



# CITY OF SUNNYVALE BLOCK PARTY PERMIT REQUEST

408-730-7212

**\* Requests must be received no later than ten (10) business days prior to the event to be processed.**

Name: \_\_\_\_\_

☐ New Event

Address: \_\_\_\_\_

☐ Annual Event – last \_\_\_\_\_ year(s)

Sunnyvale, CA \_\_\_\_\_

☐ I have obtained permission from the neighbors who will be affected

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

☐ Please inform me of approval status via email

Email: \_\_\_\_\_

Please send permit via: ☐ Email ☐ Postal Mail

Disaster Preparedness Outreach Booth Request ☐

(Subject to availability, additional coordination is required)

**\*Date of Event:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ AM or PM **End Time:** \_\_\_\_\_ AM or PM  
(MM/DD/YY) (not to exceed 10 p.m.)

## Street to be closed:

\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

*Example: W. Olive Ave. between S. Mathilda Ave. and S. Taaffe St.*

## City of Sunnyvale to deliver and pick up the traffic control items.

(\$34.50 non-refundable fee)

City of Sunnyvale will deliver the traffic control items between 7:30 a.m. – 3 p.m. on the business day prior to the event. City of Sunnyvale will pick up the items, at the exact location they were dropped off, as early as 7:30 a.m. the following business day.

Upon approval and proof of payment, a permit will be mailed or emailed to you no later than five business days prior to the event. Please call the phone number listed on the Traffic Control Items document 48 hours prior to your event to confirm the delivery of the items.

### ✓ Mail, fax or email your application to:

Mail: Sunnyvale Fire Prevention  
456 W. Olive Ave., Sunnyvale, CA 94086  
Fax: 408-328-0726  
Email: fireprevention@sunnyvale.ca.gov

### ✓ After you have received approval from the Fire Prevention Department, bring this form in person along with your \$34.50 payment to:

One Stop Permit Center (inside City Hall)  
456 W. Olive Ave., Sunnyvale, CA 94086

### (One Stop Permit Center use only)

CHARGE CODE: **1001.250.13306.432038.000000.0000**

☐ CASH

☐ CHECK # \_\_\_\_\_

☐ VISA or MC

Chg.# \_\_\_\_\_ R# \_\_\_\_\_

FEES ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_