

(18A) SPECIAL EVENT PERMIT PROCESS INFO

Once your completed (notarized) application is received, along with your site map and check or money order for the permit fee, the following will happen:

- The event calendar will be checked to make sure there aren't any conflicting events (if so, you'll be notified as soon as possible).
- Your application will be reviewed for completeness, receive a permit number, scanned and e-mailed to several City Departments.
- If any departments have questions/ concerns, they'll let you and OPD know via phone or e-mail. (Occasionally, permits can be put on a "HOLD" status if necessary, until any concerns are worked out.) *All concerns must be worked out before your permit can move forward in the process.*
- Meetings are scheduled, if need be, to resolve any conflicts/concerns.
- ***NOTE:*** Each City Department will handle their own fees and invoicing.
- Once OPD receives all necessary approvals, your permit application will be put on the City Council Agenda to be reviewed at an upcoming Council meeting (at least 30 days before event, if time allows). You do **NOT** need to attend this. (*****Changes to your application or site plan cannot be made once applications are approved at Council meeting.***)
- After City Council has approved your application, the Zoning Dept. will be notified by OPD and the promoter can proceed with obtaining a liquor license or liquor extension, if applicable.
- Your final permit will be typed and sent to the Chief of Police for signature. You'll be notified once it's ready for pick up.
- As part of the permit process, you must have insurance covering your event with the 'City of Orlando' listed as "additional insured". (The policy must be at least \$500,000.) Proof of insurance is required at least five (5) business days before your event.
- You may be required to hire off-duty 'Orlando' Police Officers. This will be determined by OPD once your completed application and site plan have been thoroughly reviewed. (*If you serve or sell alcohol at your event, you must hire officers to work your event.*)
- If you're required to hire officers, you'll receive an invoice with estimated police costs. The **TOTAL** amount of the invoice is due at least five (5) business days before your event. (Permits **will not** be released if required items have not been received or if all conditions are not met.)
- Foot or Bike races and Parade routes may take longer to finalize and invoice.
- You must have your final permit with you on the day of your event. If you don't provide it when asked, your event can be shut down.