SPECIAL EVENT PERMIT APPLICATION

Date Submitted: ____________________

Organization / Company Information
Name: ____________________________
Website: __________________________

Pre-Event Contact Information
Name: ____________________________ Phone: __________________ Fax: ____________
Cell: ____________________________ E-mail: __________________
Mailing Address
Address: __________________________ State: ____________ Zip: ____________

Event Details
Date(s) of Event: ____________ Anticipated Attendance ____________
Event Times Start: ____________ Finish: ____________

Event Day Contact Information
Name: ____________________________ Phone: __________________ Fax: ____________
Cell: ____________________________ E-mail: __________________
Description of Event: __________________________________________
____________________________________________________________________
____________________________________________________________________

Location/Route:
____________________________________________________________________
____________________________________________________________________

____________________________________________________________________

Will event comply with California Vehicle Code?  Yes ____________ No ____________

Check All that will be located within the Road Right of Way:

☐ Amplified Sound  ☐ Generator  ☐ Registration Table
☐ Barricades  ☐ Lane Closure  ☐ Stage
☐ Detour  ☐ No Parking Signs  ☐ Street Closure
☐ Dumpster  ☐ Restroom  ☐ Tent
☐ Food Sales  ☐ Road Closure  ☐ Vendors
☐ Event in San Antonio Valley  ☐ Alcohol

Instructions: All events must comply with Special Events Ordinance, Ordinance No.NS-502.8 Submit the completed form to the Roads and Airports Permit Counter, (in person or via mail to) 70 West Hedding St, 7th Floor, East Wing, San Jose, CA. 95110; or via fax at (408) 947-1165. Submit event diagram or route maps showing street names, placement of tents, restrooms, etc.

Application submittal must also include information in Step # 2 of the attached Special Event Permit Guidelines