**APPLICATION & PERMIT PROCESS CHECKLIST**

**COMMERCIAL USE OF DEDICATED PARKLAND**

**Step 1 Applicant**

**Completed Application**

* Application Form *(MUST be completed by owner)*
* Additional personnel form *(for each additional personnel with signatures)*

**Step 2 Applicant**

**Submittals and Copies \***

**What? Notes**

* [Insurance Certificate](http://www.austintexas.gov/sites/default/files/files/Parks/Special_Events/policies/insurance.pdf) *(see application packet exhibit C)*
  + General and Auto *(required)*
  + Professional Liability Insurance *(required)*
  + Worker’s Compensation *(if NOT a sole proprietor)*

*(see application packet exhibit D)*

* [Sole Proprietor Letter](http://www.austintexas.gov/sites/default/files/files/Parks/Special_Events/Concession/Concession_App_-_sole_proprietor_letter_template.docx) *(If applicable* - *see template in application packet)*
* [Texas Sales and Use Permit (tax id)](https://comptroller.texas.gov/taxes/sales/) *(applicant)*
* Texas Driver License Copy *(applicant, and personnel)*
* CPR Certification Copy *(applicant, and personnel)*
* First Aid Certification Copy *(applicant, and personnel)*
* Digital color head shot photo(s) *(applicant, and personnel)*
* Monthly Reports *(for those with 3 or more clients)*

***\*NEW APPLICANTS:*** *Items due after application preliminary review and approval. This allows for questions and answers prior to having to procure or produce additional documentation.*

***\*RETURNING APPLICANTS:*** *If NO changes to prior use requests, all items should be packaged with Step 1 application items.*

**Step 3 Parks and Recreation Department**

**City Permit Issuance**

* City Commercial Use ID(s) printed
* Bill for permit *($50 fee/trainer/6 months)*
* Tracking *(track company monthly submittals)*