



OPEN AIR PARADE (SPECIAL EVENTS) PERMIT FREQUENTLY ASKED QUESTIONS

HOW DO I RECEIVE APPROVAL TO HAVE AN OPEN AIR EVENT (SPECIAL EVENT OR PARADE)?

You must submit an Open Air Permit Application **30 days prior** to your event to the Public Works Department.

HOW DO I KNOW IF MY APPLICATION WAS APPROVED?

We will process the application, and obtain approval for the event to occur from the relevant City departments. The length and time it takes to approve events depends on several factors such as the size and scope of the event and the volume of applications being processed. When the event has been approved, you will receive the Special Event permit in person, via email, fax or US mail. The permit must then be displayed in a prominent location during your location. For more information contact the Public Works Department at (219) 881-1310.

WHAT DO I NEED TO DO IF I WANT TO HAVE A BLOCK PARTY?

In order to close off street/s for your block party, you will need to apply for an Open Air Permit at least 30 days in advance. Let your neighbors know your plans. Notify your neighbors in writing, such as flyer distributed door-to-door and have at least 75% of the residents on the block approve the event. Contact Public Works Department/General Services to reserve state-approved barricades to block off the street.

WHAT IS THE FEE FOR AN OPEN AIR PERMIT?

An Open Air (Special Events) Permit is Free.

WHAT IS THE FEE FOR A PARADE PERMIT?

A Parade Permit is free. However, ALL Parade routes must be approved by the Public Works Department.

HOW LONG WILL MY OPEN AIR PERMIT REMAIN VALID?

The Permit is valid only for the date specified. In case of bad

weather, the permit maybe extended with approval from the Public Works Department.

WHY WAS MY OPEN AIR PERMIT APPLICATION DENIED?

A permit maybe denied for a variety of reasons including construction, proximity to a hospital or fire station, conflict with a previously scheduled event or the application was not submitted 30 days prior to event.

AM I RESPONSIBLE FOR THE CLEAN-UP OF MY EVENT?

Yes. Applicants at no cost to the City, must immediately clean up, remove and dispose of all litter or material of any kind, which is placed or left on the street, sidewalk or within any of the surrounding areas where the event was held. If the applicant neglects or fails to clean up, the City is authorized to clean up and charge the applicant for the cost.