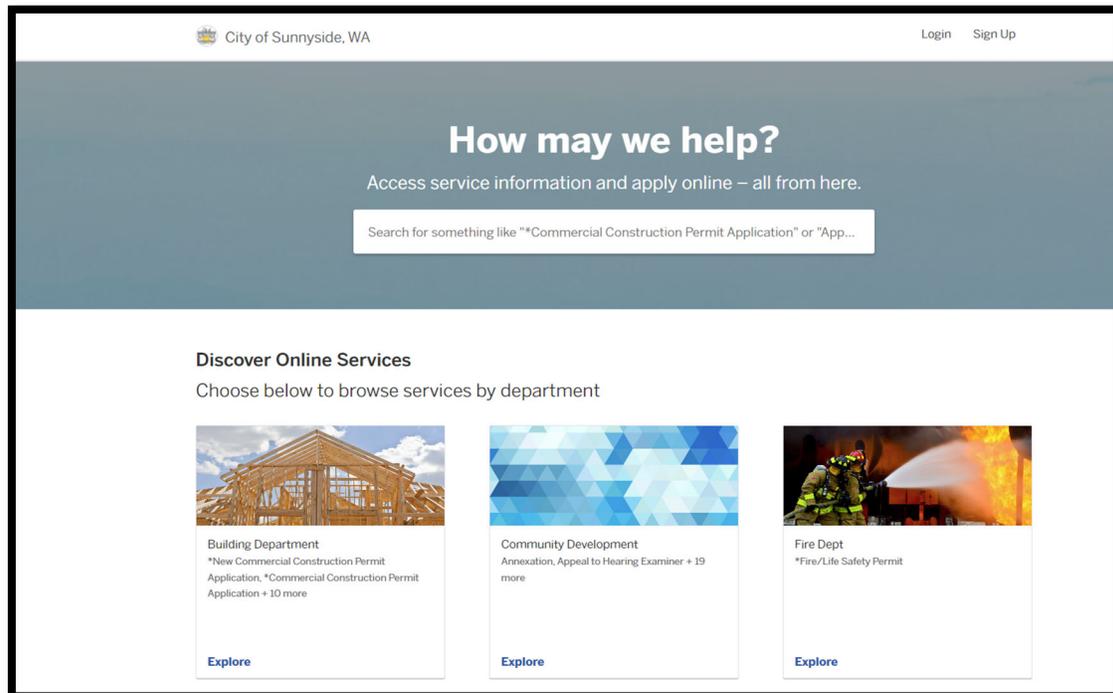




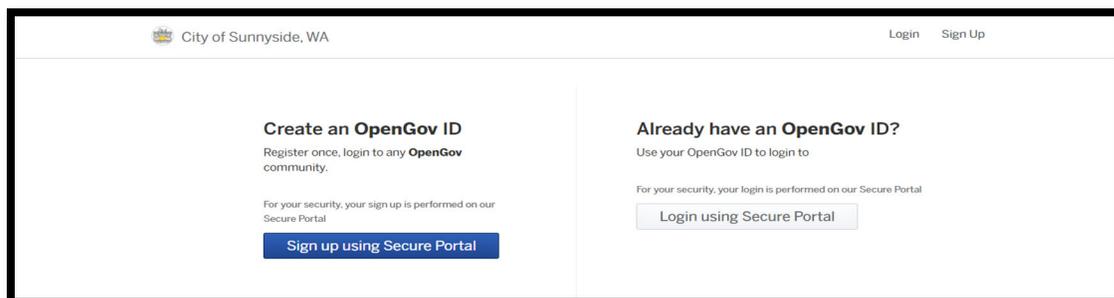
Apply for a Event Form

To apply for a permit involving a private event on city grounds or a public event within city limits go to <https://sunnysidewa.portal.opengov.com/>

Once on the site, click the “sign-up” key in the upper right corner.



Next, click “Sign Up Using Secure Portal” on the left side of the page.





Next, fill in the best email for contacting applicant and create a password that is easy to remember. The City cannot recover your account or reset your password.

A screenshot of a web form titled "Citizen Services" with the subtitle "Welcome to City of Sunnyside, WA". The form includes a "Log In" link and a "Sign Up" link. Below these are two input fields: one for an email address (containing "yours@example.com") and one for a password (containing "your password"). A blue "Sign Up >" button is at the bottom.

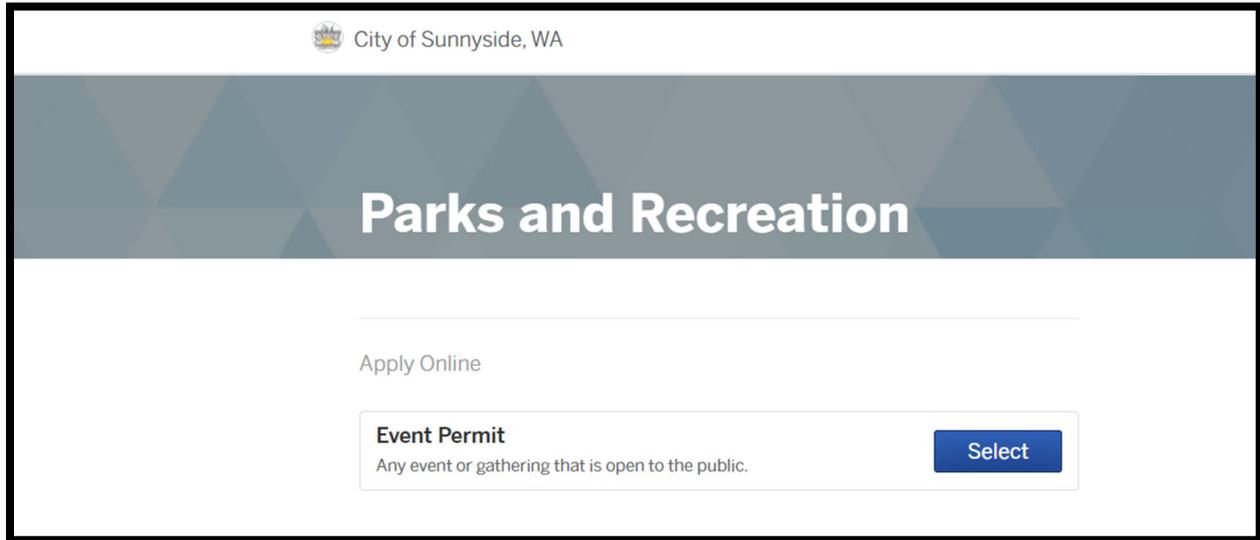
Next, click “Explore” in the Parks and Recreation tab in the center of the page.

A screenshot of the City of Sunnyside, WA homepage. The header shows the city name and a "My Account" dropdown menu. The main content area is titled "Choose below to browse services by department" and features six department cards, each with an image, a title, a list of services, and an "Explore" button. The "Parks and Recreation" card is highlighted in the center.

| Department | Services |
|---------------------------------|--|
| Building Department | *New Commercial Construction Permit Application, *Commercial Construction Permit Application + 10 more |
| Parks and Recreation | |
| Community Development | Annexation, Appeal to Hearing Examiner + 19 more |
| Fire Dept | *Fire/Life Safety Permit |
| Licensing and Yard Sale Permits | Business License, Solicitors Permit + 5 more |
| Public Works Department | *Hydrant Meter Rental Agreement, *New Water/Sewer Connection + 6 more |



Next, click “Select” for the Event Permit followed by “apply online”.



The Event Permit Application will ask a series of questions, please answer these to the best of your abilities. Once the application is submitted, additional documents will be emailed. These documents need be filled out and then uploaded to Opengov.

Once all documents are uploaded to OpenGov, city staff will start the review process. The timeline is available thanks to the online nature of the application. The applicant is able to see what departments have reviewed the application and communicate with departments for questions or clarifications.

Please contact the city and ask for the event coordinator

Phone: (509)-836-6352

Location: 818 East Edison Ave, Sunnyside WA 98944