

**CITY PLAZA USE PERMIT APPLICATION INSTRUCTIONS**  
**City of Mt. Shasta, California**

**NOTE: If your organized event is only a gathering of people and no tables, banners, or fixed displays will be set up, a City Plaza Use Permit may not be necessary.**

1. Thoroughly read the City Plaza Policy included with this packet.
2. Complete the Application for City Plaza Use. Provide as much information as you can. On a separate sheet, please provide a detailed drawing (not to scale) of where items such as tables, hangers, and signs will be located during your event. Include the dimensions of the items.
3. **Include a check payable to the City of Mt. Shasta for \$42**, which is the minimum deposit amount. Depending on the size of project, additional fees may be required, which you will be advised of at the time the permit is approved.
4. Contact your insurance company and obtain a Certificate of Liability Insurance (sample attached) naming the City of Mount Shasta as an additional insured for the specific event/display/job and time frame. General liability must be at least \$500,000. Your insurance **must also include an endorsement** of insurance page similar to the attached Appendix B form, which is the insurance underwriters endorsement of the policy change.
5. Bring your completed and signed form, check and the Certificate of Liability Insurance with Appendix B or similar endorsement to City Hall, 305 N. Mt. Shasta Blvd. Mt. Shasta, CA. 96067.
6. The Public Works Director will review the information provided and contact you when the permit is ready. If there is additional information required the Public Works Director or his staff will let you know. **No encroachment** onto a public right-of-way or on City property shall begin without first obtaining the permit, therefore, please allow 2-3 weeks for the approval process.

If you have further questions, you may direct them to the Public Works Director or City Hall staff at (530) 926-7510