



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](#)
- ❑ [Tutorial on how to create an account](#)



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.



City of Chicago The City of Chicago's Official Site

Inspections, Permitting & Licensing

Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, 811 Chicago, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals
- DOB - Manage your Annual Inspection Certifications

Permits

- 🏠 [Permits Homepage](#)

811 Chicago

- 🏠 [811 Chicago Homepage](#)
- 📄 [Excavator Dig Ticket Job Read](#)

Annual Inspection Certification

- 🏠 [AIC Homepage](#)

Search

- 🔍 [Existing Permit](#)
- 🔍 [Licensed Contractor](#)
- 🔍 [Existing Dig Ticket](#)
- 🔍 [Link to AIC Building](#)

How To

- 📄 [Create Account and Manage Company Relationships](#)
- 📄 [Pay Outstanding Fees](#)
- 📄 [Apply for a Permit](#)
- 📄 [Apply for a Public Way Work License](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

Sign In

Username

Password

[Sign In](#)

[Forgot Login Info](#)

[Create New Account](#)

To manage your account, sign in

If you need assistance, please contact [support](#) for the appropriate department.
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'

The screenshot shows the City of Chicago website interface. At the top, the header includes the City of Chicago logo, the text "The City of Chicago's Official Site", and the navigation menu "Inspections, Permitting & Licensing". Below the header, there is a user profile section for "Lakshmi Kommaraju" and links for "Documentation" and "Cart (0)". The main content area features three icons: "Permit", "811 Chicago", and "AIC". A "Create New" dropdown menu is open, showing options: "Permit Application", "Dig Ticket", "Hit Report", and "Joint Meet". Two callout boxes provide instructions: "1. Click 'Create New'" and "2. Select 'Permit Application'". The background shows a list of application processes, including "CDOT Periodic Application Process" and "Application Process".

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Lakshmi Kommaraju - Documentation Cart (0)

Permit 811 Chicago AIC

1. Click 'Create New'

2. Select 'Permit Application'

Create New -

- Permit Application
- Dig Ticket
- Hit Report
- Joint Meet

CDOT Periodic Application Process KS Test Incomplete Application

Application Process KS TEST Application Checks



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



Select "Festival & Athletic Event Permits"

Event Description

- Name of Event
- Description of Event

City of Chicago The City of Chicago's Official Site
Inspections, Permitting & Licensing
Documentation Cart (0)

Home Permits Apply

1. Application Type
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8. Legal Agreement
9. Status

Event Description

Festival and Athletic Event Permits

Enter the name and description of your Festival or Athletic Event.

** Required Information*

Event Name * ?

Event Type *

Description of Event

Previous Step **Next Step**

If you need... appropriate department.
If your question is about an existing... application number or the address of your application.

Enter the name of your Event (required)

Select the 'Event Type' from the drop-down list. The options are Festival or Athletic Event

Enter a description for your event

Select 'Next Step' button to proceed

Applicants

- Event Organizer
- Production Company

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

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Inspections, Permitting & Licensing

Lakshmi Kommaraju - Documentation Cart (0)

Home Permits Apply

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Applicants

Festival and Athletic Event Permits - Festival

If you are the Event Organizer click 'Add Me'. Otherwise click the 'Add Event Organizer' button to add someone else to this application.

** Required Information*

Event Organizer *

If you are eligible, and wish to be listed as Event Organizer, click the 'Add Me' button to add yourself to this application. If you are not eligible, you should be listed as Event Organizer, click the 'Add Event Organizer' button to add them to this application.

[Add Event Organizer](#) [Add Me](#)

Production Company

Click the 'Add Production Company' button to search for a company and add them to this application.

[Add Production Company](#) [Add Me](#)

[Previous Step](#) [Next Step](#)

Select the 'Add Event Organizer' button to add someone else as the responsible party

Select the 'Add Me' button to add yourself as the Event Organizer

Select the 'Add Production Company' button to search for your Production Company

Select the 'Add Me' button to add yourself as the Production Company

Emergency Contacts

- Add Emergency Contact Information

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Lakshmi Kommaraju - Documentation Cart (0)

[Home](#) > [Permits](#) > [Apply](#)

1. Application Type
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5. Event Scope
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9. Status

Emergency Contacts

Festival and Athletic Event Permits - Festival

Provide the names and contact information of anyone that should be contacted in the event of an emergency.

** Required Information*

Emergency Contacts ^{*}

Name	Phone	E-Mail
+ Add Emergency Contact Information		

[Previous Step](#) [Next Step](#)

Select the '+Add
Emergency Contact
Information' button

If you need assistance, please contact [support](#) for the appropriate department.



1. Application Type

2. Event Description

3. Applicants

4. Emergency Contacts

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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?

Yes 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 serving locations?

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



Kylene Holderman ▾

Documentation

Cart (0)

Home > Permits > Apply

1. Application Type

2. Event Description

3. Applicants

4. Emergency Contacts

5. Event Scope

6. Event Details

7. Vendor Information

8. Documentation

9. 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 Information *

Location

Street Closure

Additional Information

[+ Add Location Information](#)

Click "+Add Location Information"

- Add Location Information pop-up

The screenshot shows the 'Add Location Information' pop-up form. It contains the following fields and options:

- From: 333
- To: 333
- Direction: S
- Street Name: STATE
- Suffix: (empty)
- Street Closure: (dropdown menu open)
- Additional Information: (empty)

The dropdown menu for 'Street Closure' is open, showing the following options:

- Curblane Closure Only
- Full Street Closure
- Intermittent
- No Street Closure
- Not Applicable
- Sidewalk Closure Only

Annotations:

- A blue callout bubble points to the 'From' and 'To' fields with the text: "Fill in required information".
- A red callout bubble points to the asterisk next to the 'Street Closure' field with the text: "* indicates it's a required field".
- A blue callout bubble points to the 'Street Closure' dropdown menu with the text: "Select applicable street closure from drop-down".

- Click on 'Add Location Information' button when complete

The screenshot shows the 'Edit Location Information' pop-up form. It contains the following fields and options:

- From: 333
- To: 333
- Direction: S
- Street Name: STATE
- Suffix: STREET
- Street Closure: Full Street Closure
- Additional Information: (empty)

Buttons at the bottom: Cancel, Add Location Information

Annotation:

- A blue callout bubble points to the 'Add Location Information' button with the text: "Click the 'Add Location Information' button".

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

Add Event Schedule

Date:

Start Time: *

Stop Time: *

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Note: A callout bubble points to the calendar with the text "Click on a date on the calendar".

* indicates it's a required field

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

Add Event Schedule

Date:

Start Time: *

Stop Time: *

Note: Callout bubbles point to the 'Start Time' and 'Stop Time' fields with the text "Enter a 'Start Time'" and "Enter a 'Stop Time'", and to the 'Add Event Schedule' button with the text "Click on 'Add Event Schedule'".

Current Event

Estimated Total Attendance

*

Sponsoring Organization

Phone Number / Website for
Publication

Is this a first-time event?

Yes

No

*

Answering 'No' to 'Is this a first-time event?' will display 'Last Year's Event'

Last Year's Event

Last Year's Location

Last Year's Total Attendance

Last Year's Date

Last Year's Permit Number

Event Details

Community Outreach Plans

Has this event already been publicized?

Yes

No

*

If this event has already been publicized please upload copies of any flyers, mailings or emails on the Documentation step.

How will residents and businesses directly impacted by street closures, parking restrictions, and traffic be notified?

*

Answering 'Yes' to any of the questions on the 'Event Scope' page will give user this section.

Noise Control Plan

If amplified sound will be used, the location of all stages and location and direction of all sound systems must be indicated on the Site Plan.

Amplified Sound Schedule

Start Time

8:00 AM

⊙

*

Stop Time

8:00 AM

⊙

*

What is the proximity of the sound system(s) to residential addresses?

*

Describe the sound system(s):

*

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary:

*

Answering 'Yes' to 'Will amplified sound or a public address system be used?' on 'Event Scope' page will give user this section.

Event Details

Answering 'Yes' to any questions on the 'Event Scope' page will give user this section.

Waste Management Plan

Describe the Waste Management Plan

*

Will recyclable materials be collected at your event?

Yes No

*

If so, what materials and how will they be collected?

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?'

Event Details

Service Providers

Click on '+Add Service Providers' button

Service Provider

Contact Name

Phone Number

Email Address

+ Add Service Providers

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

The screenshot shows a dialog box titled "Add Service Providers" with a close button (X) in the top right corner. The dialog contains four input fields: "Service Provided", "Contact Name", "Phone Number", and "Email Address". The "Service Provided" dropdown menu is open, displaying a list of options: "Type III Barricade/Traffic Management Company", "Ambulance/EMS Provider", "Carnival Operator", "Portable Toilet Vendor", "Producing Agent", "Propane Company", "Security Company", "Type III Barricade/Traffic Management Company", and "Waste Management Company". The "Type III Barricade/Traffic Management Company" option is highlighted in blue. A blue callout bubble points to the dropdown arrow with the text "Click on the down arrow to select a 'Service Provided' option". At the bottom right of the dialog, there is a blue button labeled "Providers".

Click on the down arrow to select a 'Service Provided' option

The screenshot shows the same "Add Service Providers" dialog box, but the dropdown menu is now closed. The "Service Provided" field displays "Type III Barricade/Traffic Management Company". The "Contact Name", "Phone Number", and "Email Address" fields are empty. At the bottom of the dialog, there are two buttons: a grey "Cancel" button and a blue "Add Service Providers" button. A blue callout bubble points to the "Add Service Providers" button with the text "Click 'Add Service Providers' button".

Click 'Add Service Providers' button

Event Details

- Safety and Security Plan

Safety and Security Plan

Note: If applying for a large scale 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):

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.

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Vendor Information

Festival and Athletic Event Permits - Athletic Event

Application Number - 1204124

Enter the information for each of the vendors that will be participating at your event.

* Required Information

Vendor Information

Food Vendors

Vendor Name Account Number

+ Add Food Vendors

Click on the '+Add Food Vendors' button to add food vendors

Food Truck Vendors

Vendor Name Account Number

+ Add Food Truck Vendors

Click on the '+Add Food Truck Vendors' button to add food truck vendors

Pop-Up Retail Vendors

Vendor Name Account Number

+ Add Pop-Up Retail Vendors

Click on the '+Add Pop-up Retail Vendors' button to add pop-up retail vendors

Liquor Vendors

Vendor Name Account Number

+ Add Liquor Vendors

[Click here to look up your BACP Account Number](#)

Click on the '+Add Liquor Vendors' button to add liquor vendors

Previous Step

Next Step

Add Food Vendors

Vendor Name

Account Number

License Number

Vendor Name is all that is required.

Click on the 'Add Food Vendors' button to save information.

Add Food Truck Vendors

Vendor Name

Account Number

License Number

Vendor Name is all that is required.

Click on the 'Add Food Truck Vendors' button to save information.

Add Pop-Up Retail Vendors

Vendor Name

Account Number

License Number

Vendor Name is all that is required.

Click on the 'Add Pop-Up Retail Vendors' button to save information.

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

Add Liquor Vendors ✕

Vendor Name *

Account Number

License Number

Cancel Add Liquor Vendors

Vendor Name is all that is required.

Click on the 'Add Liquor Vendors' button to save information.

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Vendor Information

Festival and Athletic Event Permits - Athletic Event

Application Number - 1204124

Enter the information for each of the vendors that will be participating at your event.

* Required Information

Vendor Information

Food Vendors

Vendor Name	Account Number	License Number
+ Add Food Vendors		

+ Add Food Vendors

Food Truck Vendors

Vendor Name	Account Number	License Number
+ Add Food Truck Vendors		

+ Add Food Truck Vendors

Pop-Up Retail Vendors

Vendor Name	Account Number	License Number
+ Add Pop-Up Retail Vendors		

+ Add Pop-Up Retail Vendors

Liquor Vendors

Vendor Name	Account Number
+ Add Liquor Vendors	

+ Add Liquor Vendors

[Click here to look up your BACP Account](#)

If you are not ready to add Vendors yet or you have and are ready to move forward, click the 'Next Step' button

Previous Step Next Step

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)*



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Documentation

Festival and Athletic Event Permits - Athletic Event

Application Number - 1420308

Upload any relevant documentation. Note that a Street Closure Service Requests document is required if you will be closing the street. Please reference the following templates - [Written Course Description](#), [Waste Management Plan](#), [Street Closure Service Requests](#), [Site Layout](#), [Food Booth Layout](#), [Site Layout \(V2\)](#), [Certificate of Liability Insurance SAMPLE - Liquor Special Event - v.09.03.14](#), [Food Single Event Application](#), [Food Truck Single Event Application](#), [Liquor License Application](#), [Pop-Up Retail Application](#), [Security Safety Plan](#) and [Emergency Action Plan](#).

The following documentation is required for this application:

- 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

Document

Categories

+ Add Document

Previous Step

Next Step

Please Note: Route Map and Written Course Description required for Athletic Events only

Legal Agreements

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

Home | Permits | Edit

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Legal Agreement

Festival and Athletic Event Permits - Athletic Event
Application Number - 1204166

In order to finish your application, you must agree to the terms and conditions below.

** Required Information*

Certification

By accepting this agreement you are certifying that:

- You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete; and
- You understand and agree that clicking "I agree" will be deemed the equivalent of a signature in electronic form.

* I Agree

Previous Step **Submit**

Read the Certification area

Select the 'I Agree' option

Select the Submit button



- 1. Event Description
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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

Type	Festival and Athletic Event Permits	
Status	Incomplete Application	
Applicants	DCASE - Event Organizer	more info...

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

Home | Permits | View

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Permit Application Status

Festival and Athletic Event Permits - Athletic Event
Application Number - 1204140

Application Information:

- Your application is currently under review. You will receive an email with

Your application is being reviewed

Type	Festival and Athletic Event Permits	
Status	Application in Review	
Applicants	Infor Team - Event Organizer	

Cancel Permit

Reviews

Review	Completed	Status	Notes
DCASE SE Intake Review		Pending	

Any reviews that are needed will be listed here.

- 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.

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Lakshmi Kommaraju ▾ Documentation Cart (1)

Home | **Permits** | View

Permit Application Status

Festival and Athletic Event Permits - Athletic Event
Application Number - 1204140

Application Information:

- All Applicable Reviews Must Be Completed

Type	Festival and Athletic Event Permits	
Status	Final Review	
Applicants	Infor Team - Event Organizer	more info...

[Print](#)

1. Event Description
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8. ~~Event Information~~
9. Status

DCASE Permit Contact

- Any questions should go to SEPermits@cityofchicago.org



Thank You!