

OUTDOOR EVENT PERMIT APPLICATION

Address of event: _____

Description of event: _____

Dates/Times of event: _____

Maximum number of persons at event: _____

Name of food service company: _____

Promoter Information:

Name of promoter: _____

Address of promoter: _____

Phone number of promoter: _____

E-mail Address of promoter: _____

Property Owner Information:

Name of property owner: _____

Address of property owner: _____

Phone number of property owner: _____

Attach the following:

- A written statement from the property owner describing the terms and conditions of the agreement whereby the promoter is authorized to use the land.
- A written statement from the property owner acknowledging responsibility for cleaning up the property and surrounding right-of-way as may be applicable. A bond for cleanup may be required by the City of Longview.
- A written statement of security plan.
- A written statement for emergency medical/health provisions.
- Provide documentation required by the animal control authority for compliance with all local ordinances, state and federal laws related to animals that are part of the event.
- Attach a complete list of similar events promoted in the last three years, including the date, time and location of each.
- Attach required certificate of insurance when using City of Longview property right-of-way.

I affirm that I am the promoter or authorized promoter's agent and the information included in this application is true and correct.

SIGNATURE

DATE

Application must be submitted 60 days prior to the event.

No tickets to the proposed event shall be sold or distributed prior to issuance.

All fire, health, building, electrical, and certificate of occupancy permits when required must be obtained before opening of event.

(See page 2 for Site Plan requirements)

FOR OFFICE USE ONLY	
APPLICATION FEE:	\$250
NON-PROFIT ORGANIZATION:	-0-
PERMIT NO: _____	

A SITE PLAN IS REQUIRED

YOUR SITE PLAN MUST INCLUDE THE FOLLOWING INFORMATION:

- The dimensions of the area to be used and its relationship to other structures or buildings on the property.
- The location of all structure(s) or facilities to be added, including but not limited to, tents, stands, booths, rides, bleachers, seating areas, stages, animal pens.
- Sanitary facilities including location and number of portable or permanent restrooms, wastewater collection, trash collection.
- Electrical installations including any temporary power poles, generators, or other electrical provision.
- Portable water source such as location of any water connections to be used or the availability of bottled water.
- Location, distance from adjacent structures, and quantity of any flammable or combustible materials such as propane, gasoline, fireworks, sawdust, or firewood to be used at the event.
- Type, number, and location of fire extinguishers.
- Parking areas, routing of traffic in the area, and street closures.
- Location and method of housing any animals that are part of the event.
- Location of any amplified sound equipment and estimated effect of the sound.

ROUTING AND APPROVAL

DEPARTMENT	ACTION REQUIRED	REVIEW DATE	DEPARTMENT REPRESENTATIVE	CONDITIONS
Building Inspection			Building Official 903-237-1076	
Planning and Zoning			Angela Choy 903-237-1073	
Environmental Health			Buck Farrar 903-237-2761	
Police			Mike Bishop 903-237-1149	
Fire			Johnny Zackary 903-237-1218	
EMS			Hank Hester 903-237-5530	
Public Works			Alton Bradley 903-237-1067	

Additional permits required:

Additional documentation required:

Comments:

Permit review approval: _____
DATE

Final approval to open: _____
DATE