

Special Event Permit Checklist

The entire special event permit packet is due all together at **least one month** prior to the event. If there is a street closure or if the event impacts the beach at all we will need your permit at **least three months** prior. If any City services (police, fire, health, trash, cones, security, etc.) are required it must be included in the permit. This is how we will know what you need and what to prepare for.

A. _____ Permit with all information outlined.

B. _____ Insurance Certificate **is required with permit request.**

C. _____ Letter from host venue approving use of the venue.

If you require a traffic plan, parking plan, road closure or security plan then you will need to contact **Captain Silva at SPI PD (956) 761-8145** to discuss and make a plan.

D. _____ Traffic plan/Parking plan should be submitted with the application.

If there is a need for EMS, life guards or ambulance services you will need to contact **Fire Chief Jim Pigg (956) 761-3040** to discuss these needs and include the results in your plan.

E. _____ Medical plan should be submitted with the application.

Environmental Health Services, contact **Victor Baldovinos (956)761-8124** for more information.

F. _____ Sanitation plan should be submitted with the application.

Building Department, contact **Filiberto Alba (956) 761-8104**

G. _____ Tents and inflatables: A site plan with diagram of size, how they are anchored down, and time of set up and take down must be included in the application. Plans for staging must be submitted to the Building Inspector one month prior to the event. When submitting for structures, please have the manufacturer's specs available and engineered plans may be required. If tents or inflatables will be left up overnight, then plans must also be submitted for this. **A separate temporary structure permit might be required.**

H. _____ If the event is on the beach contact **Shoreline Department, Kristina Boburka 956-761-3837**

I. _____ If the event has a route for a race, a map of the route must be included.

J. _____ **The permit fee is \$250.00** make checks payable to the City of South Padre Island.

Fees for other City services may apply.