



## City of Phoenix - Special Event Permitting

---

In the interest of safe event environment, the city of Phoenix requires certain permits or licenses be obtained for special events. The following list is a guide of possible permits and approvals necessary for hosting a special event. This list is a guide to the various city departments, county and state web pages and permit applications to assist you in planning a successful and safe event. (*Ctrl + Click to follow links*)

### Events to be held on City Streets

#### [Street Closure Special Event Application – Streets Department](#)

City streets and sidewalks are defined as public right-of-way (ROW). When hosting an event in the city of Phoenix right-of-way (*for example, a street festival, concert, parade, procession or athletic / racing event*), a **Street Closure Special Event Permit** is required from the Streets Department. The permit application fee is \$400 (nonrefundable). The event producer is required to hire a barricade company from the city-approved barricade company listing. The event producer is responsible for all costs of the required barricades. For more information, contact Streets Special Events at 602-262-6235.

### Events to be held in City Parks

#### [Parks Special Event Permit – Parks Department](#)

If your event requires the use of a City of Phoenix park, you must submit a [Special Activity Request Form](#) to obtain a **Parks Permit**. The event is responsible for identifying which park location and contacting the [specific park division](#). Fees will be determined based on the information provided in the Special Activity Request form.

### Indoor Events in Building without Certificate of Occupancy for Assembly

If you are planning an event for more than 49 occupants in a building that does not have a Certificate of Occupancy (CofO) for Assembly, event producers ***are always required*** to obtain:

- **Temporary Indoor Building Use (TIBU) Permit.**  
[Temporary Indoor Building Use \(TIBU\) Packet](#) includes a step-by-step process and all applications required to obtain the necessary zoning, building safety and Fire Department approvals and permits.  
[Temporary Indoor Building Use Emergency Egress Lighting Guideline](#) will help comply with required building and electrical codes for lighting and exiting.
- **Public Indoor Assembly Permit** from the Fire Department *when an event utilizing a space for an event that is not the normal use or space configuration.*

Depending upon the event programming, there may be other require permits and/or licenses. For more information, visit: [www.phoenix.gov/pdd/events/indoor-events-without-certificate-for-assembly](http://www.phoenix.gov/pdd/events/indoor-events-without-certificate-for-assembly)

## Outdoor Events on Private Property

Outdoor events held in parking lots or other privately owned open spaces, event producers are always required to obtain:

- **Zoning approval through an Administrative Temporary Use Permit (ATUP)** [Zoning Temporary Use Guide](#) can walk you through the process with the Planning & Development Department.
- **Public Outdoor Assembly Permit** from the Fire Department if your projected attendance is 500 or more or you have 50 or more people within barricades or fencing.

Depending upon the event programming, there may be other require permits and/or licenses. For more information, visit: [www.phoenix.gov/pdd/events/outdoor-events](http://www.phoenix.gov/pdd/events/outdoor-events).

## Outdoor Public Assembly

### [Public Assembly Outdoor Event Permit – Fire Department](#)

Any private or public event conducted outdoors with projected attendance of 500 or more persons, or with barricades or fencing that confine 50 or more attendees, the event will need to obtain a **Public Assembly – Outdoor Event Permit** from the City's Fire Department. The permit fee is \$450. For more information, contact Fire Prevention at 602-262-6771.

## Tents / Canopies / Temporary Membrane Structures

### [Tent Permit – Fire Department](#)

If the event is erecting a tent more than 800 square feet, the event must obtain a **Tent Permit** from the City's Fire Department – Fire Prevention. The permit fee is \$600 for first tent and \$150 each additional tent. For more information, contact Fire Prevention at 602-262-6771.

### [Canopy Permit – Fire Department](#)

If the event is erecting a canopy more than 1,200 square feet, the event must obtain a **Canopy Permit** from the City's Fire Department – Fire Prevention. The permit fee is \$600 for first tent and \$150 each additional tent. For more information, contact Fire Prevention at 602-262-6771.

### [Temporary Membrane Structure Permit – Fire Department](#)

If the event is erecting an air supported temporary membrane structure, the event must obtain a **Temporary Membrane Structure Permit** from the City's Fire Department – Fire Prevention. The permit fee is \$600. For more information, contact Fire Prevention at 602-262-6771.

### [Ballasting Plan for Tents/Canopies/Temporary Membrane Structures – Fire Department](#)

**For tents, canopies and temporary membrane structures that require a permit, staking is not permitted.** The event is required to submit a detailed site plan of the tent, canopy or temporary membrane structure location including interior use plans and tent staking or ballasting plan in accordance with the IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage and the IFAI Pullout Capacity of Tent Stakes with your permit application. For more information, contact Fire Prevention at 602-262-6771.

## Fireworks/Special Effects/Pyrotechnics

### [Fireworks/Pyrotechnics/Special Effects Permit – Fire Department](#)

If the event includes fireworks or pyrotechnics or special effects, the event must obtain a **Fireworks Permit** from the City's Fire Department – Fire Prevention. The permit fee is \$600 for first performance and \$150 each additional performance for the same event. For more information, contact Fire Prevention at 602-262-6771.

## **Temporary Stage and Platform**

### [Stage Construction Permit Checklist](#)

If the event is installing a performance stage or platform over 30 inches in height, as defined in section 105 of the Phoenix Building Construction code, the event must obtain a **Temporary Stage Construction Permit**. This document provides guidance on the requirements to obtain City's Planning and Development Services approval. Plan review fees will be assessed, and permit fees will be determined by Planning and Development Services staff based on the valuation of the stage/platform. Contact Planning and Development Services staff at 602-262-7884.

## **Mobile Hydraulic Stages / Mobile Trailers (Show Mobiles)**

For Mobile Hydraulic Stages (MHS) and mobile trailer stages (show mobiles), the City's Planning and Development Department **requires** documentation of insurance coverage and proof of inspection within the previous 24 months. Rigging and generators that are not part of the MHS or mobile trailer stage as provided by manufacturer are required to obtain a permit from the City's Planning and Development Department and/or City's Fire Department. The City of Phoenix does not issue permits for mobile stages and therefore the City does not inspect mobile stages. For more information contact Planning and Development Services staff at 602-262-7884.

## **Bleacher / Viewing Stands**

### [Bleacher Permit Checklist – Planning & Development Services](#)

If the event is installing bleachers or viewing stands, the event must obtain a **Bleacher Permit** from the Planning & Development Services. This document provides the requirements for obtaining the bleacher permit. Plan review fees will be assessed, and permit fees will be determined by Planning and Development Services staff based on the valuation of the bleachers. Contact Planning and Development Services staff at 602-262-7884.

## **Temporary Generators**

### [Temporary Generators Serving Temporary Wiring](#)

Outdoor events that require electricity often use generators. This document provides guidance on when permits are required for this temporary installation and on how to obtain this permit from City's Planning and Development Service Department. Any applicable fees will be determined by Planning and Development Services staff. Contact Planning and Development Services staff at 602-262-7884.

## **Temporary Event Power**

### [Temporary Event Power Permit](#)

Outdoor events that require electricity often use temporary wiring to an existing electrical panel. This document provides guidance on when a permit is required for this temporary installation and on how to obtain this permit from City's Planning and Development Department. If the event includes temporary wiring to an existing electrical panel, a permit is required. Any applicable fees will be determined by Planning and Development Services staff. Contact Planning and Development Services staff at 602-262-7884.

## **Mechanical Carnival Games and Rides**

If the event includes mechanical carnival games and rides, the event must ensure compliance with: [Business Regulatory License](#) – Mechanical carnival games and ride activities require a business regulatory license. For more information contact City's Licensing Services staff at 602-262-4638.

*Mechanical Ride Permit and Inspection.* The City's Planning and Development Department **requires** documentation of insurance coverage and proof of inspection within the previous 24 months. City Fire Department will require a review of the site layout plan placement of the mechanical rides to ensure adequate emergency access. Rigging and generators that are not part of the mechanical ride as provided by manufacturer are required to obtain a permit from the City's Planning and Development Department and/or City's Fire Department. The City of Phoenix does not issue permits for mechanical rides and therefore the City does not inspect mechanical rides. For more information contact Planning and Development Services staff at 602-262-7884.

## **Alcohol / Liquor**

### Special Event Liquor License

If the event includes the selling and/or the serving of alcohol, a liquor license is required. Qualified organizations may apply for a special event liquor license with both the [City of Phoenix Licensing Services -- Special Event Liquor License \(SELLA\)](#) and the [State of Arizona Department of Liquor License and Control - Special Event Liquor License \(SELLA\)](#).

*For more information on City Licensing Services [special liquor license](#) , application and applicable fees, contact Licensing Services staff at 602-262-4638.*

*For more information on DLLC [liquor license application](#) . To contact DLLC staff at 602-542-5141.*

## **Vending**

### Vending

Vending activities are regulated by the City Licensing Services. Vending licensing requirements and vending rules change depending on the vending location and the type of regulated vending activity. Contact City Licensing Services at 602-262-4638.

## **Health and Sanitation Permits**

### Health / Food Permit – Environmental Services

These permits are issued by Maricopa County Environmental Services Department. Contact Maricopa County for any applicable permit fees: call 602-506-6704 / [www.maricopa.gov/envsvc](http://www.maricopa.gov/envsvc).

A [resource webpage](#) on permitting for food booths, mobile food trucks, chemical toilets, portable restroom units, waste and water hauling vehicles for those operating temporary events.

### *Use of Fire and Open Flame Inspections – Mobile food vehicles*

City Fire Prevention staff will conduct inspections on all mobile food vehicles and those inspections will include the kitchen hoods, fire extinguishers and LP gas. For more information, contact Fire Prevention at 602-262-6771.

## **Business License - Sales Taxes**

### City of Phoenix – Special Event Temporary Privilege (sales) Tax License Application

All vendors that sell products or goods at the event must obtain both a City and State Privilege (Sales) and Use Tax License. The product and goods sold are subject to the privilege (sales tax).

For more information on the City's [Special Events Temporary Privilege \(Sales\) Tax License](#). There is a \$25 nonrefundable application fee. To contact City's Licensing staff at 602-262-6785, press 4,1.

### State of Arizona Transaction Privilege (sales) Tax License.

All vendors that sell products or goods at a special event in Arizona must obtain a City and State Privilege (Sales) and Use Tax License. The product and goods sold are subject to the privilege (sales tax). The state license fee is \$12 no matter how many special events a vendor attends.

For more information on the Arizona Department of Revenue Transaction Privilege Tax (TPT) License, contact at 602-542-4576 / [www.azdor.gov](http://www.azdor.gov)

### **Filming**

If your event is filming at a city location, the event producers is required to obtain a [Film and Digital Media Permit](#) from the City of Phoenix Film Office. The permit fee is \$100. For more information on additional requirements and obtain permit application, contact Phoenix Film Office at 602-262-4850.

### **Street Vertical Banners**

City street (vertical) banners are allowed only on Central Avenue. The event must apply with City Streets Banner program. There is no application fee. The event is responsible for the cost of producing and installing the banners on street poles. For more information on additional requirements and obtain the application, contact City Streets Department – Banner Program at 602-495-7817.

If you're holding an event in downtown Phoenix, the street banner program is managed and operated by Downtown Phoenix Partnership. For more information on additional requirements, applicable fees and costs, and obtain the application, contact Downtown Phoenix Partnership at 602-254-8696.

### **Water Services – Water (non-potable) Use Permit**

If the event is requesting non-potable water usage for the event (for example ~ water slide) through a fire hydrant use or a city water meter, the event is to contact City Water Services staff - Shane Hurd at 602-534-9558 / [shane.hurd@phoenix.gov](mailto:shane.hurd@phoenix.gov). City Water Services staff review the request and if approved, staff will provide the necessary application / permit requirements. The permit fee is \$650.

### **Water Services – Water Discharge Permit**

If the event is utilizing water barrel containers, here are the guidelines regarding that event producer and/or its barricade company must comply with.

#### For events with a water release of less than 1,000 gallons:

- The event producer and/or its barricade company is not required to obtain a Water Discharge Permit.
- The event producers and/or its barricade company is required to use the following best practices for water barrel containers:
  - Water barrel containers must be filled with potable water. Event producer and/or its barricade company is responsible to arrange and pay for potable water.
  - Sweeping up the trash and debris prior to emptying the containers to mitigate garbage and sediment for carrying into the city storm drain system.
  - Empty the containers in a manner that does not damage or impact surrounding landscaping of the event footprint OR create mud in the streets.
  - Be courteous of neighboring businesses and public perception when emptying the containers.

For events with a water release greater than 1,000 gallons and expected to be discharged in single setup:

- The event producer and/or its barricade company is required to obtain a Water Discharge Permit.
- The event producer and/or its barricade company must contact City Water Department Environmental Services no less than 10 business days prior to the event for discharge permit and approval. For more information and to obtain the Water Discharge Permit application and applicable permit fees, contact [ask.water@phoenix.gov](mailto:ask.water@phoenix.gov).
- The event producers and/or its barricade company is required to use the following best practices for water barrel containers:
  - Water barrel containers must be filled with potable water. Event producer and/or its barricade company is responsible to arrange and pay for potable water.
  - Sweeping up the trash and debris prior to emptying the containers to mitigate garbage and sediment for carrying into the city storm drain system.
  - Empty the containers in a manner that does not damage or impact surrounding landscaping of the event footprint OR create mud in the streets.
  - Be courteous of neighboring businesses and public perception when emptying the containers.