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OFFICE USE ONLY  
Assigned to: \_\_\_\_\_  
Date Called/Emailed \_\_\_\_\_

**APPLICATION FOR PORTABLE SANITATION-SINGLE EVENT**

**This application must be returned to the Tazewell County Health Department at least FIVE (5) WORKING days prior to the first operating day of the Event/Gathering.**

Name of Event/Gathering: \_\_\_\_\_

Description of Type of Event/Gathering: \_\_\_\_\_

Location of the Event/Gathering (include address and city): \_\_\_\_\_

Date & Time of the Event/Gathering: \_\_\_\_\_

Number of People Expected to attend the Event/Gathering: \_\_\_\_\_

**It is the responsibility of the employer, property owner or event coordinator to acquire a sufficient number of portable toilets and portable hand washing units for the number of persons anticipated. Use FEMA's "Special Events Contingency Planning" Toilets for determining the number of toilets portable toilets and portable handwashing units required for the event available on our website.**

**Portable Sanitation Business providing portable toilets and portable potable hand washing stations:**

Name of Business: \_\_\_\_\_ Address: \_\_\_\_\_

County Registration Licensed for portable Sanitation Technician: \_\_\_\_\_

Number of portable toilets being provided: \_\_\_\_\_

Number of portable handwashing units being provided \_\_\_\_\_

**A name, phone number, and email for the operator:**

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

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

**A name, phone number, and email for the property owner:**

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

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

❖ **If food is going to be served, a food permit application may need to be applied for. This is a separate application that must be submitted! Contact 309-929-0272.**

**Site Plan of Event/Gathering**

In the following space, provide a layout of the event/gathering. Identify and describe all parking areas available for patrons, location and number of food stands, location and number of portable toilets, location and number of portable potable hand washing units.

An application is hereby made for a Portable Sanitation Permit. By this application, it is agreed that the event/gathering will comply with the Rules and Regulations and Provisions of the Tazewell County Sewers Ordinance § 94.35 PORTABLE SANITATION applicable to this type of event/gathering.

Applications may be faxed to TCHD at 309-925-4100 or emailed to [eh@tchd.net](mailto:eh@tchd.net)

**I have reviewed the portable sanitation ordinance and ensure that all items will be met at the event/gathering:** \_\_\_\_\_  
**Initials**

**Signature of Operator(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

For office use only: Reviewed/approved \_\_\_\_\_ Date: \_\_\_\_\_

## FEMA "Special Events Contingency Planning" Toilets

The following considerations will determine the number of toilets to be provided for particular events:

- Duration of the event,
- Type of crowd,
- Weather conditions,
- Whether the event is pre-ticketed and numbers known or unticketed,
- Whether finishing times are staggered if the event has multi-functions, and
- Whether alcohol will be consumed.

Calculating the number of toilets required for an event is a matter for conjecture. Where local laws or regulations do not exist, the following guidelines can be applied. Better management of events can be achieved by providing additional facilities. Assume a 50/50 male/female split unless otherwise advised. The following tables should only be used as a guide.

### Toilet facilities for events where alcohol is not available

Male				Female	
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

### Toilet facilities for events where alcohol is available

Male				Female	
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%