FREQUENTLY ASKED QUESTIONS
Neighborhood Market Permitting

1. When is a Neighborhood Market permit required?
   A permit is required to host a Neighborhood Market in the City of Dallas. Operating an outdoor public market on private or public property is prohibited by Dallas City Code.

2. How do I reserve the location and dates?
   Secure written approval/confirmation to host a market for the proposed dates and time directly from the property owner. Complete and submit an application for a neighborhood market permit.

   OSE will confirm zoning approval during the application review process.

   Locations and dates are confirmed on a first come, first serve basis except, where recurring established markets have priority.

   Please remember that markets shall not be permitted within one mile of another neighborhood market permitted under chapter 42A that has the same or overlapping operating dates and times.

3. 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.

4. How do I calculate estimated total attendance?
   Estimated total attendance is the total of everyone at the event:
   a. Number of market attendees
   b. Number of market staff and volunteers
   c. Number of vendors
   d. Any other miscellaneous group not listed above
5. Can my application fee be refunded if I do not get what I requested, if it rains, if I decide not to hold my market on all dates, etc.?

The application processing fee is non-refundable.

6. 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. Property authorization
b. Vendor List
c. Site plan
d. Parking plan
e. All updates to any document submitted with the application
f. And all others listed in the preliminary letter

7. 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 request revised plans to ensure compliance with City Code

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

The market organizer is responsible for securing all applicable permits and licenses. 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. Food vendors operating at an approved Neighborhood Farmers Market are required to obtain a vendor permit from the Department of Code Compliance, Consumer Health Division if one of the following food products is provided:
   a. Open food items that are larger than a bite-sized sample.
   b. Food items that require temperature control for safety (TCS). TCS foods must be maintained cold or hot for food safety.

b. 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. Vendor is required to have applicable permit posted throughout the event.
c. When applicable 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.*
d. 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

e. 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.
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.

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.

Please reference the Neighborhood Market Guidebook where you will find more Information to assist you in the planning and permitting of a Special Event in Dallas