

# OKC SPECIAL EVENTS

## DEADLINE CHECKLIST

Event & Date(s): \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Tasks to be completed (All items due to City unless noted)	Deadline	Initial/Date
Special event permit application with preliminary plans		
Major Events	Minimum 75 days prior	
Minor events	Minimum 30 days prior	
Private property events	Minimum 30 days prior	
<b>FINAL</b> site, traffic control, waste and electrical plans	Prior to approval	
Certificate of insurance listing City as additional insured (private property events or non-commercial block parties exempt)	Prior to approval	
Copies of barricade and waste contracts	Prior to approval	
Signed affidavits verifying notification/consent	Prior to approval	
Notification to abutting residents/businesses	30 days prior to event	
Special Event application fee (\$25) / Street closure fee (\$75)	w/ approved permit	
Vendor sales fee (see fee schedule above or in <a href="#">guide</a> )	w/ approved permit	
Vendor sales: <b>FINAL</b> list and site layout	10 business days prior	
Fire permit(s)	30 days prior to event	
OTC event promoter/organizer business application (\$50)	30 days prior to event	
Noise permit (\$no fee)	10 business days prior	
Call Okie - Dial 811 before digging or staking ground	Prior to approval	
OKC alcohol application and fee (\$Varies)	10 business days prior	
OKC special event food/beverage license (\$30)	10 business days prior	
OK State special event food / beverage license (\$100)	10 business days prior	
OCCHD inspections for permits	10 business days prior	
ABLE alcohol licenses (\$Varies)	60 days prior to event	