

STREET USE PERMIT APPLICATION CHECKLIST

REQUIRED STREET EVENT DOCUMENTS

Please check below to indicate that you have attached the following to the completed application:

- Street Event Schedule (Step 3)
- Street Event Site Map (Step 4)
- Emergency Action Plan (Step 5)
- Street Event Cleanup and Recycling Plan (Step 6)
- Street Use Permit Application (Final Step)
- Application Fee (Final Step)

Date(s) the alder, businesses and residents will be notified of the event:

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- Route Map (Step 4)
- Certificate of Insurance (Step 8)
- Street Event Marketing Information (Step 10)
- Amplification Permit Application (Step 11)
- Street Event Vending License Application (Step 12)
- Beer/Wine Sales Permit Application (Step 13)

ADDITIONAL CITY OF MADISON PERMITS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: www.publichealthmdc.com/environmental/food/tempfood.cfm or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.

Date Temporary Restaurant Permit Application Submitted: _____

- Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: www.cityofmadison.com/clerk/licensingliquor.cfm or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Date Temporary Class "B" Retailers Permit Application Submitted: _____

- Fireworks Permit** - An application is available online: www.cityofmadison.com/fire/code/doINeedAPermit.cfm, (608) 266-4457.

Date Fireworks Permit Application Submitted: _____

- Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: www.cityofmadison.com/fire/code/doINeedAPermit.cfm, (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: _____