



Event-based Business Permit Application

For additional application submittal information, please see the pages after this form.

PROPERTY INFORMATION (site of proposed activity)

Site Address	BIA Allotment Number or Parcel Number
	Nearest Intersection

Current Use
☐ Vacant ☐ Residential ☐ Commercial ☐ Institutional/Gov. Facility ☐ Other:

APPLICANT INFORMATION

Applicant Name(s)	Primary Telephone Number
Mailing Address	Secondary Telephone Number
	Email Address

Relationship to Property Owner
☐ Self ☐ Contractor ☐ Employee ☐ Other:

PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name(s)	Primary Telephone Number
Mailing Address	Secondary Telephone Number
	Email Address

EVENT-BASED BUSINESS DESCRIPTION

Provide a narrative description of the event-based business, including its purpose, anticipated hours of operation, anticipated number of attendees, and steps that will be taken to ensure all requirements listed are met and that the event will have no significant adverse impact on surrounding land uses and activities.

Proposed Use
☐ Residential ☐ Commercial ☐ Institutional/Gov. Facility ☐ Other:

EVENT-BASED BUSINESS DETAILS

Property Size	Number of Employees	Days of Operation
Hours of Operation, if varied please describe		Estimated Average Number of Attendees
Number of Off-Street Parking Spaces*		Number of Bathrooms/Sanitation Facilities**

* Sufficient off-street parking spaces to serve the maximum number of event patrons must be provided. No on-street parking is allowed for events.

** Sufficient sanitation facilities, including the temporary use of portable self-contained toilet facilities, and hand washing facilities.

Check the following that will be a part of the event-based business:

☐ Food ☐ Alcohol ☐ Signs ☐ Temporary structures ☐ Sales ☐ Animals

If temporary structures are part of this event-based business please describe:

If sales of items are part of this event-based business please describe display and storage:

If animals are part of the event-based business please describe the variety, quantity, and containment conditions:

Which of these services are currently available at the site?

☐ Public Water ☐ Individual Well ☐ Public Sewer ☐ Septic System

APPLICANT SIGNATURE

I hereby certify that I have prepared this application and site plan and that, to the best of my knowledge, the information provided is complete, accurate, and a true representation of the proposed event-based business, I further attest that I have the authority to submit this application and agree to comply with any and all conditions of event-based business permit approval. I agree to provide any additional information required and understand that if the scope of the project is modified, a new application may be required.

Signature Date	Applicant's Signature
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Application Submittal Information

SUBMITTAL INSTRUCTIONS

Please submit all permit applications and plans to **permits@tulaliptribes-nsn.gov**

Note: Paper submittals can be accepted on a case-by-case basis if there is a hardship.

SUBMITTAL REQUIREMENTS

- 1. EVENT-BASED BUSINESS PERMIT APPLICATION.** Please ensure the application is signed and dated. Indicate as "N/A" those questions which are not applicable to your event-based business.
- 2. PROPERTY OWNERSHIP DOCUMENTATION** such as a Title, Assessor's property information, or Lease.
- 3. SITE PLAN.** See example on last page. The Site Plan includes property boundaries, all buildings, structures and proposed areas for event activities, as well as their dimensions, distance to property lines, roads, right-of-ways, utilities, and waterbodies. This document should also depict areas for event parking, fencing, access, exits, storage, signs, lighting, sanitation, and temporary screening as applicable. (A survey may be required if the property lines are not properly identified or in dispute).
- 4. GENERAL LOCATION MAP.** The map must show an area at least 500 feet in all directions from the project boundary.
- 5. BUSINESS LICENSE.** A Tulalip Tribes Business License is required for an event-based business to operate. Please contact Tax and Licensing in order to obtain a business license through one of the following methods: phone: 360-716-4209 or email: **tld@tulaliptribes-nsn.gov** or online: **<https://www.tulaliptribes-nsn.gov/Visitors/TLD>**
- 6. BURDEN OF PROOF.** The applicant has the burden of proving that the proposed administrative conditional, or conditional use meets all the decision criteria required by this title. [Res. 2023-382].
- 7. PERMIT FEES.** Fees will vary for different uses. For a list of up to date permit fees check the Planning Dept website: **<https://www.tulaliptribes-nsn.gov/Base/File/TTT-Title-7-Permit-Fees-20230728>**

Application Submittal Information

INTAKE

After submittal your application will be reviewed for completeness. Within a couple days Planning Dept. staff will respond with a permit reference number, permit fees, and estimated review time. If the application is incomplete or additional submittal requirements are required, Planning staff may request one or more of the following depending on the nature of the project:

- Tulalip Utility Hook-Up Agreement
- Well or Septic Tank Permits
- Topographic Map
- Drainage Plan
- Erosion Control Plan
- Environmental Checklist
- Cultural Survey
- Traffic Study
- Property Survey
- Mitigation or Restoration Plan
- Environmental Lands Impact Avoidance & Minimization Form
- A Food Permit*, if the intent is to serve food at the event-based business.
- A State Banquet Permit*, if the intent is to serve liquor at the event-based business.
- A Tulalip Banquet License*, if the intent is to serve liquor at the event-based business.
- All structures used for event-based business and those used by the public must be permitted or exempt under the International Building Code. Occupancy loads for structures must be listed and followed.
- A floor plan of the structure in which the event-based business will be held that includes the size of all rooms, the location of restrooms, ADA accessibility, exits, and the location of any on-site kitchen facilities.
- Certificate of Occupancy
- Proof of Insurance
- Landscape screening to minimize adverse impacts on adjacent properties.
- Confirmation that Tidelands restrictions will be communicated to event attendees, explaining the specific access and use restrictions which apply to Tulalip Tribes tidelands.
- Septic system and drainfield as-builts
- Identified well location
- Other if needed

* Please contact the Tax and Licensing Department for food permits and banquet licenses that may be needed in association with your event-based business: phone: 360-716-4209 or email: tld@tulaliptribes-nsn.gov or online: <https://www.tulaliptribes-nsn.gov/Visitors/TLD>

REVIEW PROCESS

Your complete application will be reviewed by multiple Tribal departments for consistency with Tulalip Tribal Codes. All contractors and subcontractors doing business in Tulalip are required to have a current Tulalip Business License and may also be subject to TERO review. Please contact these Departments to confirm what may be required for your business.

Tulalip Tax & Licensing Department: **360-716-4209**

Tribal Employment Rights Office: **360-716-4747**

Site Plan Example

