



TRANSPORTATION

Office of Special Events

Street Event Permitting Types and Requirements

TABLE OF CONTENTS

- Street Event Permit General Requirements
- Right of Way (ROW) Use Examples Summary
 - Sidewalk Use
 - Parking Space / Lane Use
 - Parking Space Loading/Unloading ONLY Permit
 - Street / Traffic Lane Use
 - Safety Closures
- Sample Loading / Unloading Plan
- Tier 1 Event
- Tier 2 Event
- Tier 3 Event
- Tier 4 Event
- Moratorium on New Downtown Street Events
- Additional Transportation Coordination
- Certificate of Insurance Requirements
- Contact Information



STREET EVENT PERMIT GENERAL REQUIREMENTS

1. Austin Center for Events – Special Events Application
 - abc.austintexas.gov
2. Siteplan
 - Detailed street view with location of any object on the right of way (sidewalk, bike lane, parking lane, traffic lane or street.)
 - See [site plan examples](#) at the linked [Austin Center for Events](#) webpage.
3. Certificate of Insurance - See [slide 15](#) for requirements
4. Deadlines – The submission deadlines vary by event type. Tier definitions in the [4-20 Special Events Ordinance](#) and begin at [slide 10](#).
 - Tier 1 – 3 days
 - Tier 2 – 30 days
 - Tier 3 – 120 days
 - Tier 4 – 180 days
 - ❖ *Deadlines will vary during Spring Festival Season.*
5. Permit Type will be determined after application review.

RIGHT OF WAY (ROW) USE EXAMPLES SUMMARY

Sidewalk

- Decals
- Murals
- Build Outs / Building Wraps
 - Scaffolding
 - Scissor Lifts
 - Ladders

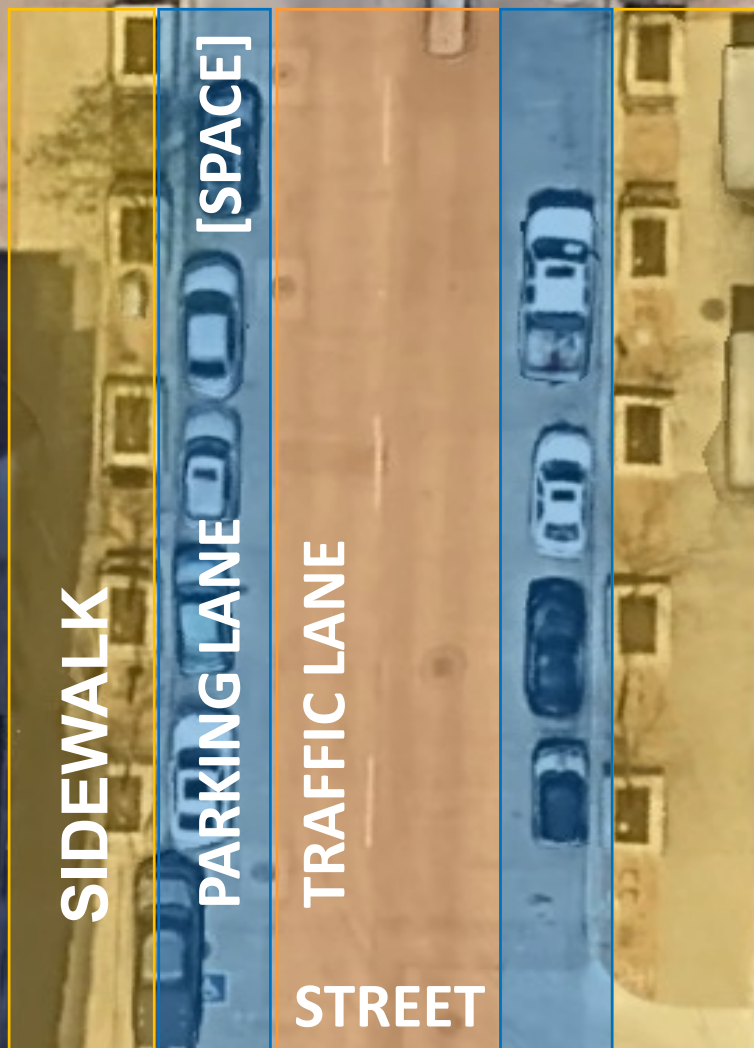
Parking Space/Lane

- Food Trucks
- Display Vehicles
- Generators
- Loading/Unloading for event activations

Street / Traffic Lane

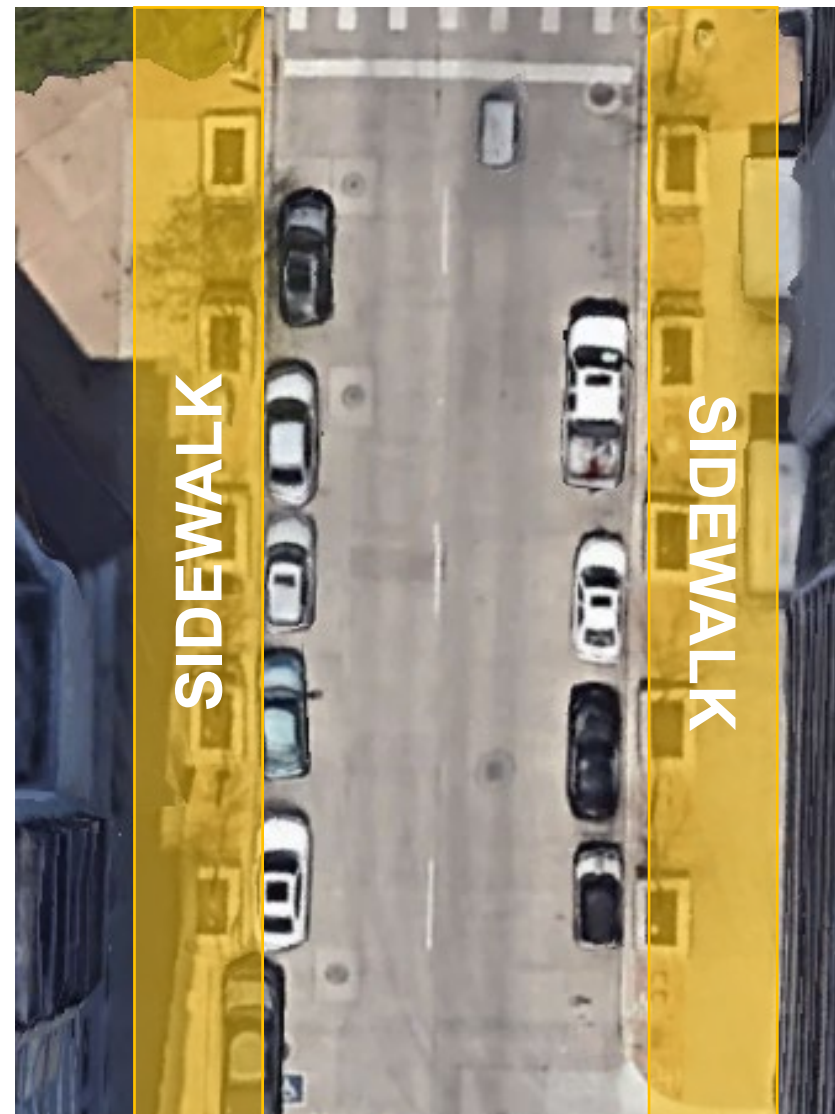
- Safety Closure
- Activations
- Fire Lane

Requirements based on [14-8 Temporary Closure for Special Events and Block Parties](#) and [4-20 Special Events Ordinance](#)



SIDEWALK USE

Use Types	Additional Requirements
Decals	<ul style="list-style-type: none"> Placement and removal plan Brand information
Display Vehicles	<ul style="list-style-type: none"> Must leave 5 feet of undisturbed for ADA access
Ladders	<ul style="list-style-type: none"> Must leave 5 feet of undisturbed for ADA access
Scissor Lifts	<ul style="list-style-type: none"> Staging location Delivery and use plan
Scaffolding/Building Wraps	<ul style="list-style-type: none"> Proof equipment rental Placement and removal plan Must leave 5 feet of undisturbed for ADA access
Queuing Plan*	<ul style="list-style-type: none"> List of items in the ROW Must leave 5 feet of undisturbed for ADA access <p>* FOR REVIEW PURPOSES ONLY – NO PERMIT REQUIRED</p>



Required Documentation*:

Siteplan detailing location

Notification and approval of Affected Businesses/Residents

Certificate of Insurance

Detailed Loading/Unloading Plan

Traffic Control Equipment Quote

**Additional requirements by affected Austin Center of Events Departments may apply*

PARKING SPACE / LANE USE

Use Types	Additional Requirements
Display Vehicles	<ul style="list-style-type: none"> Siteplan required including vehicle dimensions
Generators	<ul style="list-style-type: none"> Proof equipment rental of Type 3s and fencing Placement and removal plan Approval from other affected departments regarding placement and protection required
Food Trucks	<ul style="list-style-type: none"> Siteplan required including vehicle dimensions Food Permits issued by Austin Public Health do not meet the required permit to occupy a parking space
Loading/Unloading	<ul style="list-style-type: none"> List of vehicles expected Plan for staging

Required Documentation*:

Siteplan detailing location

Notification and approval of Affected Businesses/Residents

Certificate of Insurance

Detailed Loading/Unloading Plan

Traffic Control Equipment Quote

**Additional requirements by affected Austin Center of Events Departments may apply*

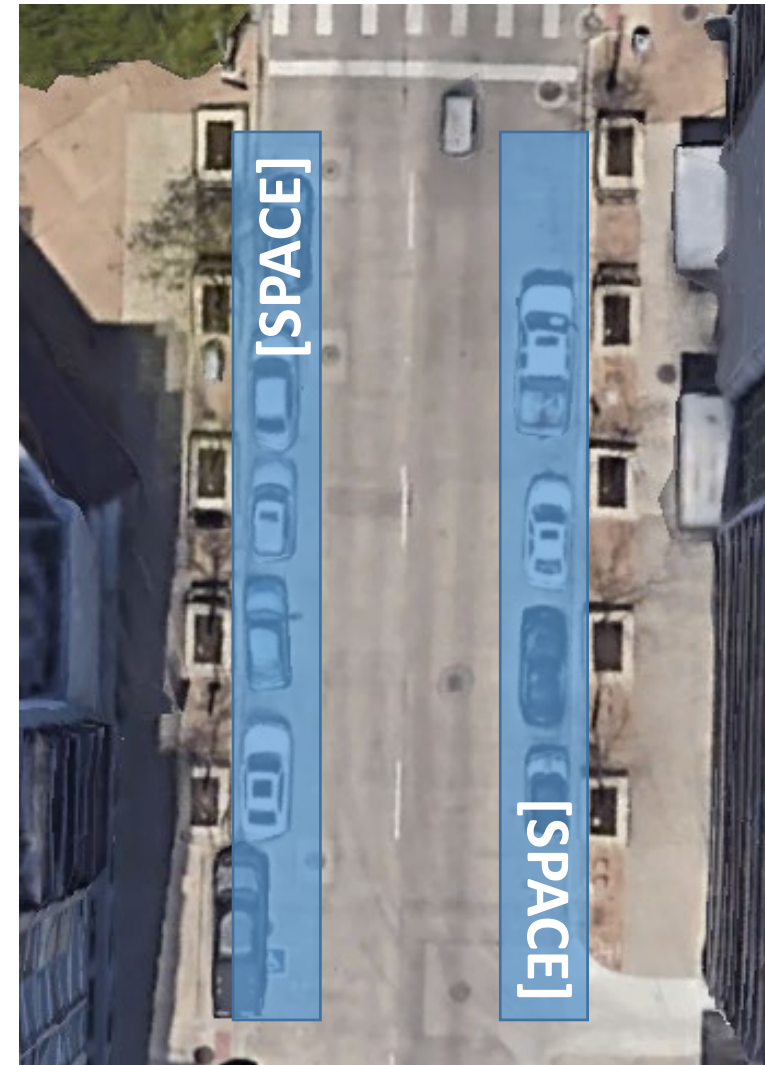


PARKING SPACES LOADING/UNLOADING ONLY PERMIT

Use Types	Definition
Loading/ Unloading	<ul style="list-style-type: none"> 1 space = 8 feet x 20 feet Valet operations require an additional permit NO VENDING OR MARKETING ALLOWED

Parking Spaces Fees	Amount
Parking Space Application Fee	\$35
Parking Space Permit Fee – METERED	\$32/space/day
Parking Space Permit Fee – UNMETERED	\$3.2/space/day
ATD Tech Surcharge	4% of Fees

Required Documentation:
Siteplan detailing location
Notification and approval of Affected Businesses/Residents
Unmetered parking will require a barricade quote for 'No Parking' signage
During certain Special Event dates additional restrictions may apply



STREET / TRAFFIC LANE USE

Use Types	Additional Requirements
Activations	<ul style="list-style-type: none"> • Siteplan required detailing location of item in the ROW • Traffic Control Plan, Engineer Sealed • Certificate of Insurance
Beer Garden	<ul style="list-style-type: none"> • Siteplan required detailing location of item in the ROW • Traffic Control Plan, Engineer Sealed • Fencing Quote • Certificate of Insurance • Texas Alcohol & Beverage Commission (TABC) Notification

Required Documentation*:

Siteplan detailing location

Notification to Affected Businesses/Residents

Certificate of Insurance

Detailed Loading/Unloading Plan

Traffic Control Plan – Engineer Sealed

Traffic Control Equipment Quote

During certain Special Event dates additional restrictions may apply

**Additional requirements by affected Austin Center of Events Departments may apply*



SAFETY CLOSURES

Use Types	Definition
Pedestrian Safety	<ul style="list-style-type: none"> Closure for events on private property that require additional space for queuing or crowds
Alley Closures	<ul style="list-style-type: none"> Closure for events that will have significant vehicle traffic along the alley
Loading/ Unloading	<ul style="list-style-type: none"> List of vehicles expected Plan for staging

Fee Name	Amount
Safety Closure Application Review Fee	\$100
Safety Closure Permit Fee / Block / Day	\$50
Safety Inspection/\$38 hour/day (2hr minimum)	\$76.00
ATD Tech Surcharge	4% of Fees
Safety Closure Deposit (Refundable with written request)	\$50

Required Documentation*:

- Siteplan detailing location
- Notification to Affected Businesses/Residents
- Certificate of Insurance
- Detailed Loading/Unloading Plan
- Traffic Control Plan – Engineer Sealed
- Traffic Control Equipment Quote

**Additional requirements by affected Austin Center of Events Departments may apply*



SAMPLE LOADING/UNLOADING PLAN



SPECIAL EVENT SCHEDULE DETAIL

Day #	Date	Start Time (24 hour)	End Time (24 hour)	Daily Attendance	Specify Activity (Set Up, Event Day, Tear Down)
1	3/9/22	07:00	20:00	10	Load-in: Parking spaces needed - Semi's and box trucks delivering materials, AV and furniture to venue.
2	3/10/22	05:00	23:00	10	Setup: Sidewalk closure needed - Scissor lift delivery, building cling installation, scissor lift pick-up.
3	3/11/22	01:00	03:00	5	Setup: Alley closure needed - vehicle delivered and loaded into venue.
3	3/11/22	05:00	06:00	5	Load-in: Parking spaces needed - Generator delivery/storage.
3-5	3/11/22 – 3/13/22	11:00 Daily	23:00 Daily	750	Event Days: Partial sidewalk closure - Line queuing.
6	3/14/22	01:00	03:00	5	Teardown: Alley closure - vehicle load-out/removal.
6	3/14/22	05:00	06:00	5	Load-out: Generator pickup from parking spaces.
6	3/14/22	06:00	20:00	10	Teardown: Sidewalk closure - Scissor lift delivery, building cling removal, scissor lift pick-up.
7	3/15/22	07:00	17:00	10	Load-out: Parking spaces needed - Semi's and box trucks picking up furniture and AV equipment.

[SPECIAL EVENT TEMPLATE PLAN LINKED](#)

TIER 1 EVENT



Tier 1 Definition

One block of sidewalk or city right of way that is not a street

NO Alcohol

DEADLINE: Three (3) Days* All required documentation must be complete upon submission.

**Deadline for Spring Festival applications may vary*

Tier 1 Fees

Amount

Street Event Tier 1 Application Review Fee	\$100
Street Event Tier 1 Permit Fee	\$50/day
Safety Inspection/\$38 hour/day (2hr minimum)	\$76.00
ATD Tech Surcharge	4% of Fees
Street Event Tier 1 Deposit (Refundable with written request)	\$50

Sidewalk Examples

Display Vehicles

Ladders

Murals

Parking Lane Examples

Display Vehicles

Generators

Food Trucks

TIER 2 EVENT



Tier 2 Definitions

Up to two (2) blocks of right of way

Less than 2,500 at one time

DEADLINE: 30 Days* All required documentation must be complete upon submission.

**Deadline for Spring Festival applications may vary*

Tier 2 Fees

Amount

Street Event Tier 2 Application Review Fee	\$145
Street Event Tier 2 Permit Fee	\$200/block/day
Safety Inspection/\$38 hour/day (2hr minimum)	\$76.00
ATD Tech Surcharge	4% of Fees
Street Event Tier 2 Deposit (Refundable with written request)	\$1000

Sidewalk Examples	Parking Lane Examples	Street Use Examples
Activations Involving Alcohol / Beer Garden	Activations Involving Alcohol / Beer Garden	Activations
Building Wraps	Line Queuing	Beer Garden

TIER 3 EVENT



Tier 3 Definition

Not Tier 1, 2 or 4

Tier 3 DEADLINE: 120 Days*

**Deadline for Spring Festival applications may vary*

Tier 3 & 4 Fees

Amount

Street Event Tier 3 & 4 Application Review Fee	\$250
Street Event Tier 3 & 4 Permit Fee/ Block/ Day	\$200/block/day
Safety Inspection/\$38 hour/day (2hr minimum)	\$76.00
ATD Tech Surcharge	4% of Fees
Street Event Tier 3 & 4 Deposit (Refundable with written request)	\$2000

Street Use Examples

Street Festivals	Races – 5K, 10K, Half Marathons
Triathlons	Street Closures of 2 or more blocks

TIER 4 EVENT



Tier 4 Definition

Is an assembly at two or more city facilities and that includes the use of city streets, sidewalks, or right-of-way

\$100,000 or more in city services, staff time, and equipment

Tier 4 DEADLINE: 180 Days*

**Deadline for Spring Festival applications may vary*

Tier 3 & 4 Fees

Amount

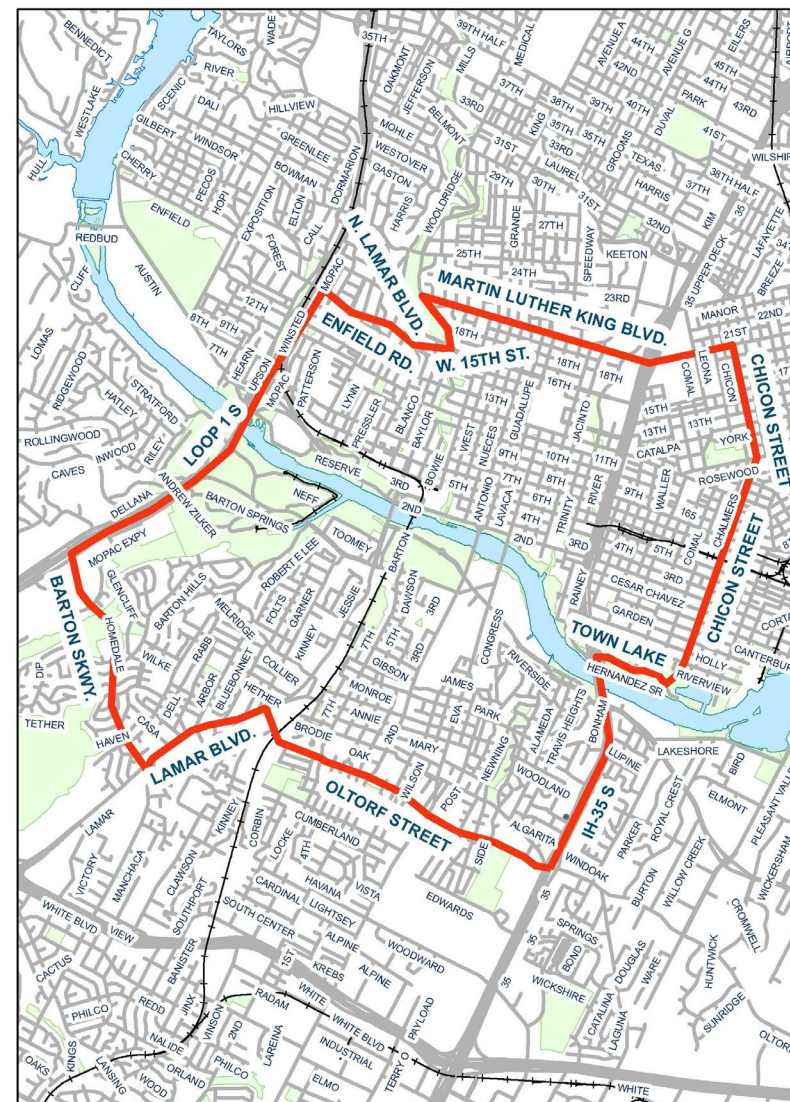
Street Event Tier 3 & 4 Application Review Fee	\$250
Street Event Tier 3 & 4 Permit Fee/ Block/ Day	\$200/block/day
Safety Inspection/\$38 hour/day (2hr minimum)	\$76.00
ATD Tech Surcharge	4% of Fees
Street Event Tier 3 & 4 Deposit (Refundable with written request)	\$2000

Street Use Examples

Austin City Limits Festival	Austin Marathon
South by Southwest	Trail of Lights

MORATORIUM ON NEW DOWNTOWN STREET EVENTS

- The Austin Center for Events (ACE), along with the Austin Transportation Department (ATD), is recommending a continuation of the moratorium on new street events in the downtown area.
- The primary area of influence affected by this moratorium is the Downtown Austin Project Coordination Zone, bounded by Martin Luther King, Jr. Boulevard to the north, Oltorf Street to the south, MoPac/Loop 1 to the west, and Chicon Street to the east.
- Exemptions for smaller events may be granted based on review by the ATD Director and ACE Program Manager.



ADDITIONAL TRANSPORTATION COORDINATION



- **Bicycle Lane Delineators**

- Approval from Active Transportation division
- Access to the bike lane must be maintained or a bypass must be created
- In areas where they are removable, the organizer will be responsible for removing them and replacing them for the event.

- **CapMetro**

- MetroBike stations within closures will need to be turned off or moved
- Bus Stops within closures will need to be rerouted

- **Scooters and Shared Mobility**

- Coordination with the Shared Mobility divisions is required to identify:
 - Slow zones
 - No ride zones
 - Drop off / Pick up locations

- **Parking**

- If additional parking will be needed outside of the event closures a permit will need to be issued for the spaces.

- **Rideshare / Transportation Network Companies**

- Coordination for event drop-off and pick-up areas will need to be arranged prior to the event.

CERTIFICATE OF INSURANCE

- **Commercial General Liability Insurance** with a minimum bodily injury and property damage per occurrence limit of \$500,000 for coverages A (bodily injury and property damage) & B (personal and advertising injury). The policy shall contain the following provisions:
 - Products and Completed Operations with a minimum limit of \$500,000
- Other possible provision requirements could include:
 - Automobile Liability
 - Liquor Liability with a minimum of \$1,000,000
- **The policy shall be endorsed and certificates shall reflect the following:**
 - City of Austin listed as additional insured, Endorsement CG 2010 or equivalent
 - Waiver of Subrogation in favor of the City of Austin, Endorsement CG 2404 or equivalent
 - 30 day Notice of Cancellation in favor of the City of Austin, Endorsement CG 0205 or equivalent
- Certificate Holder and **ALL ENDORSEMENTS** naming the CITY as Additional Insured, granting Waivers, and providing Notice of Cancellation, shall indicate:
 - City of Austin, ATTN: Office of Special Events**
 - Austin Transportation Department**
 - P.O. Box 1088**
 - Austin, Texas 78767**

CONTACT INFORMATION

If you have additional question contact us at:

- Email: TransportationSpecialEvents@austintexas.gov
- Phone: 512-974-6501



TRANSPORTATION