

**SPECIAL EVENT PERMIT APPLICATION
CITY OF PLAINVIEW
PLANNING & ZONING DEPARTMENT**

(Please type or print)

Location of event: _____

Beginning Date: _____
Ending Date: _____
Sponsor: _____

Type of event: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

- | | YES | NO |
|--------------------------------------------------------------------------------------------|-------|-------|
| 1) Do you plan to erect a tent or awning on the site? | () | () |
| 2) Will your event involve any electrical hook-up?
If so: | () | () |
| _____ generator with extension cords | | |
| _____ temporary pole served by SPS | | |
| _____ electric power from existing power supply | | |
| 3) Will concession be provided to the public? | () | () |
| 4) Will this event require barricading or blocking any public
right-of-ways or streets? | () | () |

APPLICANT

PROPERTY OWNER/AGENT APPRIVAL

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Signature: _____
Date

Signature: _____
Date

Special Event Permits

The following information **must** be submitted with all **Special Event Permit Applications**:

1. **A flameproof certificate for all tents and/or awnings.**
2. **A certificate of insurance in an amount not less than five hundred thousand dollars (\$500,000) for bodily injuries, including accidental death per occurrence and one hundred thousand dollars (\$100,000) for property damage**
3. **A letter or contract for permission of use from the landowner if not available for signature on application.**
4. **Other information as stipulated by the reviewing departments.**
5. **A description of any food services and provisions for restroom facilities must be provided for the Health Department. If not using portable restrooms, a letter from the owner allowing public use of an existing permanent restroom will be required.**

FEES

1. The fee for a **Special Event Permit** is **\$50.00**. This is payable upon the approval of application.
2. A **clean-up deposit** of up to **\$200.00** is required by the Code Compliance/Sanitation Departments. Temporary use fee for an 8 yard dumpster is **\$62.63** which includes one dump. Additional dumps are **\$48.80** each.
3. An additional **\$25** fee will be required by the **Building Inspection Department** if any electrical work is to be done. This work must be performed by an electrician currently licensed with the City of Plainview. Inspections must be made and the work must have final approval prior to commencement of the event.
4. The fee for **temporary food service** (2 weeks or less) is **\$45.00** (Health Department contact: Jack McCasland @ Health Department 293-1359).
5. **Water tap** deposit is **\$500.00** and the balance not used will be returned by mail to the applicant.

FOR MORE INFORMATION:

CALL (806) 296-1121 FAX (806) 296-1125 CITY OF PLAINVIEW – 901 BROADWAY – PLAINVIEW, TX 79072

SPECIAL INSTRUCTIONS:

The following is a **Special Events Permit Application**. Each department must comment on their requirements for this event. Once you have filled out your portion, please place your initials next to your department, indicating that you have completed the form. Please forward the form to the next department in line.

Code/Building Compliance: _____

Public Works Department: _____

Solid Waste Management: _____

Health Department: _____

Fire Marshall: _____

Police Department: _____

Planning Department: _____

Main Street: _____

Parks Department: _____

FOR OFFICE USE ONLY

Special Events Permit

File No. _____

Permit Fee: _____
Amount Date

Submittal Date: _____

Clean Up Deposit: _____
Amount Date

Received By: _____

Receipt(s) No: _____

Health Department: _____
Amount Date

Water Meter _____
Amount Date

Electrical Inspection Fee: _____
Amount Date

Landfill Fees: _____
Amount Date

Number of events held at this location for this year _____

COMMENTS FROM DEPARTMENTAL HEADS OF THE CITY OF PLAINVIEW

PLANNING DEPARTMENT: 901 Broadway – Director of Community Services, 296-1120

Event Address/legal description: _____

The above described property is presently zoned _____ which will/will not allow the described use.

COMMENTS: _____

Director of Community Services

CODE/BUILDING COMPLIANCE: 901 Broadway – Cosme Mendez (or designee) 296-1140

COMMENTS: **Area must be completely cleared of weeds and debris BEFORE carnival moves in and is set up and completely clear of weeds and debris AFTER the carnival moves out.**

APPROVED () DENIED () BY: _____ DATE: _____

PUBLIC WORKS DEPARTMENT: 901 Broadway – Mike Gilliland (or designee) 296-1150

COMMENTS: _____

APPROVED () DENIED () BY: _____ DATE: _____

SOLID WASTE MANAGEMENT: 901 Broadway – Buster Perry (or designee) 296-1118

COMMENTS: **Temporary use fee for an 8 yard dumpster is \$58.48 which includes one dump. Additional dumps are \$44.23 each.**

APPROVED () DENIED () BY: _____ DATE: _____

HEALTH DEPARTMENT: 901 Broadway – Jack McCasland (or designee) 293-1359

COMMENTS: _____

APPROVED () DENIED () BY: _____ DATE: _____

FIRE MARSHALL: 901 Broadway – Philip Mize (or designee) 291-1251

COMMENTS: _____

APPROVED () DENIED () BY: _____ DATE: _____

POLICE DEPARTMENT: 901 Broadway – Will Mull (or designee) 296-1180

COMMENTS **The Plainview Police Department requires carnivals to have commissioned peace officers working their events. Your carnival will need one officer from 6:00pm until closing on Wednesday and Thursday nights. You will need two officers to work the same hours on Friday, Saturday, and Sunday nights. Officers from the Plainview Police Department work these events off duty (in uniform) Please call for current rates. You may use the Hale County Deputies or Texas Department of Public Safety officers if you desire.**

Plainview Police Department at 806-296-1196 will be your contact for the off duty officers from this Department. Sheriff David Mull should be a good contact for the Sheriff's Office.

COMMENTS: _____

APPROVED () DENIED () BY: _____ DATE: _____

MAIN STREET: 901 Broadway – Eric Turner (or designee) 296-1119

COMMENTS: _____

APPROVED () DENIED () BY: _____ DATE: _____

PARKS DEPARTMENT: 200 S. Beech – Rusty Reese (or designee) 296-1156

COMMENTS: _____

APPROVED () DENIED () BY: _____ DATE: _____

**TEMPORARY "SPECIAL EVENT"
CERTIFICATE OF OCCUPANCY**

The described event _____ being located in a _____
zone district and having been reviewed and found to comply with all applicable ordinances and codes
pertaining thereto. I do hereby issue this **Temporary Certificate of Occupancy** for the period of
time specified within.

Applicant _____ Event Location _____

Event time period: _____ through _____
Date Date

Building Official Date