



Special Event Permit No. _____

SPECIAL EVENT PERMIT APPLICATION

Event Address:		Applicant:	
Business/ Organization:		Address:	
Hours: (limited to 7 am- 10 pm)		City:	
No. of Permits:	No. of Days:	State:	ZIP Code:
Start Date:	End Date:	Phone:	
		Email:	

BANNERS & BALLOONS

<input type="checkbox"/> Grand Opening Banner (30 days)	<input type="checkbox"/> Promotional Banner (9 days)
<input type="checkbox"/> Apartment Promotional Banner (1 weekend per month)	<input type="checkbox"/> Balloons (latex only)*
No. of Banners: (1 per street front)	Size: (36 square feet maximum)

Note: Banners must be mounted on a building wall below the roof line.

* Maximum height 50 feet from ground level

OUTDOOR EVENT

A plan showing the location of the event activities must be submitted with the application.

<input type="checkbox"/> Amplified Music / Live Band (cannot exceed 60 decibels from the property line)	
<input type="checkbox"/> Canopy/Tent _____ sq. ft. F greater than 400 sq. ft.	<input type="checkbox"/> Outdoor & Parking Lot Displays
<input type="checkbox"/> Food Concessions B E F	<input type="checkbox"/> Temporary Living Quarters for Security (requires Planning Director Approval)
<input type="checkbox"/> Games BL	<input type="checkbox"/> Structures for Amusement Devices BL B F E
<input type="checkbox"/> Christmas Tree Lot/ Pumpkin Patch/Fireworks Stand ** (Complete Special Event Permit Supplement)	<input type="checkbox"/> Carnival/ Circus ** (Complete Special Event Permit Supplement)

** Processed according to Special Events Permits Schedule (10 business days)

The following Divisions need to review your Special Event Permit Application:

Division	Initials	Date	Location
B <input type="checkbox"/> Building	_____	____	City Hall - 1 st floor
BL <input type="checkbox"/> Business License	_____	____	City Hall - 1 st floor
E <input type="checkbox"/> Electrical Engineering	_____	____	West Tower - 5 th floor
F <input type="checkbox"/> Fire Prevention	_____	____	West Tower - 3 rd floor
<input type="checkbox"/> Police	Planner to notify Police		

Request Fee

Please refer to the [Planning & Zoning Fee Schedule](#)