



Special Event Permit No. _____

SPECIAL EVENT PERMIT APPLICATION

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

BANNERS & BALLOONS

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

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 <i>(cannot exceed 60 decibels from the property line)</i>	
<input type="checkbox"/> Canopy/Tent _____ sq. ft. F <i>greater than 400 sq. ft.</i>	<input type="checkbox"/> Outdoor & Parking Lot Displays
<input type="checkbox"/> Food Concessions B E F	<input type="checkbox"/> Temporary Living Quarters for Security <i>(requires Planning Director Approval)</i>
<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 ** <i>(Must complete Special Event Permit Supplement)</i>	<input type="checkbox"/> Carnival/ Circus ** <i>(Complete Special Event Permit Supplement)</i>

** 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](#)