



FREQUENTLY ASKED QUESTIONS

Special Event Permitting

1. [When is a special event permit required?](#)
2. [What are my options when my event does not meet any of the requirements listed above and is not listed as exempt?](#)
3. [How do I reserve the location and date?](#)
4. [How do I receive the non-profit discount?](#)
5. [Do I need a special event permit if my event will take place at a City Park?](#)
6. [How do I estimate the total cost of my event?](#)
7. [How do I calculate estimated total attendance?](#)
8. [Will I get everything I ask for in my application?](#)
9. [Can my application fee be refunded if I do not get what I requested, if it rains, if I decide not to hold my event, etc.?](#)
10. [What documents are due back to OSE prior to permit issuance?](#)
11. [How do I hire a lead police officer, off-duty officers required and DFR-EMS?](#)
12. [What other permits are required in addition to the Special Event Permit?](#)
13. [How do I reschedule the event if there is unexpected bad weather?](#)

1. *When is a special event permit required?*

Any temporary outdoor gathering, with an expected total attendance greater than **100**, which involves one or more of the following on **private** or **public** property where otherwise prohibited:

- a. Restricting access to public property
- b. Sale of merchandise, food, or beverage
nonalcoholic and/or alcoholic
- c. Erection of a tent larger than 399 square feet in area OR erection of multiple tents with a cumulative area of over 399 square feet.
Three or fewer 10'x10' pop-up tents do not trigger a permit
- d. Installation of a temporary stage, bandshell, outdoor projection technology, trailer, van, grandstand, bleachers, or portable toilets for public use
- e. Use of City Hall Plaza
- f. All moving events - *runs, walks, rides, special event parades, processions etc.*
- g. Placement of event signage including temporary no parking, directional, oversized, sponsor, or identification signs or banners that are placed in or over a public right-of-way, or on private property where otherwise prohibited by ordinance
- h. Clean zone activation
- i. Closing or restricting of a public street, lane, alley, or sidewalk
regardless of the expected total attendance





2. *What are my options when my event does not meet any of the requirements listed above and is not listed as exempt?*

A special event permit is not required if the event does not meet any of the permit requirements/triggers listed above, and you may still conduct the event as planned. Other permits and licenses may still be required by City Code - please contact the departments directly to secure all applicable permits.

3. *How do I reserve the location and date?*

Paying the invoiced application processing fees will reserve the date and location. Locations and dates are confirmed on a first come, first serve basis except, where recurring established events have priority. Venues managed by other entities are reserved when the applicant contacts that entity directly.

4. *How do I receive the non-profit discount?*

A 50% discount off the base application fee is available for certified 501(c)3 entities. Attach a copy of your IRS 501 (C) tax exemption letter to the application prior to submission. This discount will not be available after the invoice has been issued.

5. *Do I need a special event permit if my event will take place at a City Park?*

If you are hosting an event solely at a City of Dallas Park, you will not need a permit OSE; however, you will need to secure a reservation from Dallas Parks and Recreation by visiting <http://www.dallasparks.org> or by calling (214) 670-8740. If the event is taking place on park property but will require a lane or street closure on a public street, a Special Event Permit from OSE will be required as well as a Park Permit from Dallas Parks and Recreation.

6. *How do I estimate the total cost of my event?*

In addition to the application processing fees required by OSE, there are numerous other event related expenses based on the scope of the event. OSE has provided a general event budget template for your consideration in the Special Event Guidebook.





7. How do I calculate estimated total attendance?

Estimated total attendance is the total of everyone at the event:

- a. Number of pre-registered participants and/or ticket holders
- b. Number of event day ticket sales or anticipated registrations
- c. Number of general spectators: i.e. family and friends of registered participants
- d. Number of VIPs, guest speakers and entertainers
- e. Number of event staff and volunteers
- f. Number of vendors
- g. Number DPD officers and EMS
- h. Any other miscellaneous group not listed above

8. Will I get everything I ask for in my application?

While we do try to accommodate each clients' requests as much as possible, it is sometimes necessary to offer the applicant different dates, times, locations, routes due to the volume of requests, conflicting events or other unforeseen circumstances.

9. Can my application fee be refunded if I do not get what I requested, if it rains, if I decide not to hold my event, etc.?

The application processing fee is non-refundable. When an event is rescheduled due to an Act of God or a City initiated action (weather, unplanned street repairs etc.), the previously paid application processing fees will be credited toward the rescheduled date when the permitted activity is rescheduled for an available date within 60 days from the original event date.

10. What documents are due back to OSE prior to permit issuance?

The preliminary letter will identify all documents and information that is due back to OSE prior to permit issuance. Some of these include:

- a. Third Party Acknowledgement
 - b. Community Notification – submit to OSE for approval a minimum of 37 days prior to event date. Do not distribute this communication without approval from OSE
 - c. Updates to any document submitted with the application
 - d. Approved site plan from City Hall Plaza site review meeting
 - e. Approved site plan from Ronald Kirk Bridge/Gateway site review meeting
 - f. Parking Property authorization
 - g. Notification form
 - h. Applicable Certificate of Insurance
 - i. And all others listed in the preliminary letter
-





11. How do I hire a lead police officer, off-duty officers required and DFR-EMS?

The preliminary letter will identify the number and type of Police Officers and equipment required in addition to providing instructions on how to hire

12. What Other permits are required in addition to the Special Event Permit?

Additional permits may not be necessary; however, the event organizer is responsible for securing all applicable permits and licenses. Please note, some permits may not be issued until after the Special Events Permit is issued. All other permits and licenses required by ordinance or other law for specific activities to be conducted in conjunction with or as part of the activities permitted under this chapter must be applied for separately, in accordance with the applicable ordinance or law.

- a. Obtain a **Health Permit for food and beverage distribution/sales** from Code Compliance Food Protection Division by calling (214) 670-8083.
Ensure all food and beverage vendors have current food permits issued by the Department of Code Compliance and ensure all food and beverages are served in recyclable containers – glass is prohibited. Each food vendor is required to have a temporary food permit specific to the event posted throughout the event. Each Food Truck servicing an event within CBD is required to secure a temporary, event specific permit and to post the permit throughout the event.
- b. Obtain a **TABC Permit** for alcoholic beverage sales from the Texas Alcoholic Beverage Commission by calling (817) 652-5912.
Compliance with all TABC regulations is required. See City related details below.
- c. Obtain applicable permits from Sustainable Development and Construction Department by calling (214) 670-8160 or (214) 948-4480 for:
 - i. **electrical/generator use**
 - ii. **construction of tents** 400 square feet or larger
 - iii. **construction of bleachers, stages and/or platforms/flooring** over 30 inches in height
- d. If you are **operating a preferred event parking site** on public or private property, please contact the City of Dallas Parking Services to ensure parking at that location complies with City Code and to prevent citations from being issued. parkingservices@dallascityhall.com or call 214-948-5346.
- e. Obtain a permit for **use of city parking lots** from City Parking Services by calling (214) 670-1324.
- f. Obtain applicable permits from the **Fire Marshal** by calling (214) 670-4319 for:
 - i. **tents** larger than 399 square feet
 - ii. **liquid propane gas** use
 - iii. **generators** using combustible fuel
 - iv. **pyrotechnics** display
- g. Obtain a permit for the **use of heavy equipment or scaffolding** during event set-up/tear-down from Traffic Safety by calling (214) 670-5896 or (214) 670-1885.





- h. Obtain approval for **use of water hydrant** from the Water Department by calling (214) 671-9237.
- i. Obtain a contract for **use and a reservation of park facilities** and property from the Parks and Recreation Department by calling (214) 670-8740.
- j. Obtain a City of Dallas **Regulated/Prohibited Animal Permit** from the Dallas Animal Control Division by contacting (214) 671-0311.
- k. **Vehicular access to the Trinity River Floodway** is restricted. A Floodway Access Permit is required when accessing the floodway with a vehicle. Obtain a permit from City of Dallas Floodway Control by completing and submitting the forms provided with the preliminary letter. This Floodway Access permit will include the designated floodway entry point, the access code and after hours contact information. Floodway Access permit must be on file with OSE prior to Permit Issuance.

Note: A license for the use of the public right-of-way required by Article VI of Chapter 43 of this code and any fees applicable to obtaining the license, is not required for a special event, neighborhood market, or Dallas Farmers Market farmers market conducted in compliance with the terms of a valid permit issued under this chapter.

13. How do I reschedule the event if there is unexpected bad weather?

OSE requests a minimum of 48 hours advanced notice to reschedule an event due to weather. The applicant is encouraged to keep an eye on the weather forecast. This means OSE must be notified of the decision to reschedule a weekend event by 8 a.m. on Thursday morning. Here are some of the last-minute items that may need to rework prior to receiving a revised permit date:

- a. The applicant will be required to secure an updated Certificate of Insurance (COI) if the COI on file does not include the new date(s)
- b. Community notification may need to be resent, particularly if the event includes street closures, a sound variance, or other features that will impact surrounding residents and businesses.
- c. Revised delivery and pickup dates of event apparatus, restrooms, etc.
- d. Vendors, attendees, volunteers notified
- e. Contact the Lead Officer and make arrangements to reschedule all hired officers. Provide OSE an updated list that confirms all hired officers are available on the rescheduled date
- f. Contact hired EMS and make arrangements for the rescheduled date
Keep in mind that all permit requirements will need to be met for the new date.

Please reference the [Special Event Guidebook](#) where you will find more information to assist you in the planning and permitting of a Special Event in Dallas

