

A. PARKS & WATERWAYS (Chapter 919 and 921, Columbus City Code)

1. Park Permit

A permit is required for all scheduled use of public parks attracting more than 10 people. The CRPD Permit & Rental Services Office issues Special Activity Permits to individuals and organizations conducting picnics, weddings, reunions, revivals, and events at public reservoirs. Typically events with less than 500 participants obtain a Special Activity Permit. Contact the CRPD Permit & Rental Services Office at 614-645-3337 to obtain a Special Activities Permit application.

The Special Event Permit (**Appendix A**) is issued by the CRPD Office of Special Events when event attendance is expected to exceed 500 and where activities such as food vending, merchandise sales, concerts, fireworks, fundraising, exhibits, or alcoholic beverage sales are planned. Frequently these events are marketed citywide or regionally and involve extensive planning and coordination by multiple city departments. Special Event Permits are only issued for events held within city parks. To be considered for a Special Event Permit, the applicant must:

- Contact the CRPD Office of Special Events to confirm park availability.
- Submit a \$125 application fee and all facility rental fees to Recreation and Parks to obtain a park reservation (Applicant requesting to use more than one park for a single event will only be required to submit one Special Event Permit fee).
- Submit a completed Special Event Permit application to the CRPD Office of Special Events, detailed site map, certificate of insurance and rental fees owed 30 days prior to the event.
- Submitting all required documents and payment does not guarantee that you will be issued a permit.

<input type="checkbox"/>	Special Event Permit –Rec & Parks	\$125.00
<input type="checkbox"/>	Submitted less than 30 days	\$150.00
<input type="checkbox"/>	Submitted less than 14 days	\$200.00
<input type="checkbox"/>	Submitted less than 7 days	\$400.00

2. Marine Event Permit

A Marine Event Permit is required when an applicant desires to use a publicly controlled body of water within the City of Columbus. Payment must be made to secure a reservation for the waterway and an application (**Appendix V**) for a Marine Event Permit must be submitted to the CRPD Permit & Rental Services Office 30 days prior. Applications filed less than (7) days before the event will be subject to a \$50.00 expedited service charge and may not be processed.

<input type="checkbox"/>	Marine Event Permit – Rec & Parks (up to 5 dates)	\$25.00 per date
<input type="checkbox"/>	More than 5 dates = \$125.00 for first 5 dates plus \$10.00 per additional date	

B. STREETS & SIDEWALKS (Chapter 903, 923, and 2111, Columbus City Code)

1. Block Party/Street Closure Permit

A Block Party/Street Closure Permit (**Appendix B**) is required when an applicant desires to close any public street or alley for a special event, block party or placing food vendors on a street. To be considered for a Block Party/Street Closure Permit, completed applications must be returned to the CRPD Permit & Rental Services Office and include:

- A list of the streets to be closed (including corresponding intersections).
- The proposed times and dates of closure and reopening.
- A petition signed by representatives of 80% of the total affected properties.
- A legible map of the closure areas.
- Submission of the application and fee (15) days prior to the requested closure. Applications filed less than (15) days before the event will be subject to a \$50.00 expedited service charge and may not be processed.
- Meter Request Form identifying location of all parking meters to be removed from service must be submitted to Parking Violations Bureau (30) days prior to closure. PVB approved meter form and payment of meter fees must be submitted to CRPD before a block party/street closure permit will be issued by CRPD. **(Refer to Section IV. A. 1).**
- Signage must be posted on all used meters 24 hours prior to the event.

Regular Block Party/Street Closure Permit - Rec. & Parks \$75.00
(For Regular Block Party Permits \$10.00 is charged for each additional street that is closed).

Large Block Party/Street Closure Permit - Rec. & Parks \$100.00
(Major thoroughfare or affecting 16 or more properties)

All applications for closure of major thoroughfares (i.e. High St., Broad St., etc.) are subject to the review and written approval of the Division of Police, Division of Fire, Traffic Management Division, Infrastructure Management Division, and Refuse Collection Division. Prior to returning a Street Closure application to the CRPD Permit & Rental Services Office for processing, the application must be approved by the reviewing city divisions and all meter fees must be determined by the Parking Violations Bureau. Below are the general requirements for each division.

Division of Police

- Requires Event Coordinators to provide general event information, including crowd size, proposed entertainment, plans for the sale of alcohol, and a map of the streets to be closed. Depending on the streets to be closed and closure times, Event Coordinators may be required to arrange police coverage for traffic control.

Department of Public Service

- Requires submission of an Occupancy Permit application **(Appendix C)**.
- Requires posting of “Emergency No Stopping” signs **(Appendix D)** 72 hours prior to closing streets without parking meters, and posting of “Public Notice” signs **(Appendix E)** 24 hours prior when meters are to be removed from service. The Right-of-Way Permit Section of the Dept. of Public Service will issue a permit number that must be affixed to each “Emergency No Stopping” sign by the Event Coordinator. The signs can be purchased at the Right-of-Way Permits Office at 50 West Gay Street or received by email. Parking enforcement may only ticket/tow vehicles if signage is posted. Event Coordinators must remove signs at conclusion of the event.
- Requires Event Coordinators to arrange for all traffic control devices needed to inform the general public of traffic restrictions.
- May require submission of Street Sweeping or Post-Event Clean-Up Deposit **(Refer to Section IV. A. 2)** and payment for lost meter revenue when removing parking meters from service **(Refer to Section IV. A. 1)**.

Division of Fire

- Requires Event Coordinators maintain a 20' fire lane if anything is placed on a street (contact Lt. Brian P. Fowler – 614-645-7641 ext. 5605).

Refuse Collection Division

- Requires review of the event's trash collection/removal plan (contact Al Bohanan – 614-645-5930).

2. Occupancy Permit (Chapter 903, Columbus City Code)

This permit (**Appendix C**) is required anytime an applicant desires to construct event related items on a public right of way prior to the permitted time of a block party/street closure or outside of the closure boundaries included in the applicant's approved Block Party/Street Closure Permit. Applicant must provide necessary pedestrian or vehicle traffic control devices for items erected on streets and sidewalks. Items constructed on sidewalks may require signage redirecting pedestrians to an alternative route. The Traffic Management Division will designate the quantity and type of traffic control devices required. If the closure of the street restricts normal access to parking meters, then the Event Coordinator must coordinate with the Parking Violations Bureau for the affected meters to be removed from service. If removing parking meters from service, the Event Coordinator must make payment for any lost parking meter revenue or request a fee waiver from the Parking Violations Bureau (**Refer to Section IV. A. 1**). Occupancy Permit Applications must be filed 10 days prior to the closure. If accompanying a street closure must be filed 15 days prior.

Occupancy Permit –Right-of-Way Permits Office **\$80.00**
(Up to 5 consecutive days)

3. Parade Permit (Chapter 2111, Columbus City Code)

This permit is required for the formation of any parade, procession or other moving assemblage upon any street or public thoroughfare other than routine vehicular traffic, a race event, or a funeral procession (**Appendix M**). To secure a Parade Permit, applicant should:

- Consult with the Division of Police Special Events Unit regarding the proposed date, time, and route.
- Complete and file a Parade Permit application with the License Section.
- Arrange/make payment for police officers and escort vehicles.

If floats will be used, it is also recommended that applicants contact the Division of Fire for specific regulations regarding fire safety requirements for floats. If Street Maintenance Operations can provide post-event street sweeping payment of a street cleaning deposit may also be required by the Department of Public Service (**Refer to Section IV. A. 2**)

Parade Permit - License Section **\$100.00**
 Application Fee – License Section **\$10.00**

C. EVENT OPERATIONS PERMITS

Specific requirements apply to certain areas of event operations, such as vending, entertainment, fireworks, and site layout. Event Coordinators should contact each City department at least ninety (90) days prior to the event to thoroughly review all requirements and applicable fees. All division inspectors have the authority to close any

event activity, which is not in compliance with city regulations.

1. Temporary Event Permit (Chapter 2502, Columbus City Code)

A Temporary Event Permit Application (**Appendix G**) must be filed when compressed/flammable gases or liquids are to be present on-site, or when event tents are heated, used for cooking operations, or as places of assembly (50 or more people and/or 400 square feet or larger). All tents must be labeled by the manufacturer documenting they are flame retardant. If a permanent label is not affixed to the tent canopy, the occupant must provide documentation indicating the material is flame retardant and the date on which it was treated. Temporary Event Permit application fee(s) must be submitted to the Division of Fire, Special Inspections Office 14 days prior to the event. The following support materials must accompany the application:

- A detailed site plan showing the boundaries of the event, and all cooking and assembly locations.
- A listing of all persons operating an assembly, cooking, and/or any operation utilizing compressed/flammable gases or liquids complete with contact information for each.

The Division of Fire will inspect all vendors each day of the event and issue a permit to the Event Coordinator if all components of the event are in compliance with fire regulations. During the inspection all tents, cooking equipment, appliances and compressed/flammable gas tanks will be checked for compliance with standards of City Code 2501.23 and NFPA #58. The Event Coordinator should notify all vendors, in advance, of the following:

- Food vendors may not operate until they have been inspected by the Columbus Division of Fire.
- No open-flame or “deep fry” cooking is allowed under a tent or canopy.
- Deep fryers must be under a metal awning.
- No more than 200 pounds of Liquefied Petroleum Gas (LPG) may be stored at a single food cooking location.
- All LPG tanks must be secured by a steel chain or cable and they must have a safety ring on them while in use and a safety cap when they are not in use.
- Hoses connected to LPG tanks must be marked “LP GAS PROPANE, 350PSI WORKING PRESSURE”.
- A new or recharged 40BC rated fire extinguisher must be available at each cooking location. A “K” extinguisher is required for vendors cooking with oil.
- Ashes from charcoal grills must be disposed of in a metal container and 5 gallons of water must be kept next to the grill during cooking.

- Temporary Event Permit- Div. of Fire** **\$75.00 per event**
- Application Late Fee (less than 30 days prior)** **\$25.00 per event**
- Event Inspection Fee – Div. of Fire** **\$329.00***

**Per inspector per day per 4 hour time frame after normal business hours. Any inspection over the 4 hours will be charged an additional hourly fee.*

2. Fireworks, Pyrotechnics and Flame Effects (2532, 2502, Columbus City Code)

Permission to incorporate fireworks, pyrotechnics, or flame effects into an event is contingent upon meeting the requirements set forth by the Division of Fire. Event Coordinators must submit a completed Firework, Pyrotechnics and Flame Effects Exhibition Permit application and detailed exhibition plan (**Appendix H**) a minimum of five days prior to the event. The plan must include:

- A list of each device being used along with a Material Data Safety Sheet (MSDS) for each device.

- The class and number of set pieces or fireworks shells along with the amount of explosives being used (in pounds).
- The amount and type of fuel to be used for flame effects, as well as, the storage arrangements.
- Certification that all sets, scenery and rigging materials are flame retardant.
- A diagram of the event site that shows placement of each device, and its fallout radius relative to the location of the audience, buildings, roadways and inhabited structures within 1000 feet.
- A copy of the Exhibitor's License issued by the Ohio State Fire Marshal.

In addition to the plan, Event Coordinators must supply a Certificate of Insurance documenting a minimum of \$2,000,000 in liability insurance and list the City of Columbus, and its employees, agents and servants as additional insured. The licensed exhibitor will be required to provide a demonstration of the pyrotechnics and special effects to the fire official prior to the show to receive a permit. If the show and/or demonstration are conducted outside the hours of 8am-5pm Monday-Friday, then a special inspection fee will apply.

<input type="checkbox"/>	Fireworks Permit- Div. of Fire	\$200.00
<input type="checkbox"/>	Pyrotechnics and Flame Effects Exhibition Permit	\$125.00

3. Temporary Food Service License (Chapter 3717, Ohio Revised Code)

Columbus Public Health requires anyone selling food for a charge or required donation to the public to obtain either a Mobile or Temporary Food Service License. Mobile Food Service Licenses allow food vendors to sell food, throughout the year, anywhere in Ohio and are available at any local or county health department in the state. Temporary Food Service Licenses are generally obtained for a single event held in a specific city and fall under the jurisdiction of the local health department. Event Coordinators should provide an application for a Temporary Food Service License (**Appendix I**) to all food vendors that do not possess a Mobile Food Operation License. To obtain a Temporary Food Service License, applicants must submit the required fee along with the completed application at least 10 days prior to the event. Columbus Public Health will NOT process permits received less than 24 hours before an event or after 3:00 pm on Thursdays for weekend or Monday holiday events. This means that no permits can be purchased on the day of the event.

Food Safety at Events

Columbus Public Health will conduct inspections at events. Adequate hand washing facilities, water for cleaning, and containers for wastewater, grease and ash must be provided to food vendors for all events. Inspectors also require each vendor to have adequate food storage units that can maintain appropriate temperatures (see application for details).

Food Security at Events

Event Coordinators and food vendors should be aware of the actions in and around all temporary food operations. To prevent food contamination Columbus Public Health makes the following recommendations for securing your event site:

- Restrict the access of non-employees to the food operation.
- Monitor the arrival of deliveries and restrict the times deliveries can be made.
- Create barriers between temporary food operations and the public.
- Train, monitor and supervise employees/volunteers on security procedures.
- Lock food storage areas and make sure they are in areas that are well lit.

- Limit public access to event water supply and electrical connections.
- Temporary Food Service License (Non-profit Organization) \$18.00/day**
- Temporary Food Service License (Commercial Operation) \$36.00/day**
- Mobile Food Service Operation License \$322.00/year**

4. Mobile Food Vendor License (Chapter 573, Columbus City Code)

The Department of Public Safety, License Section requires all mobile food vendors (food trucks, food trailers, pushcarts or pedi-carts) to obtain a Mobile Food Vendor License (**Appendix K**) unless they are participating in a special event. A special event means any public gathering upon public property for which a block party, race event, parade permit, community market or other like permit has been issued by the City of Columbus. No mobile food vendor may operate within 1,000 feet of any special event, except with the express written permission of the event organizer or if they utilize a designated mobile food vending access permit in an area not impacted by a street closure. No mobile food license is required if the unit operates exclusively within a special event and a public right of way license is not required if the special event is held on a public right of way.

A food truck, food trailer, pushcart or pedi-cart operating in a public right of way shall be 25 feet or less in length. A pushcart has to be 4 feet or less in width and 9 feet or less in length. There are no size limitations when operating on private property. Mobile food vendors must only sell or serve food sidewalk-side if vending from an open street, road or alley. All units must comply with Columbus Public Health, License Section and Division of Fire licensing and inspection requirements. Food trucks and food trailers must have a registration from the Ohio Bureau of Motor Vehicles. All applicants must obtain a letter of good standing issued by the City of Columbus Income Tax Office, obtain an Ohio Department of Taxation Vendors License, provide a Certificate of Insurance (\$1 million for trucks and trailers; \$300,000 for pushcarts and pedi-carts), and complete a criminal background check before a license can be issued.

Fees payable per unit to the License Section:

- Non-refundable Mobile Food Vendor License \$180.00**
- Non-refundable Public Right of Way License \$250.00**
- Non-refundable Application Fee \$50.00**

5. Temporary Commercial Zone Permit (Chapter 922, Columbus City Code)

If a food truck wants to sell on a public street and have the parking meters bagged, the vendor must submit a **Temporary Commercial Zone Permit application (Appendix L)** at the Right-of-Way Permits Office at 50 West Gay Street. The food truck must pass all city inspections (Health, Fire & Safety), and the vendor must have all required permits, pay for lost meter revenue, circulate a petition of adjoining property owners, verify that all local, county and state taxes have been paid, and submit a copy of their Certificate of Insurance for a minimum of \$1,500,000.00 of coverage. When a food truck is selling on private property they only are required to obtain a **Mobile Food Vendor License (Appendix K)**.

- Temp. Commercial Zone Application Permit Fee – DPS Permit Office \$80.00**

6. Commercial Sales/Promoter License (Chapter 523, Columbus City Code)

The Department of Public Safety, License Section requires all vendors wishing to conduct food or merchandise sales to obtain a Commercial Sales License unless they are participating in a special event which is being held on a legally closed public street.

To obtain a Commercial Sales License (**Appendix O**), local applicants must obtain a record check from the City Licensing Office when filing their application at 750 Piedmont Ave. Applicants who reside outside the State of Ohio must also submit a criminal background record check from the county where they reside. Vendors participating in an event that is held on a legally closed street are exempt from obtaining this license. It is recommended that applicants complete this process three weeks prior to the event as Commercial Sales/Promoter Licenses cannot be issued until record checks are complete.

<input type="checkbox"/> Commercial Sales License- License Section	\$150.00
<input type="checkbox"/> Commercial Sales Promoter License – License Section	\$300.00
<input type="checkbox"/> Commercial Sales License- Tri- Annual License Section	\$75.00
<input type="checkbox"/> Background Check Processing Fee-License Section	\$32.00
<input type="checkbox"/> Application Fee – License Section	\$10.00
<input type="checkbox"/> Photo Fee – License Section	\$5.00

7. Community Noise Permit (Chapter 2329, Columbus City Code)

A Community Noise Permit can be obtained from the Department of Public Safety, License Section when planning to conduct outdoor gatherings that involve amplified sound (**Appendix N**). Applicants who reside outside the State of Ohio must also submit a criminal background record check from the county where they reside. Event Coordinators are encouraged to refer to Section 2329.11 of Columbus City Code or contact the DPS License Section directly to determine requirements for this permit.

<input type="checkbox"/> Community Noise Permit – License Section	\$150.00
<input type="checkbox"/> Community Noise Variance – License Section	\$100.00
<input type="checkbox"/> Application Fee – License Section	\$10.00

8. Festival Registration – Tent and Electric Permits – (Chapter 4113.51 Columbus City Code provide for temporary use of tents greater than 400 square feet in total area)

The application must be submitted 30 days prior to event and include three copies of a site plan, to include location of temporary structure(s) identifying means of egress and date of occupancy and three copies of the certificate of proof of flame retardant tent material. Festival Registration applicants shall provide notarized evidence acceptable to the Chief Building Official, that all tents meet city code requirements and are safe for their intended use (**Appendix R**). Tents utilized for gated events are subject to full building permit fees. Tents utilized for free and open public events will be permitted for the cost of Festival Registration as noted in the current Department of Building and Zoning Services fee schedule.

NOTE: It is the responsibility of the Event Coordinator to schedule the Festival inspection by calling the Department of Building and Zoning Services Building Inspection Office at 614-645-8235 24 hours prior to the requested day of inspection.

Electric Permits

An electric permit is required when the lighting and power is hard wired (new service and panel are being installed) or lighting and power are being supplied by vehicle or trailer mounted generator. An electric contractor registered with the City of Columbus is required (**Appendix S**).

An electric permit is not required when electric power is obtained by plugging into permanently mounted existing exterior GFCI receptacles or connection is made to a small portable generator similar to generators used for supplying electric to a single family home.

NOTE: It is the responsibility of the Event Coordinator to schedule the Festival inspection by calling the Department of Building and Zoning Services Electric Inspection Office at 614-645-8265 24 hours prior to the requested day of inspection.

- Festival Registration (including temporary use of tents and/or electric permits) – Dept. of Building and Zoning Services** **\$75.00**

9. Carnival/Circus License (Chapter 536, Columbus City Code)

Any Event Coordinator contracting with a carnival or circus must obtain a Carnival/Circus license (**Appendix P**) from the Department of Public Safety, License Section and complete necessary requirements for securing an electrical inspection and fire inspection at least 30 days before the event. Local applicants must also obtain a record check from the City Licensing Office when filing their application at 750 Piedmont Ave. Applicants who reside outside the State of Ohio must also submit a criminal background record check from a law enforcement agency where they reside.

- Background Check Processing Fee-License Section** **\$32.00**
- Carnival/Circus License – License Section** **\$50.00/day**
- Application Fee – License Section** **\$10.00**

10. Charitable Solicitation Permit (Chapter 525, Columbus City Code)

Any non-profit charitable organization soliciting funds from the public must register with the Department of Public Safety, License Section before conducting any fundraising activities. Receiving a Charitable Solicitations Permit (**Appendix Q**) requires board approval and may take 4 – 6 weeks.

- Charitable Solicitation Permit – License Section** **\$25.00**
- Application Fee – License Section** **\$10.00**