

South Padre Island Special Event Permit Checklist

The entire special event permit packet is due all together at least one month prior to your event. If there is a street closure or if your 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 there is a road closure, parking plan, or traffic plan required then you will need to contact Lt. Herrera at SPI PD to discuss and make a plan. (956)761-8146.

- D. _____ Traffic plan should be submitted with application.

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

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

Sanitation needs, contact Victor Baldovinos for more information at (956)761-8124

- F. _____ Sanitation plan should be submitted with application.
- G. _____ Plans for staging must be submitted to the Building Inspector one month prior to the event. If tents or inflatables will be left up overnight then plans must also be submitted for this.
- H. _____ If the event has a route for a race, a map of the route must be included.

If you are not receiving funding from the CVB then the permit fee is \$250.

Fees for other City services may apply.