



**City of Austin Fire Department, Special Events**  
 505 Barton Springs Rd Suite 1070 Austin, Texas 78704  
 Phone (512) 974-0127  
 AFDSpecialEvents@austintexas.gov



## Application for Special Event Permit

1. Please fill in all information being requested on this application.
  2. Attach a dimensioned site and/or floor plan and submit it, along with the application, 21 days prior to your event.
  3. A fee, as per the schedule listed below, may be charged for this application.
- \*Applications will not be processed until all associated fees are paid in full.**

FILE ID # _____	PERMIT # _____
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### APPLICANT INFORMATION

Contact Name	Business Name
Address	Email Address
City, State, Zip Code	Business Phone

### BILLING INFORMATION

Contact Name	Business Name
Billing Address	Email Address
City, State, Zip Code	Billing Phone

### EVENT INFORMATION

Name	Site Contact Name	Site Contact Phone Number
Street Address	Location (e.g., Venue, Room, Salon, Park Name, etc)	
Date(s)	Time(s)	

**-AFD USE ONLY-**

Date Received \_\_\_\_\_

Standby Inspector Required ( )Y ( )N \_\_\_\_\_ hours

Number of Inspectors Required \_\_\_\_\_

### PERMIT TYPE & FEE SCHEDULE

<input type="checkbox"/> TENT: Tent Permit	\$50.00
<input type="checkbox"/> CARFF: Carnival / Fair / Festival Permit	\$100.00
<input type="checkbox"/> EXTSHOW: Exhibit & Trade Show Permit	\$75.00
<input type="checkbox"/> FIREWORKS: Fireworks Discharge Permit (requires additional fees)	\$200.00
<input type="checkbox"/> FLAME: Flame Effect, Theatrical Performance / Open Flame Permit (requires additional fees)	\$150.00
<input type="checkbox"/> TCOU: Temporary Change of Use Permit	\$100.00
<input type="checkbox"/> PA: Public Assembly Permit	\$200.00
<input type="checkbox"/> AHINSP: After Hours Fire Inspection (special assignment, 2 hour minimum)	\$123.00 per hour (per inspector)
<input type="checkbox"/> FIREWATCH: Fire Watch / Stand-by Inspector (2 hour minimum)	\$123.00 per hour (per inspector)
<input type="checkbox"/> STANDBY: Apparatus Standby (special service fee, 2 hour minimum)	\$250.00 per hour

Owner/ Manager/ Rep signature \_\_\_\_\_ Inspector Name (Printed) \_\_\_\_\_ Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_



## TEMPORARY EVENT INFORMATION QUESTIONNAIRE

A dimensional site and/or floor plan is required when submitting this completed questionnaire. This questionnaire does not guarantee approval of the proposed event. Completion of all fields is required; incomplete forms will automatically be rejected. Once completed, hand-deliver the questionnaire to Austin Center for Events, 505 Barton Springs Rd. Suite 1070, or email to [SpecialEvents@austintexas.gov](mailto:SpecialEvents@austintexas.gov). Applicants will be contacted by a member of ACE once the event has been reviewed. Applicant may be required to fill out one (1) or more applications for permits associated with the proposed temporary event. For events with outdoor amplified sound, multi-day applications are due 30 days prior to the event start date and one-day applications are due 21 days prior to the event and can be emailed to [music@austintexas.gov](mailto:music@austintexas.gov). All Austin Fire Department applications must be submitted 21 days prior to the event and can be emailed to [AFDSpecialEvents@austintexas.gov](mailto:AFDSpecialEvents@austintexas.gov).

### APPLICANT INFORMATION

Applicant Contact:

Business Name:

Phone:

Email:

### EVENT INFORMATION

Official Title of Event:

Venue Name (if applicable):

Event Address:

Event Date(s):

Event Time(s):

Sound Date(s):

Sound Time(s):

Type of Event (concert, political, advertising, private party, or list other type):

Attendance Per Day (largest anticipated number at one time, not throughout the entire event):

Load-in Date and Time:

Expected Talent:

On-Site Event Contact:

Phone:

**Please circle the following that applies to the event:**

Will any portion of the event be held indoors?

Yes

No

Will you be changing the intended use of the building?

Yes

No

Will the event be held in a parking lot?

Yes

No

Will there be food at the event?

Yes

No

Will alcohol be served and/or consumed at the event?

Yes

No

Will there be on-site security present at the event?

Yes

No

Will there be amplified sound outdoors?

Yes

No

Will there be any flame effects at the event?

Yes

No

Will alleys or roadways be used?

Yes

No

Will there be reserved parking at the event?

Yes

No

Do you have an impact plan for toilets and trash?

Yes

No

Do you have event insurance?

Yes

No

\*Commercial general liability insurance with a combined single limit of \$500,000 per occurrence must be provided.