



THE CITY OF NEW YORK
OFFICE OF THE MAYOR

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

SPECIAL EVENT PERMIT APPLICATION

**PLEASE PROVIDE 2 COPIES OF THE APPLICATION TO THE STREET ACTIVITY PERMIT OFFICE
WITH 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 or other related structures?**
If Yes, explain and include dimensions: _____
- 2. Yes No **Will Scaffolding, 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 Pyrotechnics and/or Liquid Fuels be used?**
If Yes, explain: _____
- 6. Yes No **Will Red Carpet, Rope and Stanchions be used?**
If Yes: Number: _____ Size: _____
- 7. Yes No **Will Mobile Units and/or Trailer(s) be used?**
If Yes, explain: _____
- 8. Yes No **Will Canopy(ies) and/or Tent(s) be used?**
Include Dimensions & Specify if Open Sided or Enclosed: _____
- 9. Yes No **Will Booth(s), Exhibit(s), Table(s), Kiosks and/or other display items be used?**
Please Include Dimensions: _____
- 10. Yes No **Will the event be advertised?**
If Yes, explain: _____
- 11. Yes No **Electrical needs?**
If Yes: Generator Pole Tap Overhead Cabling Other _____
- 12. Yes No **Will Banners be hung?**
If Yes, explain: _____
- 13. Yes No **Will Food be served?**
If Yes, explain: _____
- 14. Yes No **Will there be Live Animals (Non-Domesticated)?**
If Yes, explain: _____
- 15. Yes No **Will there be Oversized Vehicles/Truck (Width – 96 inches, Height – 13 ½ feet, Length – 55 feet)?**
If Yes, explain: _____
- 16. Yes No **Will there be seating**
If Yes Please Indicate Capacity: _____
- 17. Yes No **Have you ever held this event before?**
If Yes: Name of Event _____
Date(s): _____ Permit # (if known): _____

FOR OFFICE USE ONLY

Date of Application _____		Application No. _____		Precinct _____		CB _____	
Support Permits/Approval Required (Check all that Apply):							
<input type="checkbox"/> NYPD Sound Permit		<input type="checkbox"/> DOB Permit _____		<input type="checkbox"/> DOT _____		<input type="checkbox"/> Other _____	
Notification:							
<input type="checkbox"/> NYPD	<input type="checkbox"/> DOT	<input type="checkbox"/> FDNY	<input type="checkbox"/> Sanitation	<input type="checkbox"/> Transit/MTA	<input type="checkbox"/> DCA	<input type="checkbox"/> DOMH	
<input type="checkbox"/> Parks	<input type="checkbox"/> DOB	<input type="checkbox"/> Cultural Affairs	<input type="checkbox"/> CB	<input type="checkbox"/> Office	<input type="checkbox"/> NYC & Co.	<input type="checkbox"/> Sports Commission	



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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

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)

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
40 Worth Street, Rm. 1215
New York, NY 10013
Phone: (212) 442-1700
<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