

# ASSEMBLY PERMIT APPLICATION

ISSUED BY: Solano County Public Works Engineering  
675 Texas Street, Suite 5500  
Fairfield CA 94533-6341  
Phone: (707) 784-6077 FAX (707) 784-2894  
or Email: [PWpermits@solanocounty.com](mailto:PWpermits@solanocounty.com)

PERMIT NUMBER: A- \_\_\_\_\_ - \_\_\_\_\_

APPLICANT (Non-Profit Organization?  Yes  No)

CONTACT PERSON

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone No.      Fax No.      Email Address

\_\_\_\_\_  
Telephone No.      Fax No.      Email Address

DESCRIPTION OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

LOCATION/ROUTE OF EVENT, INCLUDING ASSEMBLY AREAS (enclose map): \_\_\_\_\_

\_\_\_\_\_  
TIME OF ASSEMBLY: \_\_\_\_\_

APPROXIMATE NUMBER OF PERSONS: \_\_\_\_\_ VEHICLES: \_\_\_\_\_ ANIMALS: \_\_\_\_\_

ADDITIONAL INFORMATION (attach an additional sheet if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all information is true and correct to the best of my knowledge. I agree to comply with all terms and conditions of this permit, and all Federal, State, and Solano County laws and regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Permission is hereby granted to the applicant to conduct the above-described assembly in conformance with the conditions stated herein and in conformance with the provisions of Chapter 17 of the Solano County Code.

Application Fee: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Road Maintenance Supervisor \_\_\_\_\_

PERMIT ISSUED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

IN FAVOR: \_\_\_\_\_  
Solano County Sheriff, ph: 421-7030

IN FAVOR: \_\_\_\_\_  
Claims & Litigation Manager, ph: (707)784-6155

IN FAVOR: \_\_\_\_\_  
California Highway Patrol, ph: 428-2100

IN FAVOR: \_\_\_\_\_  
Other ( \_\_\_\_\_ )

## GENERAL ASSEMBLY PERMIT INFORMATION

### WHO NEEDS A PERMIT?

All sponsored, advertised or publicized events involving more than 25 persons require a permit.

### APPLICATION PROCESS

Applications should be submitted 40 days prior to the event to allow time for processing. Applications for several events taking place within a 12-month period may be submitted simultaneously. When selecting a location/route for an event, the applicant should propose roads that have an appropriate width, horizontal alignment, profile, sight distance, and road surface. Traffic volumes and truck traffic will also be considered as part of the approval process. An application MUST include a map and an insurance certificate to be complete. The Solano County Department of Resource Management – Public Works Engineering will review the application and supporting documents and, if satisfactory, submit them to other concerned County departments and the California Highway Patrol for review and approval. A permit will be issued 21 days after the filing of a complete and acceptable application.

### ASSEMBLY PERMIT CONDITIONS

1. The permittee shall comply with all of the terms and conditions of this permit, and with the provisions of Chapter 17 of the Solano County Code. The permittee shall supply a bond if requested by Public Works.
2. The permittee is responsible for all liability for injury to, or death of, any person, or damage to property that may occur through any act or omission of either the permittee or Solano County arising from the issuance of this permit. In the event any claim, suit or action is brought against Solano County, its officers, agents or employees, by reason of, or in connection with, any such act or omission, permittee shall defend, indemnify, and hold harmless Solano County, its officers, agents and employees from such claim, suit or action.
3. Permittee shall obtain, and maintain in force, comprehensive general liability insurance, including contractual liability, in the minimum amount of \$1,000,000 per occurrence (higher limits may be required for larger events). The County of Solano, the State of California, and County and State officers, agents, and employees shall be named as additional insured for the event. The applicant shall submit a certificate of insurance and the endorsement changing the policy as proof of having such coverage prior to the issuance of the permit.
4. Unless specifically authorized, the permittee shall not impede two-way traffic flow on any Solano County road. If the permittee is specifically authorized to impede two-way traffic flow, the permittee shall provide appropriate warning signs, cones, barricades and flagmen to direct traffic. The permittee shall provide for public safety and convenience and proper traffic control during the event in accordance with the requirements set forth in the current Caltrans Traffic Manual and in Sections 7-1.08 and 7-1.09 of the Caltrans Standard Specifications.
5. The permittee shall, whenever required by law, secure written authorization for any work that must be approved or permitted by any Federal, State or local agency having jurisdiction. Failure to comply with the law, as noted above, will invalidate the County's permit.
6. The permittee shall inspect the proposed location/route before submitting an application and again immediately before a scheduled event is to take place. The permittee shall notify participants in the event of the conditions of the Solano County roads included in the location/route. Under no circumstances should an event be undertaken unless the permittee is thoroughly familiar with the scheduled location/route.
7. The permittee shall rapidly remove all litter and debris generated during the event. Trespassing on or interference with private property, including fences, is prohibited. The use of open fires by any participants while on Solano County roads is prohibited, and smoking is prohibited during the fire season (June through December).
8. If a scheduled event is canceled, the permittee shall notify Public Works no less than three working days prior to the event. (Exception: in case of anticipated bad weather, notification of cancellation may be made to the CHP and the Solano County Sheriff.) Failure to make this notification shall be grounds for revocation of other existing assembly permits.
9. The permittee shall take the following actions (if checked):
  - ( ) Notify \_\_\_\_\_, the Solano County Road Maintenance Supervisor, at (\_\_\_\_\_) \_\_\_\_\_ ten working days prior to the start of the event.
  - ( ) Apply to the California Highway Patrol for Traffic Control
  - ( ) Other: \_\_\_\_\_