

# Car Show Checklist

- Please do not contact park permit staff to check park availability, the permit process begins with your request for park availability via our website.

<http://www.portofsandiego.org/recreation/apply-for-a-park-permit.html>

- No later than 60 days before your event, submit the following.

Permit application, fees, deposit and all required supporting documents.

*load-in plan*

*waste removal plan*

*security plan*

*site plan/layout of cars*

*medical services plan*

*parking and traffic control plan*

*evidence of Non Profit status, 501(c)(3) ).*

*Certificate of Insurance naming the "San Diego Unified Port District" as additional insured.*

- Permit fee is \$5.00 per car.
- Onsite contact information.
- Request a site walk 30 days prior to the event date.
- Notify surrounding businesses no later than 21 days prior to the event date.
- Incomplete or partial applications will not be accepted.
- Permit will not be issued unless all conditions are met.