



April 8, 2025

BUSINESS LICENSE & PERMITS FOR SPECIAL EVENTS

CITY OF UPLAND SPECIAL EVENTS

FREQUENTLY ASKED QUESTIONS

Question: I am a business owner who was hired to be a vendor at a special event that will take place in Upland. My business is not located in Upland. Do I need a City of Upland business license?

Answer: Yes. Per the Upland Municipal Code, anytime a person is conducting business in the City of Upland, they are required to obtain a business license tax certificate (regardless of the length of time and number of times they will conduct business in the city).

Question: How much will the business license cost for a special event?

Answer: Whether you are conducting day-to-day business in the city or conducting business at infrequent or special events; the application cost for a City of Upland business license is \$16.00.

Question: Are there any other permits I need to obtain from the City of Upland that are in addition to the business license?

Answer: Yes. A City of Upland Special Event Permit is required. You must submit a Special Event Application to the City of Upland Planning Department (909) 931-4130. The application is located on the City of Upland website on the Planning Services page. For your convenience, a copy of the application has been attached as a PDF on the Business License page under "Business License & Permits for Special Events".

Question: Is there a filing fee or application cost for the Special Event application?



Answer: Yes. The filing fee for the Special Event application is currently \$320.00 (and \$100.00 for non-profit status, proof required).

Question: Are there any other fees and requirements for obtaining a Special Event permit with the City of Upland?

Answer: Yes. For a complete list of fees and requirements, please refer to the second page of the Special Event Permit application or contact the Planning Division at (909) 931-4130. The Planning Division website is <https://www.uplandca.gov/planning>.

Question: I am a resident or non-resident of Upland. I plan to rent a private space or business in Upland to host my special event. What license and permit are required?

Answer: If you are planning a special event at an event location or a business property in Upland that already has zoning approval from the city, then a special event permit is not required. A City of Upland business license is not required.

Question: Will I need a City of Upland business license or special event, if I plan to have an event at my residence or a residence in Upland?

Answer: No. At this time, the Upland Municipal Code does not restrict events from being held at private residences, however, all other UMC ordinances apply. Additionally, all Penal Code and California Vehicle Code laws are in effect.

Question: I am planning a special event at a public park in Upland. Will I need to obtain a Upland business license or Special Event Permit?

Answer: A Special Event Permit and Upland business license are not required, however, reservation of any space at an Upland City Park must be reserved through the Upland Parks and Recreation Department. Additionally, rental fees apply for residents and non-residents to rent an Upland City Park or Upland facility. For more information, contact Upland Community Services and Recreation at (909) 931-4280 or visit their website <https://www.uplandca.gov/recreation>.

Please note: Any fees or costs required from the Planning Division are separate from the Business License Tax & Fees.