



Dallas County  
Fire Marshal's Office  
600 Commerce Street RM B-15  
Main: 214.653.7970 Fax: 214.653.6372



**DALLAS COUNTY  
SPECIAL EVENT PERMIT APPLICATION  
INFORMATION SHEET**

**APPLICATIONS FOR SPECIAL EVENT PERMITS MUST BE SUBMITTED IN CONFORMITY WITH ALL REQUIREMENTS SET OUT BELOW, INCLUDING THE PAYMENT OF REQUISITE PERMIT FEES AND SPECIAL EVENT SECURITY DEPOSIT FEES. SUBMISSION AND ACCEPTANCE OF SPECIAL EVENT PERMIT APPLICATION BEGIN THE PROCESS OF CONSIDERATION, AND IN NO WAY SHOULD BE DEEMED FINAL APPROVAL OF THE SPECIAL EVENT PERMIT REQUESTED.**

A Special Event Permit is required for most temporary events held on or about property owned, operated, managed or controlled by Dallas County, which events are not official County-sponsored events. Such events may include, but is not limited to, concerts, festivals, parades, organized walks/runs, exhibitions and demonstrations.

Requests for Special Event Permits shall be considered, and decided upon, without regard to any considerations of race or gender identifications, religious affiliations, sexual orientation and message content.

All requests for Special Event Permits shall be submitted in final and complete form no less than sixty (60) days before such events are scheduled to occur. It is anticipated that Dallas County will review said requests, and issue final decisions thereon no less than thirty (30) days before the date requested for the event to occur. Applicant is encouraged to get all requests in at the earliest date possible for adequate review and consideration. On every occasion, it shall be applicant's responsibility to make certain that sufficient review time is allowed.

In certain instances, the nature of the underlying event might require supplemental security, sanitation and public health accommodations and/or traffic diversions, all of which shall be provided at applicant's expense.

In each instance where a Special Event Permit is required, the application therefor shall be accompanied by a nonrefundable \$100.00 Permit Fee. Additionally, and depending on, whether the application for Special Event Permit is approved, applicant shall be responsible for providing a Special Event Security Deposit Fee, which deposit might be refunded in whole or in part, depending on whether County is required to provide remediation services in connection with restoring public facilities to proper condition, form and function. The Special Event Security Deposit Fee Schedule is attached as Attachment 1.

**County considerations regarding all Applications for Special Event Permits, or other requested uses or access to Dallas County buildings and facilities shall be in conformity with Dallas County Code, Chapter 74.**



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**Special Considerations:**

**Restrooms:**

Dallas County does not provide portable restroom facilities for private special events. It is the responsibility of the event organizers to supply such facilities at a minimum rate of 1 per 150 persons, with appropriate accommodations for ADA compliance. Refer to Attachments 3 and 4.

**Security:**

Where appropriate, Dallas County Sheriff's Office will determine how many peace officers must be present for each special event. Expenses for all such required officers must be borne by applicant, and shall be paid to Dallas County no less than ten (10) business days before the scheduled event. For all anticipated events where the Sheriff's Department has determined that security support is required, and the requisite arrangements have not been secured ten (10) day out, such events shall not commence as scheduled, unless approved by the Dallas County Administrator. Refer to Attachments 4 and 5.

**Fire Safety:**

If an event will include any tents, canopies or other housing apparatus, Applicant must provide a "Certificate of Fire Retardant" before such structures may be erected at event site. Additionally, if an Applicant contemplates on-site cooking, grilling or any use of fire or portable heat generation, due consideration must be given to all applicable fire code considerations, and fire extinguishers must be provided at each such site. Refer to Attachment 3.

**Liability Insurance:**

Liability insurance shall be required for all special events at which attendance is estimated at 500 or more people. Liability insurance may be required for events with fewer than 500 people, where (1) food and/or alcohol are provided, or (2) the nature of the event poses threats and/or liabilities to Dallas County or the public sufficient to warrant same. Dallas County reserves the right to determine the amount of insurance coverage required, if any, based on its independent determinations of risk assessment and consistent with existing County policy. Refer to Attachment 2.

Each policy of insurance required by Dallas County shall name Dallas County as Additional Insured, and a copy of the Certificate of Insurance will be submitted to Stacey Whiteside Administration, Fire Marshal's Office no less than ten (10) business days before the scheduled date for the underlying event. Failure to provide required insurance will result in cancellation of the event and forfeiture of permit fees paid. Dallas County will not waive insurance requirements.

**Attachments:**

- 1. Special Event Security Deposit Schedule and Cancellation Policy (Attachment 1)**
- 2. Dallas County Special Event Permit Application (Attachment 2)**
- 3. Dallas County Special Event Check List (Attachment 3)**
- 4. Dallas County Contingency Plan (Attachment 4)**
- 5. Dallas County Public Safety Site Pan (Attachment 5)**



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**Attachment No. 1**

**SPECIAL EVENT DEPOSIT FEE SCHEDULE AND CANCELLATION POLICY**

**Special Event Permit and Deposit Fees**

Once the Application for Special Event is **Conditionally Approved** :( **insurance, security fees etc.**) by Dallas County, the Applicant shall confirm the event by paying the Special Event Security Deposit Fee. Upon payment of the deposit, County shall issue the requisite permit, which permit must be posted and/or otherwise available for review and inspection during the event. Following the event, these deposit fees shall be refunded to Applicant, less any amounts withheld by Dallas County to remediate, repair or restore County facilities to the condition they were in before the event.

| Number of Participants/Attendees | Permit Deposit Fee |
|----------------------------------|--------------------|
| Less than 100 persons            | \$250.00           |
| 100 – 499 persons                | \$500.00           |
| 500 – 999 persons                | \$1,000.00         |
| 1000 – 3999 persons              | \$1,500.00         |
| 4000 + persons                   | \$2,000.00         |

\*The above schedule is general in nature. Certain special events, requiring extraordinary considerations and preparations by County might necessitate special and particularized security deposits. Determinations of whether requested special events require particularized security deposits shall be at the sole discretion of the Fire Marshal.

**Cancellation Policy**

1. Written notice of event cancellation must be received in the Office of the County Administrator, no less than ten (10) business days before the scheduled date for the event to qualify for full refund. Written notices of cancellation received less than ten (10) business days before a scheduled event might result in forfeiture of all or part of a deposit to reimburse and compensate County for the preparation for the event.
2. Once permits are issued, they may not be altered, transferred or otherwise manipulated without the express approval of Dallas County.



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**Attachment No. 2  
DALLAS COUNTY  
SPECIAL EVENT PERMIT APPLICATION**

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address:

City, State, Zip:

Event Representative/Chairman (if different from applicant):

Address:

City, State, Zip:

Daytime Phone:

Message Phone:

Fax:

Sales Tax Number from State of Texas Comptroller's Office:

Details of event/program (All spaces must be completely filled out) Type of event/program:

Proposed location (address) of event/program:

Opening Date/Time:

Closing  
Date/Time:

Hours of Operation:

Anticipated number of Attendees, including workers – Per Day:

Will event require street closure?

Total:  
\_\_\_\_ Yes  
\_\_\_\_ No

If yes, complete Temporary  
Street Closing Form.

Will event require solid waste containers? \_\_\_\_ Yes \_\_\_\_ No

How will you dispose of your waste (port-o-potty, dumpsters, trashcans, etc.)?

Will food and beverages be served or dispensed at event? \_\_\_\_ Yes \_\_\_\_ No

If yes, please state in detail the scope of all such services:

Please note the following:

1. Dallas County Vendor Permit is required if selling items/food.
2. Providing food might also require a temporary food permit issued from the Dallas County Health Department.
3. Providing of alcoholic beverages might require appropriate permit issued by TABC.

Describe in detail all activities to be conducted at the event/program, and the advertising/promotional efforts preceding the event.



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Attach a detailed schematic depicting (1) the anticipated site plans, and (2) anticipated parking accommodation

Maximum number of units/booths in event:

Certificate of Fire Retardant required if using tents

Is the sponsoring representative a non-profit corporation engaged solely in public purpose activities?  
\_\_\_ Yes \_\_\_ No

**If the requested event is a parade or motorcade, please state the following:**

- (1) Starting Point
- (2) Starting Time
- (3) Requested route of travel
- (4) Terminating Point
- (5) Terminating Time
- (6) Number of participants
- (7) Number of vehicles and types
- (8) Number of animals/livestock and types
- (9) Number of marching units (including number of participant in each) and types



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Will Applicant provide security detail for the event? If so, please describe in detail all such security detail and plans.

If applicable, applicant must submit a copy of their insurance/bonds. See Special Event Permit Instruction Sheet for more information.

I certify that the information provided herein is true and correct, and further agree to timely provide any additional information that might be required by the Dallas County in its consideration of the Application for Special Event Permit.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



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**Attachment No. 3**

**SPECIAL EVENT CHECKLIST**

**WILL YOU HAVE?**

- A. Tent or Canopy
- B. Open Flames or Candles
- C. Temporary Sales/ Display Booths
- D. Open Burning/ Open Fire
- E. Explosives/ Fireworks
- F. Sale of food/ beverages

**HAVE YOU MADE ARRANGEMENTS FOR?**

- A. Public Safety Plan/EMS Services (**Contact the Fire Department for additional information**).
- B. Electricity / Generators
- C. Fire Extinguishers for each participant that is cooking (2A; 10BC rating)
- D. Event/ Public Safety Site Plan (**Submit a diagram of your site plan with your completed Contingency plan to Dallas County Fire Marshal**).

**FIRE DEPARTMENT REVIEW AND/ OR PERMITS REQUIRED FOR:**

- A. Carnivals, Fairs, Entertainment, Exhibits, Trade Shows, Amusement Buildings
- B. Tents/Canopies, Open Flames or Candles, Temporary Sales/Display Booths,
- C. Open Burning/Open Fire, Explosives/Fireworks/Pyrotechnics
- D. Public Safety Plan
- E. Fire Extinguishers

**EVENT CONCERNS**

- A. Cooking – Fuels used/ storage, disposal of charcoal, separation from combustibles
- B. Tents – size, material, fire resistant certification if: Tents >200 sq. ft., Canopy >400 sq. ft.
- C. Electricity – extension cords (at least **12AWG** conductor size or approved multi-tap cords with over current protection), generators (fueling area/ fire extinguishers)
- E. Crowd management-crowd managers, security, exits, hazards, during emergencies, accountability
- F. Emergency access/exits
- G. Flammable and combustible storage areas
- H. Communications (event staff, emergency personnel, crowd control)
- I. Parking and Traffic control



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**Attachment No. 4  
CONTINGENCY PLAN**

**1. Weather related issues:** rain, severe storms, tornadoes etc.: If bad weather is forecasted, will the event be canceled? If so how will attendees be notified?

- Develop a plan for sudden onset of severe weather. Where will people go and who is designated to assist in their successful arrival at the safe refuge place?
- Is there an area of safe refuge in case of a tornado?

**2. Medical Issues:**

- Where will ambulance access to the event in case is needed?
- Who will conduct crowd control in the event of emergency?
- Will a first aid station, with a trained first aid provider, be designated at the event? Where? How will patient be moved to booth?
- If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?
- Who will man barricades?
- Who will work entry gates? Maintain egress and access?

**3. Security:**

- If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire and Police?
- Provide communications equipment. Portable radios, cell phones access to land lines.

**4. Event Logistics:**

- Where will there be, or will there be a staging area for support staff?
- What time will the crowd be dispersed?
- **REMEMBER TO MAINTAIN FIRE LANES AND ACCESS ROADS (22 ft. clearance)!**
- Appoint one person to oversee and take responsibility for the event. Who? Where located? How to contact **DURING** event?





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**Attachment No. 5  
 PUBLIC SAFETY PLAN**

Provide a schematic drawing of the event site location. The public safety plan must include the following items. Please attach to this sheet.

1. Location of booths, stage, and event structures
2. Location of first aid stations
3. Location of information /ticket booths
4. Boundaries of event
5. Location of fire extinguishers
6. Location severe weather shelters
7. Location of Fire/EMS access road
8. Location of security staff
9. Location of emergency contact event personnel
10. Location of assembly area and approximate occupant amounts
11. Location of event parking

**Other**

Provide any other information you feel that should be considered.

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By signing this form you agree to the request of Dallas County Fire Marshal Office and that all participants are also aware of these rules and will abide by them.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

20\_\_\_\_



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