



Special Event Permit Tutorial



Start Here...



Special Event Permit is needed if:

- Streets will be closed or on private property and open to the public
- Liquor is sold
- Food will be prepared outdoors
- Merchandise will be sold
- There will be tent(s) over 20' X 20' or 400 sq. ft. and/or stage(s) over 24" tall

Bar Crawls ONLY if:

- Expected to exceed 500 participants
- There are more than 5 stops/participating establishments
- 3 or more stops/participating establishments located within the same block



Costs

DCASE Processing Fee Breakdown:

- NEW Timeline
- \$100, if the application is submitted more than 60 days prior to the event
- \$200, if the application is submitted between 59 and 45 days prior to the event
- \$500, if the application is submitted 44 to 37 days prior to the event
- \$1,000, if the application is submitted between 36 and 29 days prior to the event
- \$2,000, if the application is submitted between 28 and 21 days prior to the event
 - Applications are not accepted less than 21 days prior to the event
 - Processing fees are generated based on when the application is complete and ready for DCASE review
- Additional City Costs (if applicable): Special Event Food Vending, Pop-Up Retail, Special Event Liquor, Street Closures, Traffic Management, Large tents/stages



All appropriate applications must be submitted in a timely manner.

- No fee may be charged for admission to the public way in connection with any special event. A financial donation may be requested. Signs must be posted at all of the entry points that clearly state that the donation is voluntary.
- Donation collection points must be clearly outlined on your site plan.



Resources

- Provide clear site/course maps
- Type III Barricades must be rented to close a street
- Please Note: Police & Fire Department cannot be listed as Security or Medical Providers
- Contact Streets & Sanitation (1) week before event to ensure 'NO PARK' signs will be posted (if applicable) (312) 744-1912
- DCASE Landing Page
- <u>Tutorial on how to create an account</u>





DCASE Special Event Process

After a complete application is received...

- Ward is Notified
- DCASE Review
- Follow Up Questions
- City Agency Review
- City Agencies Questions
- Permit Issued





Expanded Outdoor Dining and Al Fresco

- The City of Chicago has created new initiatives including the Expanded Outdoor Dining (EOD) and the Chicago Alfresco programs to support outdoor dining. It is the responsibility of the organizer, as part of your outreach to the community, to identify if there are conflicting permits that affect your layout.
- EOD permit holders will need to work with you to coordinate within your footprint or remove their seating.
- Special Event applicants will need to work with local community groups holding Make Way for People Alfresco permits to coordinate event layout with approved street closures and furniture installations.

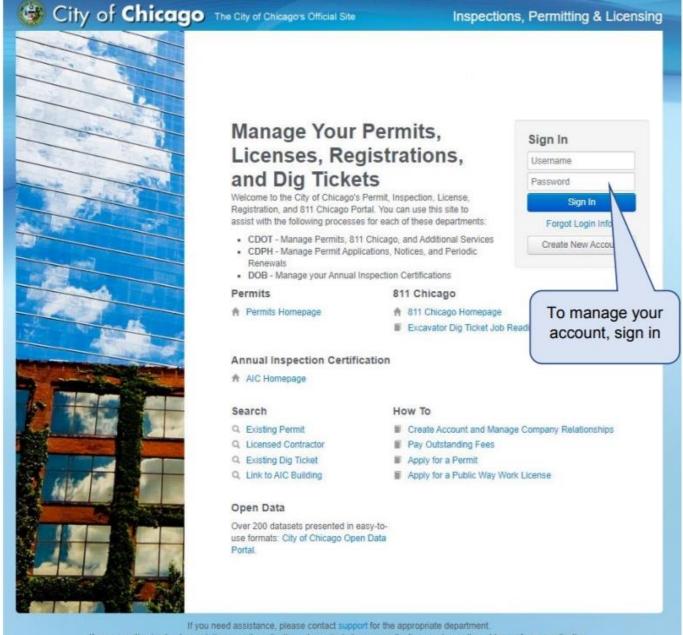


DCASE Special Event Process

- DCASE Application is Online (no paper applications accepted)
 - Use Google Chrome
 - Document types must be PDF or JPEG
 - Security, Emergency Action Plan and Medical Plans must be provided for ALL events
- Use application # when communicating with DCASE
- Applications may be submitted 180 days before the event
- DCASE processing fee is based on when the application is COMPLETE
- These are the documents that will be required:
 - Site Map
 - Security/Safety Plan
 - Certificate of Insurances (COI's)
 - Emergency Action Plan
 - Emergency Medical Services plan
 - Marketing Materials
 - Written Course Description (if athletic event)
 - Course Map (if athletic event)
 - Street Closure Template



To manage your account, sign in using your credentials.



If your question is about an existing permit application, please include your application number or the address of your application.



Create a new permit

- Click the 'Create New' drop-down
- Select 'Permit Application'



Documentation

Cart (0)

Home

Select "Festival &

Athletic Event

Permits"

Permits

Select Application Type

Select the type of application you would like to complete. If you do not see the application type you are looking for, please click here for additional information.

Expanded Outdoor Dining / Make Way for People

Apply for a permit to allow your restaurant to make use of the public right of way, or to apply for a Make Way for People platform in front of your business.

Farmers Market Registrations

This application process handles registrations for Farmers Markets, which is required of all Farmers Markets. A permit is required for markets which include one or more of the following: located on public property (City streets, sidewalks, etc.), serves alcohol or serves prepared food and/or merchandise. If so, please click on Festival and Athletic Event Permits below.

Festival and Athletic Event Permits

A Festival / Athletic Event Permit Application is required for outdoor events that have one or more of the following: street(s) will be closed, food will be served on City streets/sidewalks, alcohol will be served, have a tent(s) over 400 sq. ft. or a stage(s) over 2 ft. tall. Indoor Special Events are permitted through the Department of Business of Affairs and Consumer Protection (BACP). Click here to visit the BACP website for additional information.

Filming Permits

Apply for Filming Permits.

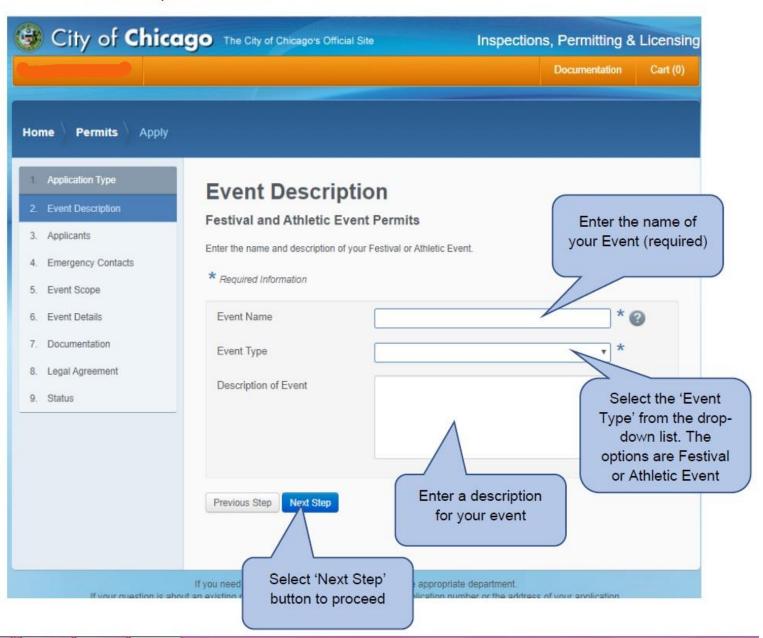
CDPH Air Quality Permit

Apply for a Chicago Department of Public Health - Air Quality Permit.

CDPH Asbestos / Demolition NOI

Event Description

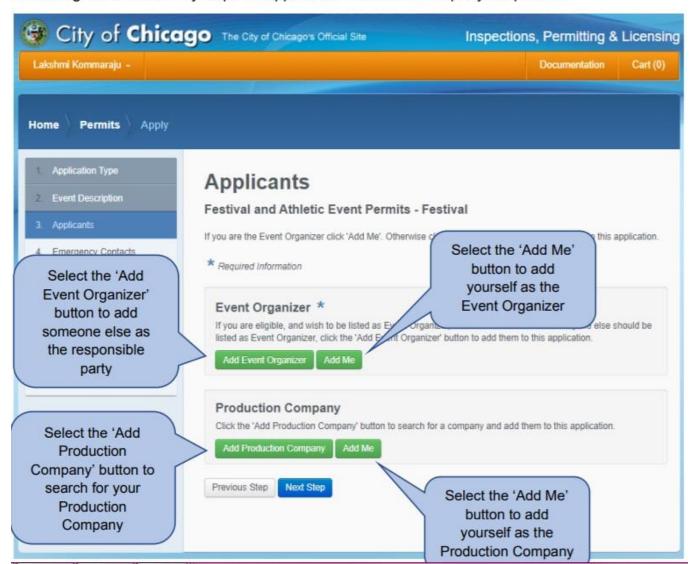
- Name of Event
- Description of Event



Applicants

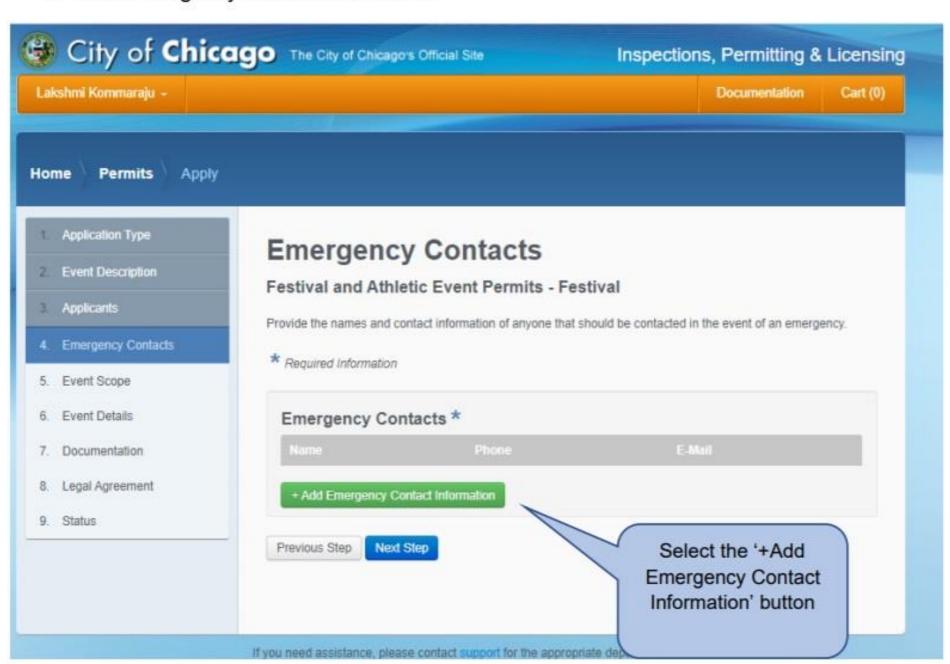
- Event Organizer
- Production Company

Event organizer is the only required applicant. Production Company is optional.



Emergency Contacts

Add Emergency Contact Information



Documentation

Cart (0)

Permits Apply Home

1. Application Type 2. Event Description 3. Applicants 4. Emergency Contacts 6. Event Details 7. Documentation Legal Agreement

9. Status

Event Scope

Festival and Athletic Event Permits - Athletic Event

Application Number - 1420308

Enter the scope of the event below, which includes information such as whether food and alcohol will be served. If this event will take place on park district property it is a requirement to apply for a permit through the park district website.

* Required Information

Your application has been saved and will be available in your dashboard. You may leave and return at a later time to complete this application if you wish.

Will food be served at your event?	o res	O NO	*
If yes, how many expected vendors?			
Will beer or wine be served at your event?	Yes	○ No	*
If yes, how many expected vendors?			
If yes, how many expected serving locations?			
Are you selling spirits at your event?	Yes	○ No	*
If yes, how many expected			

Will you be selling merchandise at your event?	Yes	○ No	*
If yes, how many expected vendors?			
Is the event on public property?	Yes	○ No	*
Will amplified sound or a public address system be used?	Yes	○ No	*
Are you requesting a street closure for your event?	Yes	○ No	*
Is there a Divvy Bike Station located within your street closure?	Yes	○ No	*
Will your street closure impact CTA bus service?	Yes	○ No	*
Are you erecting a tent over 400 sqft?	Yes	○ No	*
Are you erecting a stage/platform greater than 24 inches in height?	Yes	○ No	*
Will the event be held on park district property?	Yes	○ No	*
Previous Step Next Step			



Documentation

Cart (0)

Home Permits Apply

Application Type

Kylene Holderman -

- **Event Description**
- Applicants
- **Emergency Contacts**
- **Event Scope**
- **Event Details**
- Vendor Information
- Documentation
- Legal Agreement
- 10. Status

Event Details

Festival and Athletic Event Permits - Festival

Application Number - 1204174

Enter the detailed information for this event. Please provide as much information as possible to assist in expediting the application review process.

* Required Information

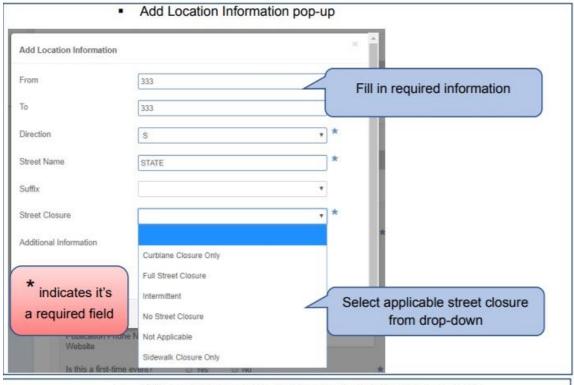


Location

+ Add Location Information

Click "+Add Location Information'

Additional Information



Click on 'Add Location Information' button when complete Edit Location Information From 333 To 333 Direction Street Name STATE Suffix STREET Street Closure Full Street Closure Click the 'Add Location Additional Information Information' button Add Location Information

DCASE Processing Fee:

Submitting a Special Event Application to DCASE fee starts at \$100 (60 or more days out) and increases the closer you get to your event date. An application may be submitted up to 180 days prior to the event.

\$100 (60+ days before event)

\$200 (59-45 days before event)

\$500 (44-37 days before event)

\$1,000 (36-29 days before event)

\$2,000 (28-21 days before event)

NO Applications are accepted less than 21 days before the event

Event Schedule *

Date

Start Time

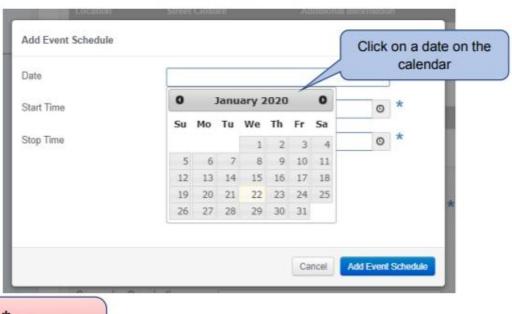
Stop Time

+ Add Event Schedule

Click the "+Add Event Schedule"

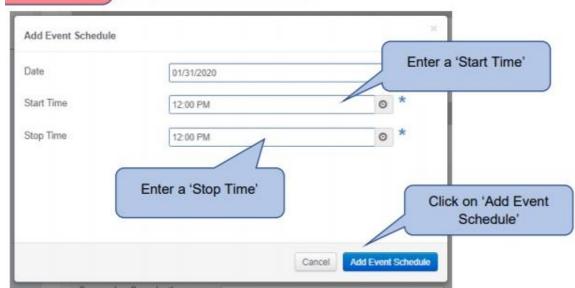
Event Schedule for a Festival

- · Add Event Schedule
 - · Click a date on the calendar

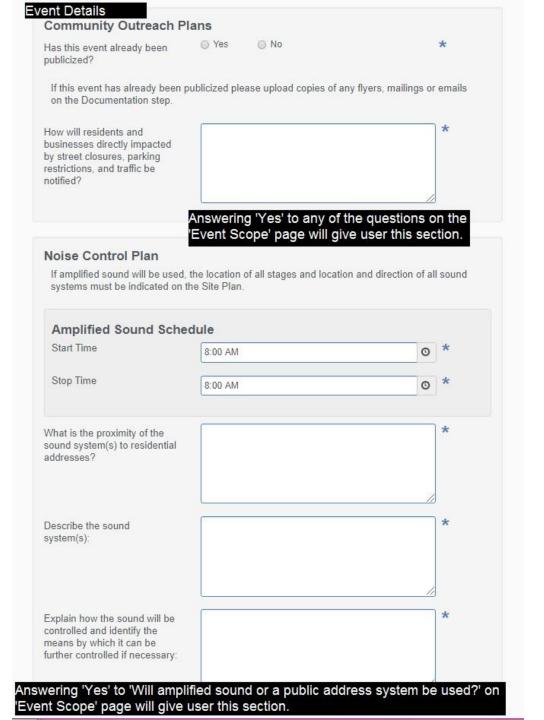


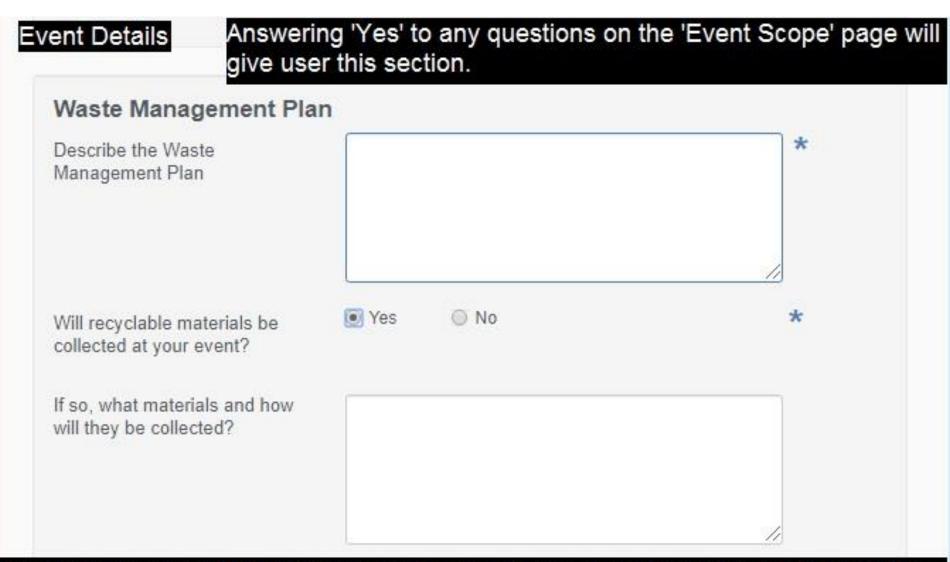
indicates it's a required field

- Enter the 'Start Time' and 'Stop Time'
- Click 'Add Event Schedule'



Current Event Estimated Total Attendance			*
Sponsoring Organization			
Phone Number / Website for Publication			
Is this a first-time event?	⊚ Yes ● No		*
swering 'No' to 'Is this a	first-time event?	' will display 'La	ast Year's Event'
Last Year's Event			
Last Year's Location			
Last Year's Total Attendance			
Last Year's Total Attendance			
Last Year's Total Attendance Last Year's Date			
Last Year's Date			





Answering 'Yes' to 'Will recyclable materials be collected at your event?' Generates the next question, 'If so, what materials and how will they be collected?'



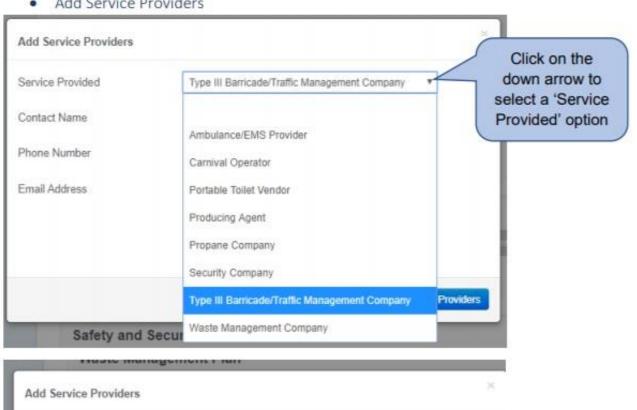


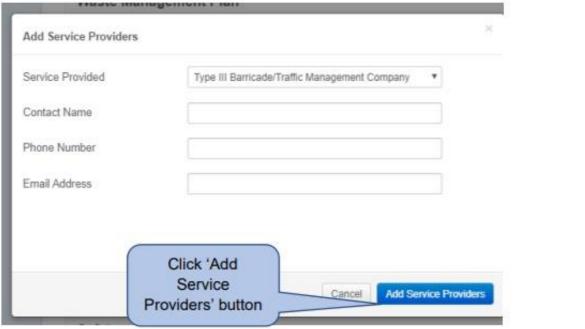
Previous Step

Next Step

Answering 'Yes' to 'Are you requesting a street closure for your event?' on the 'Event Scope' page will require user to event a Type III Service Provider.

Add Service Providers





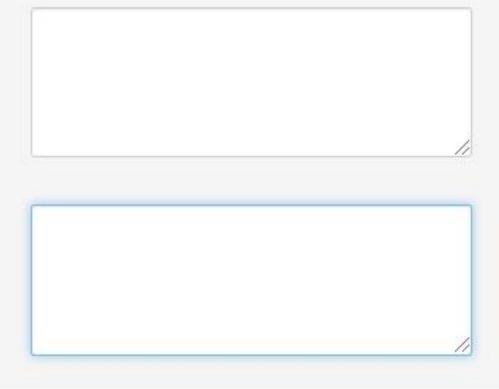
Event Details

Safety and Security Plan

Safety and Security Plan	
Note: If applying for a large scale	e event, a detailed security plan may be requested.
Security Company Name	
Address	
Phone Number	
Number of Private Security Personnel Per Shift	
Describe your security and safety plan, including the number of private security personnel hired per shift.	
Describe procedure for carding minors (if applicable):	
	-
Describe procedure for preventing over-consumption of alcohol (if applicable):	
	1
If spirits / mixed drinks will be sold, describe the types of drinks and the alcohol ratio / content:	

Provide an Emergency Action Plan that addresses all potential emergencies or hazards specific to your event (including, but not limited to, weather related emergencies and cancellations):

Describe your medical plan including the number of ambulances (ALS/BLS), bike teams and medical staff that will be onsite:



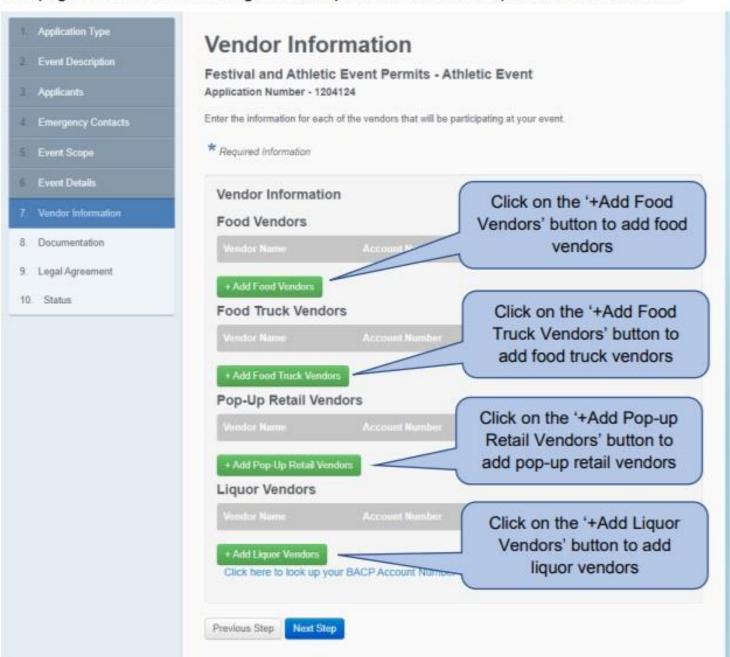
Previous Step

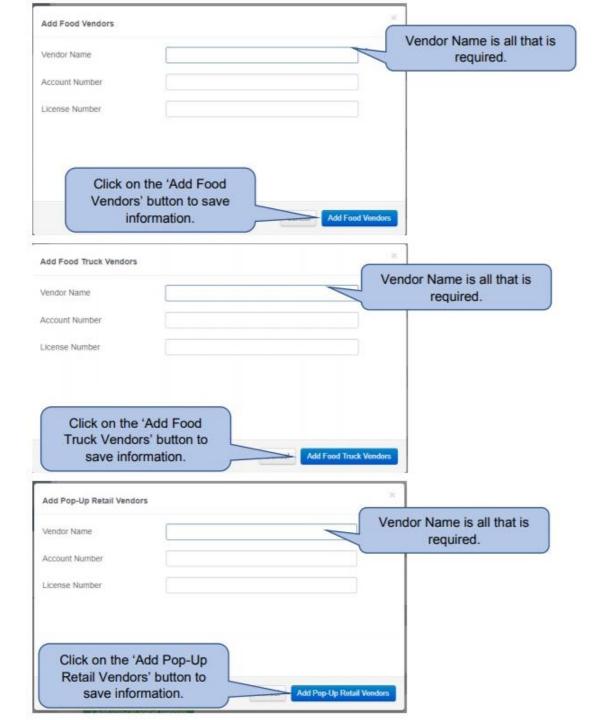
Next Step

Once you have filled in all of the boxes, you can select the 'Next Step' button

Vendor Information

This page will be available during the entire process. Even after a permit has been issued.



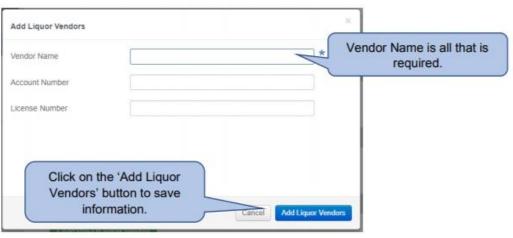


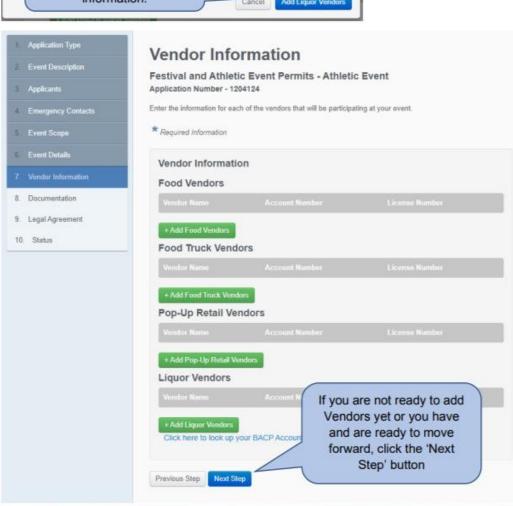


Special Event Food Licenses

Applying for Food App(s) require:

- Food application must be submitted a minimum of 20 days prior to the event (Single Event Food Booth or Food Truck application)
- Chicago Business Account #
- Restaurant health inspection (within the last 6 months)
 - In Chicago: date of inspection
 - Outside Chicago: copy of inspection
- Affidavit if shared kitchen
- Food Booth Layout
- Chicago Summer Sanitation Certification



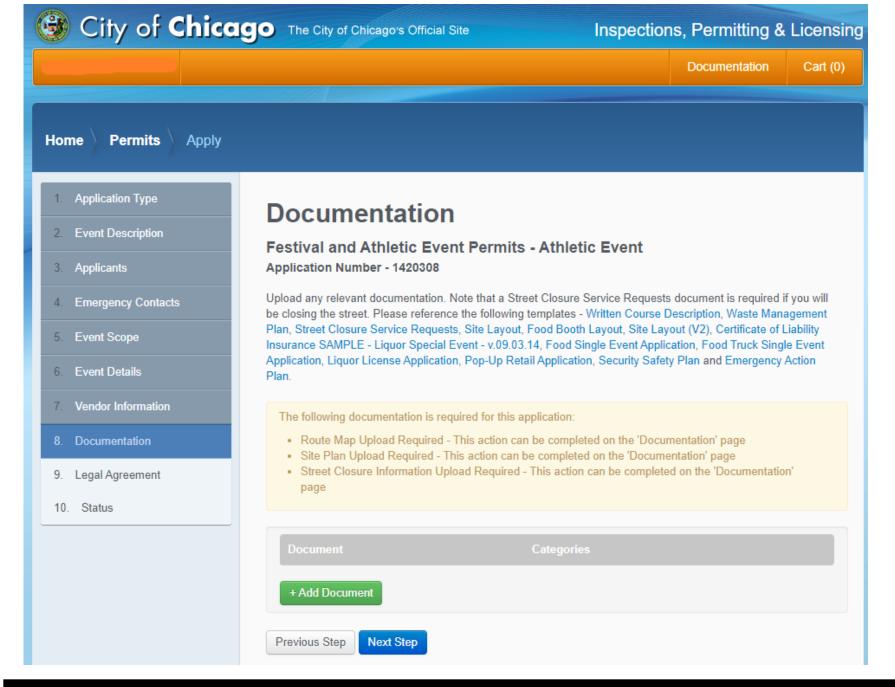




Special Event Liquor License

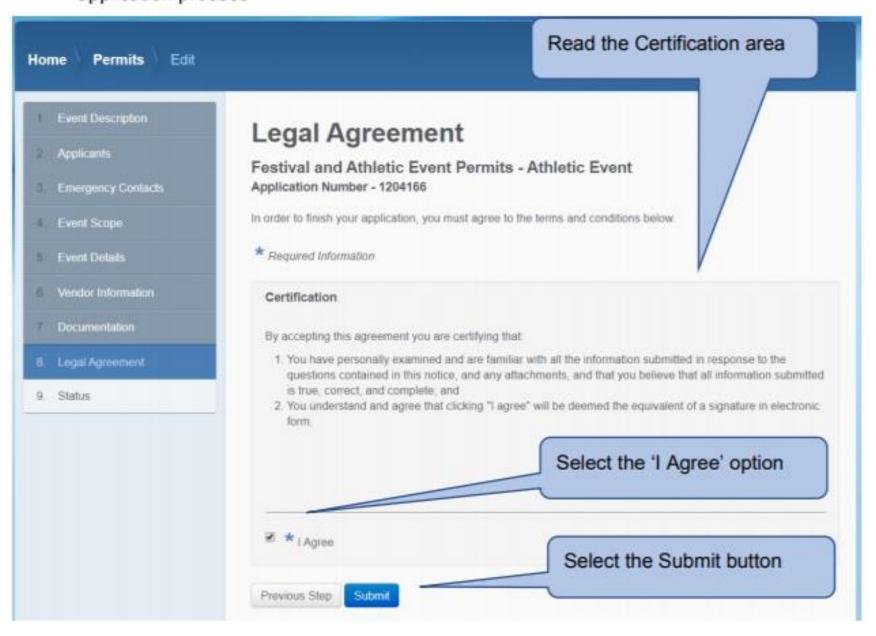
Applying for Outdoor Liquor:

- Liquor application must be submitted a minimum of 20 days before the event
- Certificate of Insurance (COI) to include:
 - Name of event, date(s), and location
 - Contain liquor liability coverage
- Your Police Commander & Park/Private Property Letter
- City Liquor Application (For-Profit / not required for Not-For-Profit)
- State of IL Liquor Application
 - Required for both For-Profit or Not-For-Profit (Must be from the City of Chicago)



Legal Agreements

 You will need to read and agree to the Legal Agreements before moving on in the application process



Documentation

Cart (0)

Home

Permits

Event Description Applicants Emergency Contacts Event Scope Event Details Vendor Information Documentation Legal Agreement Status

Permit Application Status

Festival and Athletic Event Permits - Athletic Event

Application Number - 1420308

Application Information:

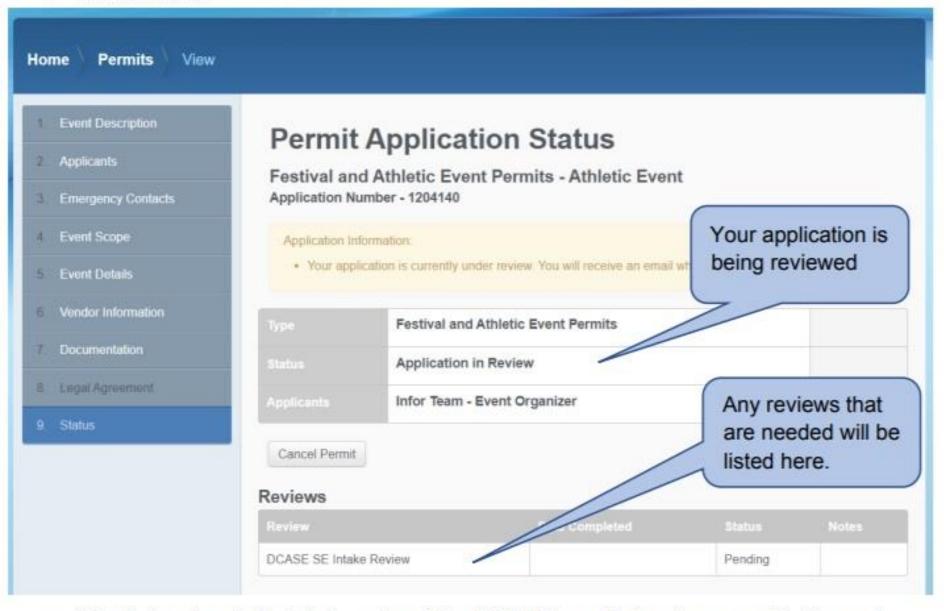
- Route Map Upload Required This action can be completed on the 'Documentation' page
- · Site Plan Upload Required This action can be completed on the 'Documentation' page
- Street Closure Information Upload Required This action can be completed on the 'Documentation' page



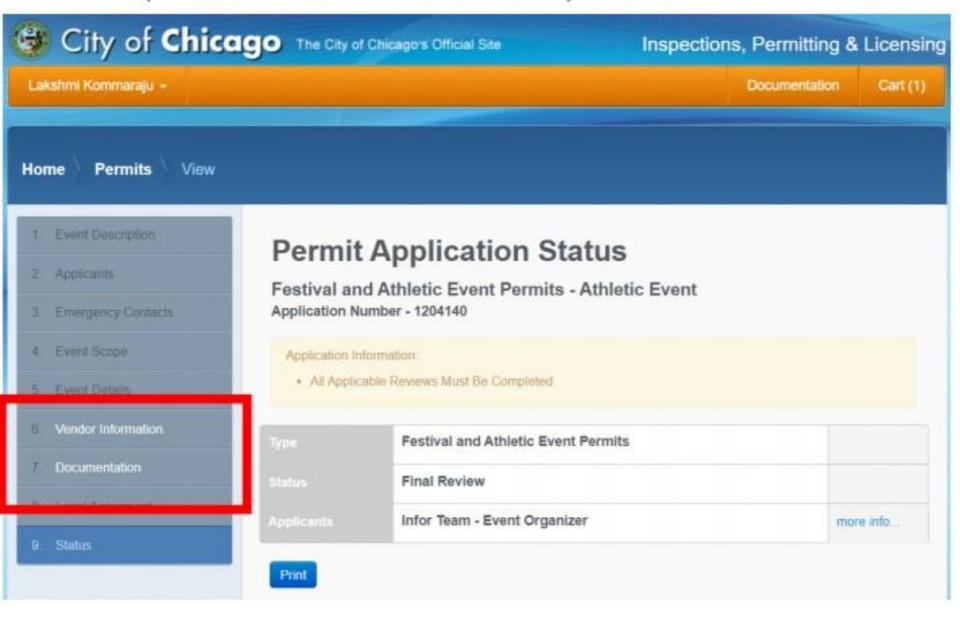
Cancel Application

This athletic application is incomplete because I have not included a route map, site map, or street closure information. These items MUST be added before DCASE can review.

Review Status



 The first review is the intake review. The DCASE team looks at your application and approves or denies You will still be able to update your application with Vendor information and Documentation even after the permits have been issued. Click on the respective link.





DCASE Permit Contact

Any questions should go to SEPermits@cityofchicago.org





Thank You!