

## Special Events Permit Guideline – Chapter 30

This is an issue that has been creating confusion for some time now. Chapter 30 requires a Special Event Permit from the Building Official . . .

### Sec. 30.210 Definitions.

In this chapter:

- (A) *Applicant* means a person who has filed a written application for a special event permit.
- (B) *Special event* means a temporary event or gathering, including but not limited to parades, bike races, marathons, walk-a-thons, or other types of races and festivals, using either private or public property or both, and which involves one or more of the following activities:
  - 1) closing a public street;
  - 2) blocking or restriction of public property;
  - 3) sale of merchandise, food or beverages on public property, or on private property where otherwise prohibited by ordinance;
  - 4) erection of a tent on public property, or on private property where otherwise prohibited by ordinance;
  - 5) installation of a stage, bandshell, trailer, van, portable building, grandstand or bleachers on public property, or private property where otherwise prohibited by ordinance;
  - 6) placement of portable toilets on public property, or on private property where otherwise prohibited by ordinance; or
  - 7) placement of temporary no-parking signs in a public right-of-way.
- (C) ***Special event permit* means written approval from the Building Official to hold a special event.**

### Sec. 30.211 General authority and duty of Building Official.

- (A) The provisions of this chapter shall be administered and enforced by the Building Official.
- (B) The Building Official has authority to issue a special event permit that authorizes one or more of the activities described in Sec. 30.210(C) when requirements of this article have been met.
- (C) Application for a special event permit authorizes appropriate City departments to issue permits for the activities described in 30.210(C) in locations where the activity would otherwise be prohibited by ordinance.

**Building Inspection routes the permit application to all applicable Departments for approval and regulations – the permit MUST be submitted with sufficient time to process the request . . .**

**Sec. 30.214 Permit application; issuance.**

- (A) A person desiring to hold a special event shall apply for a special event permit by filing with the Building Official a written application upon a form provided for that purpose. A nonrefundable fee as specified in Article XV of this Chapter must accompany each application. **An application for a special event must be filed not less than forty-five (45) days before the special event is to begin.** The Building Official may waive the 45-day filing requirement if the Building Official determines that the application can be processed in less than forty-five (45) days, taking into consideration the number and types of permits required to be issued in conjunction with the special event permit. (Ord. No. 5628 § 17, 2-19-02)
- (B) An application must contain the following information:
- (1) the name, address and telephone number of the applicant and other organization they represent and of person(s) responsible for the conduct of the special event;
  - (2) a description of the special event and requested dates and hours of operation for the special event;
  - (3) the estimated number of persons to participate in the special event;
  - (4) in addition to the foregoing, an application for a special event shall contain the following:
    - i. a sketch showing the area or route to be used during the special event, along with proposed structures, tents, barricades, signs, banners and restroom facilities;
    - ii. the time and location of street closings, if any, are requested;
    - iii. details of the sale of merchandise or the sale or serving of food or beverages at the special event, designating the vendors involved; and
    - iv. description of animals to be used in the special event, if any.
- (C) Upon receipt of the completed application, the Building Official shall forward a copy of the application to the appropriate departments of the City. Each department shall review the application and return it, with any comments, to the Building Official within ten (10) working days of receipt.
- (D) The Applicant shall submit evidence that sufficient parking will be provided for the special event to accommodate the projected number of persons attending the special event with a ten percent (10%) surplus. If parking is to be provided on private property adjacent to the special event, the applicant shall submit written evidence that the applicant has a right of possession of the property through ownership, lease, license, or other permission. If the property is not an established parking area, the applicant shall submit a form describing how parking on the property will be achieved and arranged, including a designation of the number of parking spaces to be provided on the property.

- (E) The applicant for a special event shall also provide the Building Official with copies of all agreements or other arrangements regarding the provision of police and other emergency services, barricades and traffic control, and litter collection and trash removal.
  
- (F) If the applicant intends to use City services to provide any of the services described in subsection (E), above, the City shall submit to the applicant an estimate of the cost of each service. Any significant change in the nature and/or scope of the Event may result in additional charges for City services. The applicant shall pay to the City a deposit of fifty percent (50%) not less than five (5) days prior to the special event and sign an agreement agreeing to pay the balance due within ten (10) days after the special event upon final accounting of the costs due.
  
- (G) The departments and the Building Official shall designate the licenses and permits required by other City ordinances or applicable law, restrictions, regulations, costs for City services, safeguards and other conditions necessary for the safe and orderly conduct of a special event, to be incorporated into the permit before issuance.
  
- (H) After reviewing the application and departmental comments, the Building Official shall issue the special event permit unless denied in accordance with Sec. 30.215. A special event permit may be issued for a period not to exceed fourteen (14) consecutive days for a special event. A separate permit is required for each 14-day period during which a special event will be conducted.