

Community Event Application Check sheet

Below are required to complete an application:

- Portland Bureau of Transportation application forms completed and signed
- Signature form of notification from adjacent properties
- Site-specific traffic control plan
- Site plan which includes the proposed street closure and any items you wish to place in the public right-of-way
- Certificate of liability insurance
- Additional insured form
- Letter of support from event non-profit beneficiary (If applicant is a for-profit business)
- Sample promotional and outreach materials

Permit Fees

Please do not send payment with your application. Permit fees are paid after the application has been approved, permit issued and ready for pick up.

NOTE: The entity that supplies The City of Portland required liability insurance is considered the event sponsor.

Nonprofit sponsor for local event one street closure permit	\$34	/each additional street	\$17
Nonprofit sponsor for regional event one street closure permit	\$56	/each additional street	\$28
For profit sponsor for local event one street closure permit	\$190	/each additional street	\$95
For profit sponsor for regional event one street closure permit	\$385	/each additional street	\$196
Alcohol in the right of way	\$366		
Non-meter area no parking bag/ea	\$1.75		
Meter parking space/day	\$10.34		

\$50.00 Expedited Fee for all applications submitted 15 business days prior to the event date.