#/home>
2. You will need to register an account for use of the portal
3. Once registered and logged in, click the “Apply” button



## Welcome to Seal Beach Civic Access Portal



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



### Apply

This tool can be used to apply for a permit, plan or license.



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



### Pay Invoice

Use this tool to pay for individual



### Map

Explore the map to see the activity



### City of Seal Beach Community Development Homepage

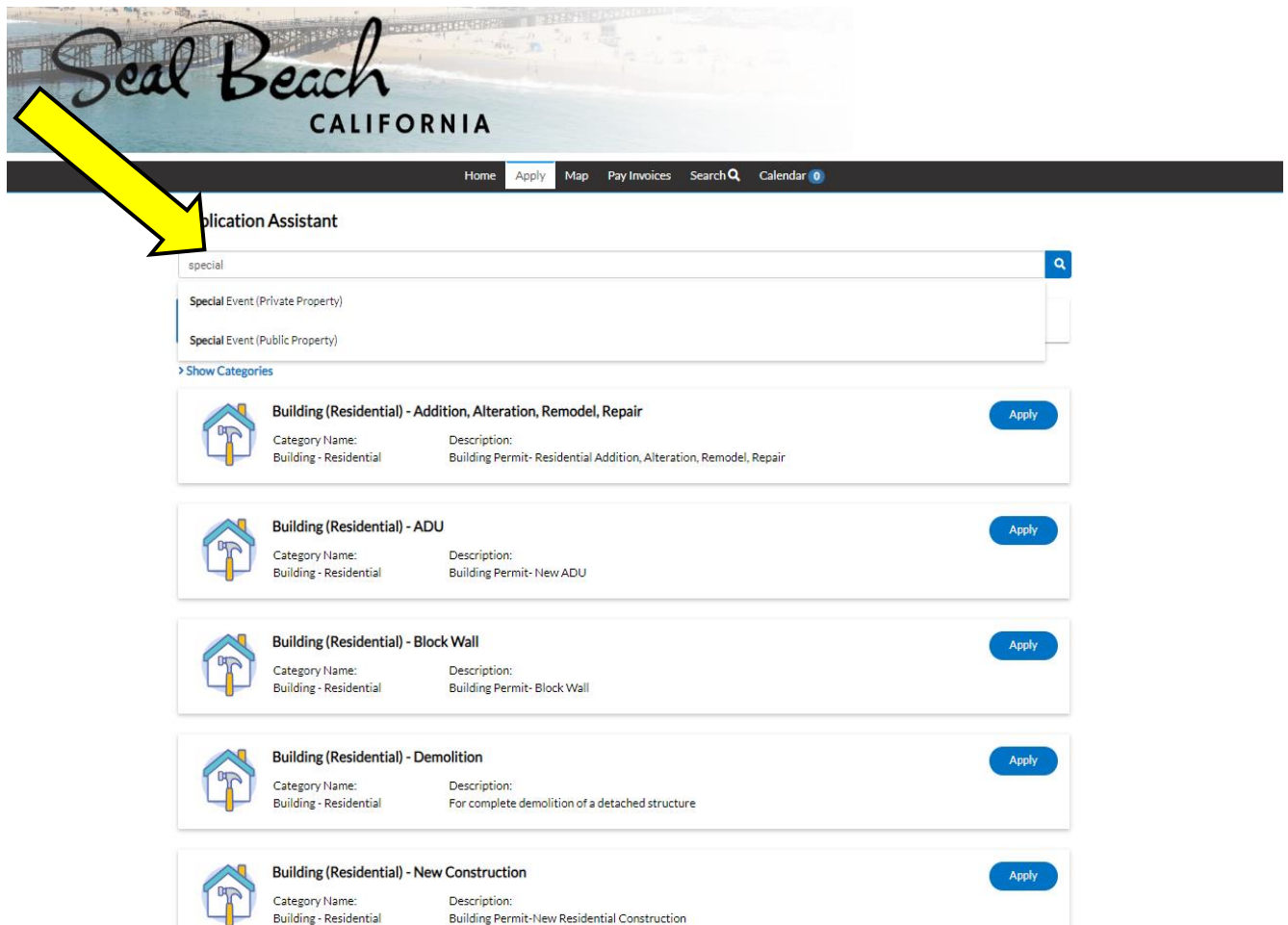
# SPECIAL EVENTS APPLICATIONS

4. To apply for a Special Event Permit, search for Special Event Permit in 3 ways:

a. **Option 1: Search by typing in “Special Event”.**

i. Two options should come up:

1. *Special Event (Private Property)* or *Special Event (Public Property)*



The screenshot shows the Seal Beach California website interface. A yellow arrow points to the search bar in the Application Assistant. The search results are as follows:

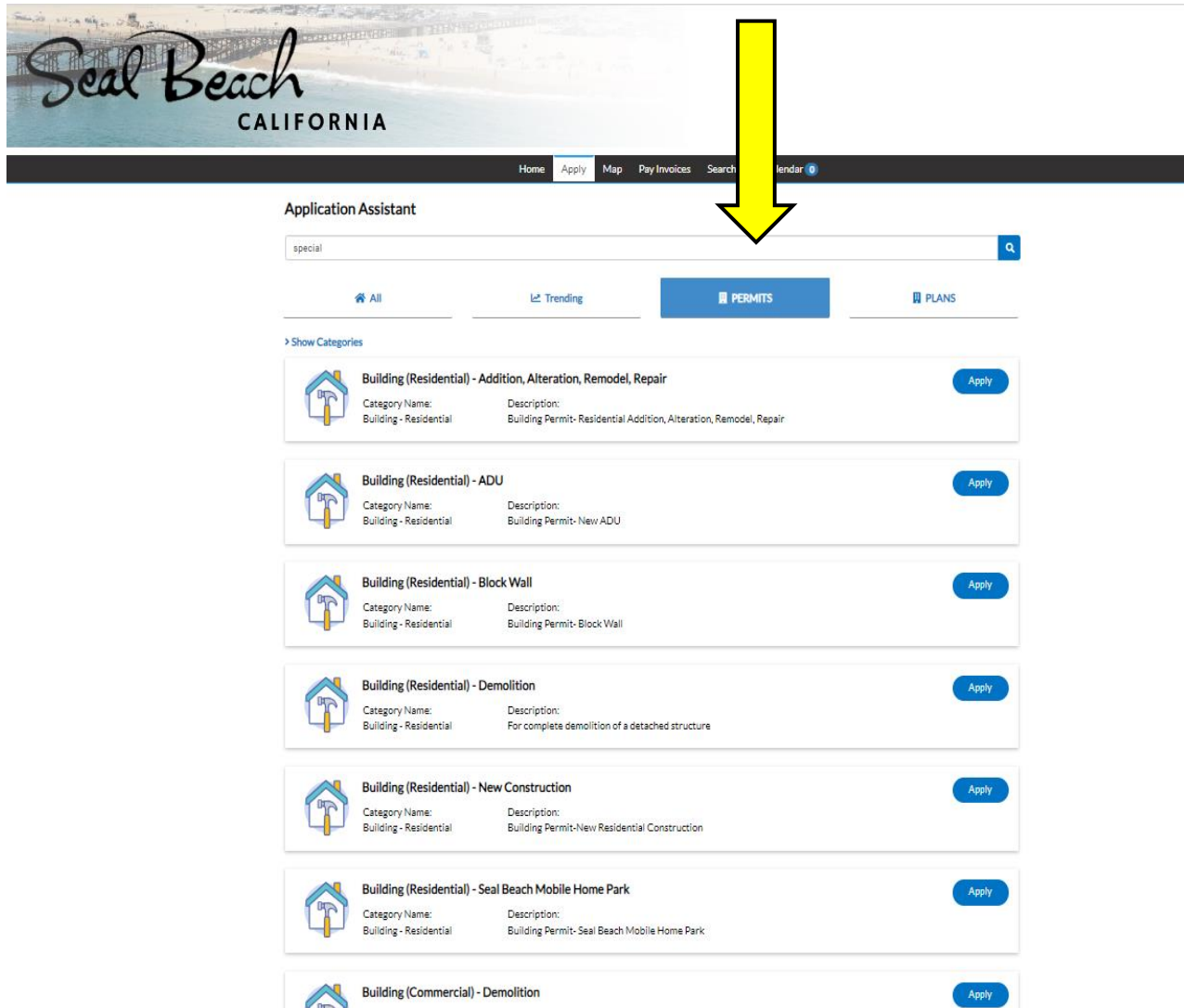
Category Name	Description	Action
Special Event (Private Property)		
Special Event (Public Property)		
<a href="#">Show Categories</a>		
<b>Building (Residential) - Addition, Alteration, Remodel, Repair</b>		<a href="#">Apply</a>
Category Name: Building - Residential	Description: Building Permit- Residential Addition, Alteration, Remodel, Repair	
<b>Building (Residential) - ADU</b>		<a href="#">Apply</a>
Category Name: Building - Residential	Description: Building Permit- New ADU	
<b>Building (Residential) - Block Wall</b>		<a href="#">Apply</a>
Category Name: Building - Residential	Description: Building Permit- Block Wall	
<b>Building (Residential) - Demolition</b>		<a href="#">Apply</a>
Category Name: Building - Residential	Description: For complete demolition of a detached structure	
<b>Building (Residential) - New Construction</b>		<a href="#">Apply</a>
Category Name: Building - Residential	Description: Building Permit-New Residential Construction	

# SPECIAL EVENTS APPLICATIONS

## b. Option 2: Search by clicking "Permits" Tab

i. Scroll down until you see two Special Event options:

1. *Special Event (Private Property)* or *Special Event (Public Property)*



The screenshot shows the Seal Beach California website interface. At the top, there is a navigation bar with links for Home, Apply, Map, Pay Invoices, Search, and Calendar. A yellow arrow points to the 'Permits' tab in the search results. Below the navigation bar, the 'Application Assistant' section is visible, featuring a search bar with the text 'special' and a search icon. The search results are displayed in a list of categories, each with a house icon, a category name, a description, and an 'Apply' button. The categories listed are:

- Building (Residential) - Addition, Alteration, Remodel, Repair
- Building (Residential) - ADU
- Building (Residential) - Block Wall
- Building (Residential) - Demolition
- Building (Residential) - New Construction
- Building (Residential) - Seal Beach Mobile Home Park
- Building (Commercial) - Demolition

# SPECIAL EVENTS APPLICATIONS

## c. Option 3: Search by clicking “Show Categories”

i. Click Permits, then filter to find Special Events. Two Options:

1. *Special Event (Private Property)* or *Special Event (Public Property)*

Search application names and keywords

Home All Trending **PERMITS** PLANS

< Hide Categories

- All
- PERMITS 38**
- All 38
- Building - Residential 4
- Building Commercial 3
- Development 2
- Electrical - Commercial 1
- Electrical - Residential 1
- EV Charging 2
- Mechanical - Commercial 1
- Mechanical - Residential 1
- Plumbing - Commercial 1
- Plumbing - Residential 1
- Public Works - Encroachment 5
- Public Works - Fats, Oils, Grease 1
- Reroof - Commercial 1
- Reroof - Residential 1
- Sign 3
- Solar 3
- Special Event 2**
- Swimming Pool & Spa 2
- Transportation 1
- + PLANS 24**

**Building (Residential) - Addition, Alteration, Remodel, Repair** Apply

Category Name: Building - Residential Description: Building Permit- Residential Addition, Alteration, Remodel, Repair

**Building (Residential) - ADU** Apply

Category Name: Building - Residential Description: Building Permit- New ADU

**Building (Residential) - Block Wall** Apply

Category Name: Building - Residential Description: Building Permit- Block Wall

**Building (Residential) - Demolition** Apply

Category Name: Building - Residential Description: For complete demolition of a detached structure

**Building (Residential) - New Construction** Apply

Category Name: Building - Residential Description: Building Permit-New Residential Construction

**Building (Residential) - Seal Beach Mobile Home Park** Apply

Category Name: Building - Residential Description: Building Permit- Seal Beach Mobile Home Park

**Building (Commercial) - Demolition** Apply

Category Name: Building - Commercial Description: For complete demolition of a detached structure

**Building (Commercial) - New Construction** Apply

Category Name: Building Commercial Description: Building Permit-New Commercial Construction

**Building (Commercial) - Tenant Improvement, Repair, Alteration, Addition** Apply

Category Name: Building Commercial Description: Building Permit- Tenant Improvement, Repair, Alteration, Addition

# SPECIAL EVENTS APPLICATIONS

5. Select “Apply” for the type of permit that you would like to apply for:
  - a. Private Property means your event is at a house or private establishment
  - b. Public Property means your event is on public land like the beach, park, etc.

The screenshot shows the 'Application Assistant' interface on the Seal Beach California website. At the top, there is a navigation bar with links for Home, Apply, Map, Pay Invoices, Search, and Calendar. Below this is a search bar for application names and keywords. The main content area is divided into sections: 'All', 'Trending', 'PERMITS', and 'PLANS'. On the left, there is a 'Hide Categories' sidebar with a list of permit types and their counts: All (38), PERMITS (38), Building - Residential (6), Building Commercial (3), Development (2), Electrical - Commercial (1), Electrical - Residential (1), EV Charging (2), Mechanical - Commercial (1), Mechanical - Residential (1), Plumbing - Commercial (1), Plumbing - Residential (1), Public Works - Encroachment (3), Public Works - Fats, Oils, Grease (1), Reroof - Commercial (1), Reroof - Residential (1), Sign (3), and Solar (3). The main content area displays two permit options, each with a house icon and a hammer icon, a category name, a description, and an 'Apply' button. The first option is 'Special Event (Private Property)' with a description stating that the City of Seal Beach adopted an ordinance requiring certain activities to obtain a Special Event Permit. The second option is 'Special Event (Public Property)' with a similar description.

6. Follow all prompts, questions, and upload all required information.

**For questions or inquiries about applying for special events, please contact Anthony Nguyen in the Recreation Department at (562)431-2527 x 1344 or [anguyen@sealbeachca.gov](mailto:anguyen@sealbeachca.gov)**