

Run/Walk 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.

site plan/layout of route

waste removal plan

security plan

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.

- 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.