



EVENT PERMIT APPLICATION COVER SHEET

Base event permit application with optional street closure addendum

Purpose of this cover sheet

This cover sheet is intended to help applicants understand when an event permit may be required, what information should be submitted, and when the separate Street Closure Addendum must be attached. The addendum is only needed when the event proposes use, closure, or obstruction of a City street, alley, sidewalk, parking area, or public right-of-way.

Application Packet Structure

Packet Part	Required?	Purpose
Cover Sheet	Recommended	Explains fees, submittal requirements, and review routing.
Event Permit Application	Required for all covered events	Collects applicant, event, schedule, City service, vendor, alcohol, and certification information.
Street Closure Addendum	Only if applicable	Required when the event includes a street, alley, sidewalk, parking area, or public right-of-way closure or obstruction. Requires a map showing the portions of street to be closed.

Permit Fees Adopted by Resolution No. 2026-12

Permit Type	Fee	Use When
Special Event Permit	\$150.00 per event	Event is held within City limits and does not require a street closure.
Special Event Permit with Street Closure	\$200.00	Event requires the Street Closure Addendum and review/initials from Public Works Director and Fire Chief before City Council approval, if required.

Recurring events

If an event occurs repeatedly during a season, the applicant may submit one event permit listing all operating dates for the season. If any recurring date includes a street closure, attach the Street Closure Addendum and identify each closure date/time.

Applicant Checklist

- Completed Event Permit Application, signed by the applicant or authorized representative.
- Site map or event layout if using parks, public areas, vendor areas, fencing, alcohol service areas, or City resources.
- Street Closure Addendum and map showing the exact portions of street, alley, sidewalk, parking area, or public right-of-way proposed for closure, if applicable.
- Requested dates and times, including setup, active event hours, live music or amplified sound hours, and teardown.
- Description of requested City resources, including barricades, trash service, public works assistance, signage, or other support.
- If alcohol will be served outdoors or in a temporary area, include OLCC temporary event permit information and describe the enclosed or controlled service area.
- Contact information for an on-site event representative who will be available before, during, and after the event.

Insurance and City service request reminder

Applicants should include proof of liability insurance when required by the City, particularly for events held on City property. Applicants must also indicate whether they are requesting signage, barricades, traffic control, Public Works assistance, or other City services.

Office Use / Routing Checklist

Review Area	Needed?	Reviewer / Date	Notes
Administrative Review	☐ Yes ☐ No	_____	_____
Public Works Review	☐ Yes ☐ No	_____	_____
Parks or Facility Use	☐ Yes ☐ No	_____	_____
OLCC / Alcohol Review	☐ Yes ☐ No	_____	_____
Street Closure Addendum Attached	☐ Yes ☐ No	_____	_____
Fire / Emergency Access Review	☐ Yes ☐ No	_____	_____
Council Review	☐ Yes ☐ No	_____	_____
Fee Paid / Receipt Attached	☐ Yes ☐ No	_____	_____



CITY OF JOSEPH EVENT PERMIT APPLICATION

Required for all covered events. Attach the Street Closure Addendum only if a closure or obstruction is requested.

1. Event and Applicant Information

Event Name	
Sponsoring Organization / Business	
Applicant / Authorized Representative	
Mailing Address	
Phone	
Email	
On-Site Contact During Event	
	Name and cell phone number
Event Location / Route	
	Attach map if using streets, sidewalks, parks, public areas, multiple locations, or a route.
Event Description	
	Briefly describe the activity, expected audience, vendors, music, entertainment, food, alcohol, or other features.
Expected Attendance	
	Estimated number of participants, attendees, volunteers, vendors, and staff.

2. Date, Time, and Schedule

Event Date(s)	Setup Time	Event Hours	Teardown Time	Notes

3. Permit Type Requested

Requested Permit	Applicant Selection
Special Event Permit - no street closure requested	☐ Yes ☐ No
Special Event Permit with Street Closure - Street Closure Addendum attached	☐ Yes ☐ No
Recurring event / seasonal permit listing all dates	☐ Yes ☐ No
Fee waiver, donation request, or grant assistance being requested separately	☐ Yes ☐ No

4. City Services and Event Impacts

Item	Requested / Provided by Applicant	Notes
Water service or hydrant access	☐ Applicant ☐ City ☐ N/A	_____
Electrical access	☐ Applicant ☐ City ☐ N/A	_____
Public Works assistance	☐ Applicant ☐ City ☐ N/A	_____
Amplified sound / live music	☐ Applicant ☐ City ☐ N/A	_____
Other City assistance requested	☐ Applicant ☐ City ☐ N/A	_____

5. Insurance Requirements

Insurance verification

Applicants must provide proof of liability insurance when required by the City, particularly for events held on City property. Insurance verification helps protect both the organizer and the City and supports responsible use of public spaces.

Will the event be held on City property or public space?	_____
	☐ Yes ☐ No
Proof of liability insurance attached?	_____
	☐ Yes ☐ No ☐ Not required by City
Insurance carrier / provider	_____
Policy number	_____
Coverage dates	_____
Certificate holder / additional insured information	_____

	Complete if required by City review.
Insurance notes or conditions	_____
	City staff may request additional documentation based on event type, location, risk, or use of City property.

6. Coordination of City Services / Applicant Acknowledgment

City service requests

The applicant must identify whether City services or equipment are being requested. Requested services are not approved until reviewed by the City and may be subject to conditions, availability, fees, deposits, or other requirements.

City Service / Equipment	Requested?	Applicant Initials	Notes / Quantity / Location
Traffic control	☐ Yes ☐ No	_____	
Signage	☐ Yes ☐ No	_____	
Barricades	☐ Yes ☐ No	_____	
Public Works assistance	☐ Yes ☐ No	_____	
Water access	☐ Yes ☐ No	_____	
Electrical access	☐ Yes ☐ No	_____	
Other City support	☐ Yes ☐ No	_____	

Applicant acknowledgement	Applicant acknowledges that any request for signage, barricades, or other City services must be listed above and is subject to City approval.
Applicant initials	

7. Vendors, Structures, Fencing, and Alcohol

Vendors / Booths / Food Trucks	List number, location, and whether any vendor requirements apply.
Tents, Stages, Fencing, or Temporary Structures	Attach layout showing placement and pedestrian access.
Will alcohol be served or consumed outdoors or in a temporary event area?	☐ Yes ☐ No. If yes, provide OLCC temporary event permit information.
Alcohol Service Area	Describe enclosed/fenced area, staffing, ID checks, minors in area, and hours alcohol will be served.
Live Music / Entertainment	List dates, times, location, and whether amplified sound will be used.

8. Applicant Certifications

- ☐ I certify that the information provided in this application and attachments is true and complete to the best of my knowledge.
- ☐ I understand that approval may be conditioned on additional information, site adjustments, insurance, or other requirements determined by the City.
- ☐ I understand that City approval does not replace any permit, license, OLCC approval, or other approval required by law.
- ☐ I agree to comply with all approved conditions, maintain access for emergency services, and return any City-provided barricades or equipment in good condition.

Applicant Signature: _____	Date: _____
Printed Name: _____	Title / Role: _____

9. City Approval / Conditions

Application Received Date	_____
Fee Amount / Receipt	_____
Approved / Denied / Approved with Conditions	_____
Conditions of Approval	Attach additional conditions if necessary.
Authorized City Signature	_____
Date	_____



STREET CLOSURE ADDENDUM

Complete this addendum only when the event requests closure, obstruction, or controlled use of public right-of-way.

Required map attachment

A map is required. The map must clearly show the exact portions of each street, alley, sidewalk, parking area, or public right-of-way that will be closed or controlled; barricade/fencing locations; access routes; vendor or alcohol service areas if applicable; and how emergency and pedestrian access will be maintained.

A. Closure Request Details

Event Name	Must match the event permit application.
Street(s) / Area(s) to Be Closed	Identify each block, intersection, alley, sidewalk, parking area, or other public right-of-way.
Closure Date(s)	
Closure Start and End Time(s)	Include setup, barricade placement, active closure hours, and removal/teardown.
Reason for Closure	
Barricades Requested	List number/type of barricades, cones, signage, fencing, or other traffic control requested.
Pedestrian Access Plan	Explain how sidewalks, neighboring vendors/businesses, and public access will be maintained.
Emergency Access Plan	Explain how fire, ambulance, law enforcement, and City vehicles will maintain access.
Affected Businesses / Residents / Other Users Notified	Describe who will be notified and how.
Map Attached Showing Portions of Street to Be Closed	☐ Yes ☐ No - application is incomplete without map if closure is requested.

B. Required Initial Review Before Council Approval

Review / Approval	Initials or Signature	Date	Conditions / Notes
Public Works Director Review			
Fire Chief Review			
City Council Approval, if required			

C. City Use Only - Street Closure Conditions

Closure Approved / Denied / Approved with Conditions	
Conditions of Street Closure Approval	
	Attach additional conditions if necessary.
Barricade Return / Deposit Requirement	
Final City Signature	