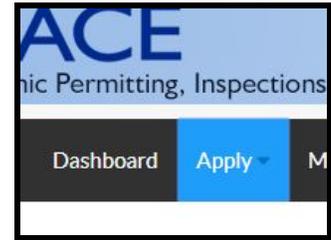


ePlace - Special Events

1. Log in (must have an ePlace account)
2. After logging in, select **Apply** from the black navigation bar.
3. Select: **Permits > All (X)**
4. Select: **Special Events > select desired permit > Apply**



Categories

- All 31
- Building - Mech/Elec/Plumb 14
- Fire 2
- Food 2
- Pool / Spa 1
- Rental Property 1
- Right-of-Way 1
- Sign - Commercial 2
- Special Events 7**
- Trash Hauler 1

Special Events : Community Special Event
Special event permit to include events in the community such as a festival, concert, parade or run, sporting event, etc.
[Categories](#) | [Main Menu](#) Apply

Special Events : Temporary Food Vendor
All temporary food vendors must have a permit before serving food for events.
[Categories](#) | [Main Menu](#) Apply

Special Events : Block Party / Street Closure
Permit for special events specifically focusing on block parties (could include signs, tents, food, etc.).
[Categories](#) | [Main Menu](#) Apply

Special Events : Private
Event that is not open to the public (i.e., Corporate, backyard wedding, reception, etc. that could include a tent, or other accessories), and a temporary structure may be used.
[Categories](#) | [Main Menu](#) Apply

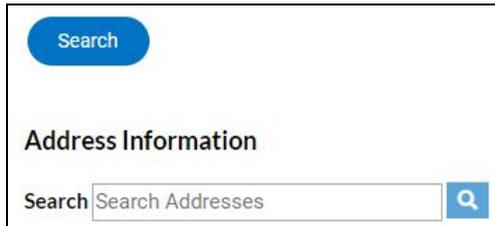
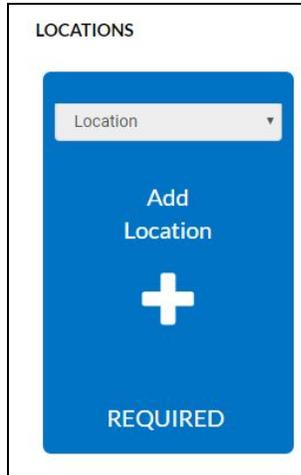
Special Events : Promotional Activities
A large promotional event includes, but is not limited to, temporary structures, inflatable objects larger than eight cubic feet, animated devices, projected images or beams of light. Signs and banners may also be part of these events. No more than three attention attracting devices will be approved.
[Categories](#) | [Main Menu](#) Apply

Special Events : Single Banner (ON Building)
Permit for placement of a single (one) banner/sign ATTACHED to building.
[Categories](#) | [Main Menu](#) Apply

Special Events : Sign/Banner or Devices (NOT ATTACHED)
Permit for placement of multiple signs, devices, or gadgets (e.g., sky dancer) or one or more detached banner/sign (placement in yard-outside of right-of-way) (up to three). (NOT attached to building.)
[Categories](#) | [Main Menu](#) Apply

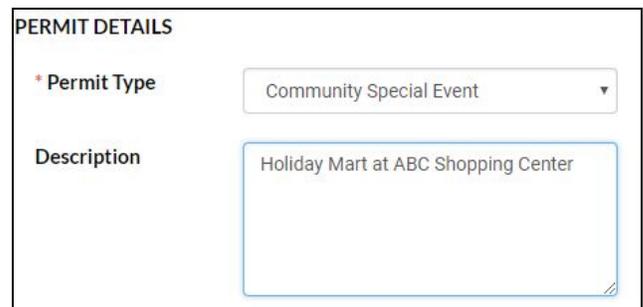
Step 1: Location

1. Click **+**
2. Enter an address (e.g. 1234 W 150) (do not spell out West, W. *(with a period)*, or add Street, Avenue)
3. Click **enter** or on the **magnifying glass**
4. Find the address and select **Add**
5. Select **Next**



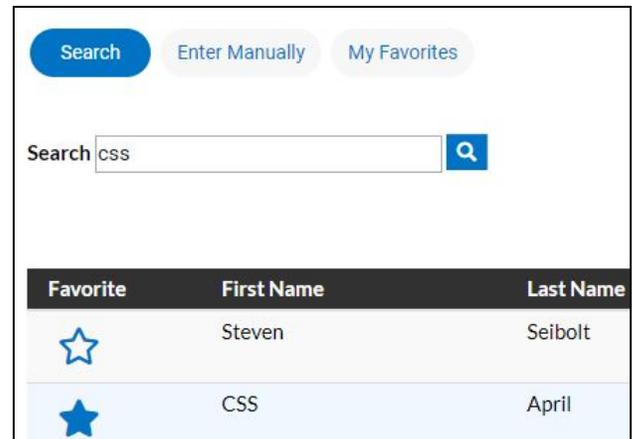
Step 2: Permit Details

1. Description: Enter a short description or Event name.
2. Select **Next**



Step 3: Contacts

1. Applicant: The Applicant is the person completing the application and is automatically added.
2. Emergency/On-Site Contact: may be required on some permits.
3. Click **+** to add contact.
4. **Search** for an existing contact by name, email or company (e.g. CSS)
5. Clicking the **Star** will add that contact to "My Favorites".
6. Select **Add** to add to your permit.
7. Select **Next**



Favorite	First Name	Last Name
	Steven	Seibolt
	CSS	April

Step 4: More Info

1. Complete all required fields in red before proceeding
2. **Start Date:** Use the calendar icon to select the desired date.
3. After completing the application, click **Next**.



*Start Date							
	November 2018						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	31	01	02	03
*End Date	04	05	06	07	08	09	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
*Start Time	25	26	27	28	29	30	01
	02	03	04	05	06	07	08

Step 5: Attachments

Documents required will be noted by Required.

1. Select **+** to navigate to your computer files.
2. Save Draft: If you do not have your documents ready to be uploaded, select **Save Draft**. Your draft will be saved to your Dashboard.
3. To add more supporting documents, select the **dropdown** to preview other documents that can be uploaded.
4. Follow step 1 to add additional documents.
5. Select **Next**

<p>Site Plan</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, csv, dxf, dwf, dwfx</p> <p>REQUIRED</p>	<p>Fireworks Shooter Insur ▾</p> <p>Fireworks Shooter Insurance</p> <p>Food Vendor List</p> <p>Inflatable Certificate</p> <p>Map or Parade Route</p> <p>Medical Plan</p> <p>Property Owner Authorization</p> <p>Sign/Banner Sketch Plan</p> <p>Site Plan</p> <p>Tent Drawing/Location</p> <p>Tent Flame Retardant Certificate</p> <p>csv, dxf, dwf, dwfx</p>
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Step 6: Summary

The summary step is for you to review all of your responses before submitting your application. Go to the bottom of the summary page to select **Submit** or **Save Draft** to come back later.