



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR

STREET ACTIVITY PERMIT OFFICE  
100 GOLD STREET- 2<sup>ND</sup> FLOOR, NEW YORK, NY 10038  
PHONE: 212-788-7437 ~ FAX: 212-788-7887

# SPECIAL EVENT PERMIT APPLICATION

**PLEASE PROVIDE A \$15 NON-REFUNDABLE MONEY ORDER OR CERTIFIED CHECK  
(MADE PAYABLE TO THE CITY OF NEW YORK - DEPARTMENT OF FINANCE)**

## APPLICANT INFORMATION

APPLICANT NAME/PRODUCTION MANAGER _____	TELEPHONE NUMBER _____	FAX NUMBER _____
ADDRESS _____	ZIP CODE _____	E-MAIL ADDRESS _____
SPONSOR NAME/COMPANY NAME (ON BEHALF OF) _____	TELEPHONE NUMBER _____	FAX NUMBER _____
ADDRESS _____	ZIP CODE _____	E-MAIL ADDRESS/WEBSITE _____

## EVENT INFORMATION

**Type of Event:**  Special Event  Promotional  Stunt  Red Carpet  Press Conference/Media  Other \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Exact Location of Event:** \_\_\_\_\_ Street/Avenue (Circle One)

**Between:** \_\_\_\_\_ **and** \_\_\_\_\_

**Activity to take place on (Check ALL that Apply):**

Sidewalk  Curb Lane  Partial Street Use  Full Street Closure  Pedestrian Island  Other \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Number of Days:** \_\_\_\_\_

**Borough:** \_\_\_\_\_

**Actual Time of the Event:** \_\_\_\_\_

**Estimated # of People:** \_\_\_\_\_

**Number of Blocks:** \_\_\_\_\_

**Set-Up Time:** \_\_\_\_\_

**Break-Down Time:** \_\_\_\_\_

**Parking Regulations:** \_\_\_\_\_

**Request for Production/Vehicle/Equipment Parking:**

Number of Vehicles: \_\_\_\_\_

Number of Equipment: \_\_\_\_\_

Location(s): \_\_\_\_\_

Promo Vehicle Plate #/VIN: \_\_\_\_\_

**Attached Event Documents (Required):**

Site Plan (if Applicable)  Event Schedule (Include Load-in/Load-out)  Detailed Event Description  
 Other \_\_\_\_\_

PF (Processing Fee)  SAF (Assessment Fee)



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**PLEASE ANSWER THE FOLLOWING QUESTIONS (If yes, other support permits might apply; see page 3 for details)**

1. Yes  No  **Will there be Staging, Press Platforms, Props, Scaffolding, Trusses or other related structures?**  
If Yes, describe structure and include dimensions: \_\_\_\_\_
2. Yes  No  **Will Bleacher(s), Grandstand(s) or other related structures be used?**  
If Yes, explain: \_\_\_\_\_
3. Yes  No  **Will there be Amplified Sound?**
4. Yes  No  **Will there be Live Entertainment and/or Celebrity Appearances?** If Yes, explain: \_\_\_\_\_
5. Yes  No  **Will there be open flames (i.e. candles, sterno, etc) at the event?** If Yes, explain: \_\_\_\_\_
6. Yes  No  **Will Pyrotechnics, Gaseous and/or Liquid Fuels be used?** If Yes, explain: \_\_\_\_\_
7. Yes  No  **Will Red Carpet, Rope and Stanchions be used?** If Yes: Number: \_\_\_\_\_ Size: \_\_\_\_\_
8. Yes  No  **Will Mobile Units and/or Trailer(s) be used?** If Yes, explain: \_\_\_\_\_
9. Yes  No  **Will Canopy(ies) and/or Tent(s) be used?** Describe and Include Dimensions: \_\_\_\_\_
10. Yes  No  **Will the event contain any commercial, branding or advertising elements?** If Yes, explain: \_\_\_\_\_
11. Yes  No  **Will the event be advertised?** If Yes, explain: \_\_\_\_\_
12. Yes  No  **Will Booth(s), Exhibit(s), Table(s), Kiosks and/or other display items be used?**  
Please Explain and Include Dimensions: \_\_\_\_\_
13. Yes  No  **Electrical needs?**  
If Yes:  Generator: Portable/Truck Mounted (Circle One)  Pole Tap  Overhead Cabling  Other \_\_\_\_\_
14. Yes  No  **Will Street Pole Banners be hung?** If Yes, explain: \_\_\_\_\_
15. Yes  No  **Will Food be sold or distributed at this event?** If Yes, explain: \_\_\_\_\_
16. Yes  No  **Will there be Live Animals (Non-Domesticated or Domesticated)?**  
If Yes, explain: \_\_\_\_\_
17. Yes  No  **Will there be on-site security?**
18. Yes  No  **Will there be either 75 or more people inside a tent that is closed on all 4 sides or 200 or more people in an enclosed area outside at the event?** If Yes, explain: \_\_\_\_\_
19. Yes  No  **Will any Oversized Vehicles and/or Trucks (Width- 96 inches, Height- 13 ½ feet, Length- 55 feet or over) be used and/or employ the use of a crane?** If Yes, explain: \_\_\_\_\_
20. Yes  No  **Will street furniture (e.g., bus shelters, bollards, signs) need to be removed for this event?**  
If Yes, explain: \_\_\_\_\_
21. Yes  No  **Will horse-drawn carriages be used outside of Central Park?**
22. Yes  No  **Will alcoholic beverages be consumed at the event?**  
**\*Applicable only to restaurants/ businesses that already have a liquor license**
23. Yes  No  **Have you ever held this event before?**  
If Yes: Name of Event \_\_\_\_\_  
Date(s): \_\_\_\_\_ Permit # (if known): \_\_\_\_\_
24. Yes  No  **Will anyone be soliciting for services, products, charities, etc. (i.e. collecting signatures, selling tickets, collecting funds)?**  
If Yes, explain: \_\_\_\_\_



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**APPLICANT/SPONSOR RULES AND RESPONSIBILITIES**

**IT IS THE APPLICANT’S/SPONSOR’S RESPONSIBILITY TO:**

- MAINTAIN ONE LANE ON EVERY STREET FOR EMERGENCY VEHICLES.
- KEEP ALL FIRE HYDRANTS AND ALARM BOXES FREE OF OBSTRUCTION.
- SUBMIT EVIDENCE OF INSURANCE PRIOR TO FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH NAMES THE CITY OF NEW YORK AS AN ADDITIONAL INSURED AND SHOWS A MINIMUM OF \$1MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE AND A POLICY ENDORSEMENT WHICH INDEMNIFIES AND HOLDS HARMLESS THE CITY OF NEW YORK.
- **PLEASE NOTIFY THE COMMUNITY OF THE EVENT BY POSTING “INFORMATIONAL” SIGNS 48 HOURS PRIOR TO CLOSURE OF THE STREET OR USE OF PARKING (THESE SIGNS WILL BE ISSUED WITH YOUR PERMIT). AND CONFIRM WITH THE NYPD THE POSTING OF “NO PARKING SIGNS” FOR ENFORCEMENT AND TOWING.**

**AFFIDAVIT OF APPLICANT/SPONSER**

WHEN APPROVED, THIS APPLICATION OR A STREET ACTIVITY PERMIT SHOULD AUTHORIZE THE SPONSOR TO CONDUCT A STREET ACTIVITY AS DESCRIBED. IT IS SUBJECT TO REVOCATION IF THE SPONSOR DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY THE STREET ACTIVITY PERMIT OFFICE.

THE SPONSER AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF NEW YORK FROM ANY AND ALL CLAIMS AND JUDGEMENT FOR PERSONAL INJURY OR DAMAGE TO PROPERTY RESULTING, DIRECTLY OR INDIRECTLY, FROM THE ACTIVITIES IN CONNECTION WITH WHICH THIS IS ISSUED, AND FROM ANY COSTS AND EXPENSES TO WHICH THE CITY MAY BE SUBJECTED OR WHICH IT MAY SUFFER OR INCUR BY REASON THEREOF. THE APPLICANT FURTHER AGREES TO COMPLY WITH THE PERTINENT PROVISIONS OF NEW YORK LAWS, RULES AND REGULATIONS. THE APPLICANT HAS READ THE LIST OF SPONSOR RESPONSIBILITIES AND HAS AGREED TO ALL TERMS AND CONDITIONS OF THIS APPLICATION.

Applicant Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

On Behalf of (Name of Sponsor) \_\_\_\_\_ Date \_\_\_\_\_

**SUPPORT PERMIT REQUIREMENTS**

**PLEASE NOTE THAT ALL COMPONENTS OF THE EVENT ARE SUBJECT TO APPROVAL BY THE STREET ACTIVITY PERMIT OFFICE AND MAY REQUIRE APPROVAL BY AND/OR PERMITS FROM OTHER CITY AGENCIES. THE STREET ACTIVITY PERMIT OFFICE APPROVAL DOES NOT CONSTITUTE PERMISSION FROM OTHER AGENCIES. IT IS THE RESPONSIBILITY OF THE APPLICANT/SPONSOR TO SECURE ALL NECESSARY CITY OF NEW YORK PERMITS AND PROVIDE DOCUMENTATION TO THE STREET ACTIVITY PERMIT OFFICE PRIOR TO PERMIT ISSUANCE.**

**Department of Buildings:**

- *DOB Structure Permit:* Stages, Platforms, Press Risers, Truck-mounted structures, Props, Scaffolding, Tents, Canopies
- *DOB Temporary Place of Assembly Permit:* attendance of 200+ seated
- *DOB Contacts:*

Bronx	718-579-2943	Queens	718-286-0622
Brooklyn	718-802-3677	Queens (Alt.)	718-286-0603
Manhattan	212-566-3300	Staten Island	718-816-2178/2314

**New York City Fire Department:**

- *FDNY Fuel Permit:* Liquid/Gaseous Fuels
- *FDNY Generator Permit:* Portable, Truck-mounted or an other kind of generator
- *FDNY Pyrotechnics Permit:* Open Flames or Pyrotechnics
- *FDNY Contact:* (718) 999-0320 or (718) 999-1007



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**New York City Police Department (Local Precinct):**

- *NYPD Sound Permit:* Amplified sound
- *Contact Local Precincts:* ([www.nyc.gov/nypd](http://www.nyc.gov/nypd))

**Department of Transportation:**

- *DOT Electrical Permit Cabling/Wiring Approval:* Overhead/On-Ground cabling or electrical wiring
- *DOT Oversized Truck Permit:* Oversized Truck (Width – 96 inches, Height – 13 ½ feet, Length – 55 feet)
- *DOT Electrical Permit:* Pole Tap for Electricity
- *DOT Removal of Street Furniture Removal Approval:* Streetlights, Bollards, Traffic Lights, Streets Signs, Bus Stop Shelters or any other furnishing on the street and/or sidewalk
- *DOT Street Pole Banner Permit:* Approval for any Street Pole Banners
- *DOT Horse-Drawn Carriage Variance:* Horse-Drawn Carriages Being Used Outside of Central Park and its perimeter
- *DOT Contact:* DOT Special Events Unit  
55 Water Street, 9th Floor  
New York, New York 10041  
Tel: 212-839-6620  
Fax: 212-839-4841  
<http://www.nyc.gov/html/dot/html/permits/permits.shtml>

**Department of Consumer Affairs:**

- *DCA Thirty-Day Street Fair Vending Permit:* General Vendors at Events
- *DCA Portable Amusement Device Permit/DCA Temporary Amusement Device Permit:* Truck-Mounted Rides/Other Type of Rides
- DCA also accepts applications for the Department of Health and Mental Hygiene for the Temporary Mobile Food Vendor Permits at events (Temporary Mobile Food Unit Permit, Biennial Citywide Mobile Food Unit Permit, Biennial Borough Specific Mobile Food Unit Permit, Biennial Citywide Veterans Mobile Food Unit Permit, and Restricted Area Mobile Food Unit Permit).
- *DCA Contact :* DCA Licensing Center is located at:  
42 Broadway, 5th Floor  
New York, NY 10004  
Phone: 311

DCA 30-Day Street Fair Vendor Permit.

<http://www.nyc.gov/html/dca/html/licenses/111.shtml>

DCA Portable Amusement Device Permit application

<http://www.nyc.gov/html/dca/html/licenses/018.shtml>

DCA Temporary Amusement Device Permit application

<http://www.nyc.gov/html/dca/html/licenses/090.shtml>

**Department of Health and Mental Hygiene:**

- *DOH Temporary Food Service Establishment Permit:* Non-Processing/Processing Food Unit
- *Animal Exhibit Permit:* Non-Domesticated Animals Present
- *DOH Contact:* DOHMH Temporary Food Service Establishment Permit (via DCA)  
The DCA Licensing Center is located at:  
42 Broadway, 5th Floor  
New York, NY 10004  
Phone: 311  
<http://home2.nyc.gov/html/doh/html/inspect/ispecial.shtml>  
DOHMH Animal Permit  
Tel: 212-676-2112

**Human Resources Administration/Dept. of Social Services:**

- *HRA Permit to Solicit Funds:* Permit to Solicit Funds at an Event
- *HRA Contact:* 180 Water Street  
New York NY 10038  
Tel: 212-331-5166