



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR

STREET ACTIVITY PERMIT OFFICE  
100 GOLD STREET- 2ND FLOOR, NEW YORK, NY 10038  
PHONE: 212-788-7437 ~ FAX: 212-788-7887

APPLICATION #: _____
PRECINCT # _____

# STREET FESTIVAL / BLOCK PARTY PERMIT APPLICATION

A STREET ACTIVITY PERMIT IS NOT VALID BEFORE 8AM OR AFTER 11:30PM

APPLICATION MUST BE SUBMITTED TO THE STREET ACTIVITY PERMIT OFFICE AT LEAST **60** DAYS PRIOR TO THE EVENT WITH A \$15 NON-REFUNDABLE MONEY ORDER OR CERTIFIED CHECK (MADE PAYABLE TO THE CITY OF NEW YORK - DEPARTMENT OF FINANCE)

APPLICATIONS FOR MULTI-DAY AND MULTI-BLOCK EVENTS MUST BE FILED DIRECTLY WITH SAPO BY THE FILING DEADLINE OF **DECEMBER 31<sup>ST</sup>** OF THE PRECEDING YEAR.

## APPLICANT INFORMATION

APPLICANT NAME _____	( ) _____ - TELEPHONE NUMBER	( ) _____ - CELL NUMBER
ADDRESS _____	ZIP CODE _____	E-MAIL ADDRESS _____
SPONSOR NAME/COMPANY NAME (ON BEHALF OF) _____	( ) _____ - TELEPHONE NUMBER	( ) _____ - FAX NUMBER
ADDRESS _____	ZIP CODE _____	
PRODUCER NAME IF APPLICABLE _____	( ) _____ - TELEPHONE NUMBER	( ) _____ - FAX NUMBER
ADDRESS _____	ZIP CODE _____	E-MAIL ADDRESS _____

## EVENT INFORMATION

**Type of Event:**  Block Party  Street Festival  Clean Up  Mobile Unit  Religious Ceremony  Farmers Market  
 Other \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Requesting permission to conduct street activity on:** \_\_\_\_\_ Street/Avenue (Circle One)

**Between Locations:** \_\_\_\_\_ **and** \_\_\_\_\_

**Activity to take place on (Check ALL that Apply):**  
 Sidewalk  Curb Lane  Partial Street Use  Full Street Closure  Other \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Rain Date (Block Party's ONLY):** \_\_\_\_\_ **Number of Days:** \_\_\_\_\_  
**Borough:** \_\_\_\_\_ **Actual Time of the Event:** \_\_\_\_\_ **Estimated # of People:** \_\_\_\_\_  
**Number of Blocks:** \_\_\_\_\_ **Set-Up Time:** \_\_\_\_\_ **Break-Down Time:** \_\_\_\_\_



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PRECINCT # \_\_\_\_\_

Street Activity Permit Office

Street Festival/Block Party Permit Application – Page 2

**PLEASE ANSWER THE FOLLOWING QUESTIONS (If yes, other support permits might apply; see page 4 for details)**

1. Yes  No  **Will you have Vendors?**  
If Yes, Number of Vendors: Merchandise: \_\_\_\_\_ Food: \_\_\_\_\_  
Arts & Crafts: \_\_\_\_\_ Other: \_\_\_\_\_
2. Yes  No  **Are you interested in being contacted by vendors and others who may wish to participate in your event?**
3. Yes  No  **Have you held this event before?**  
If Yes: Name of Event: \_\_\_\_\_  
Date: \_\_\_\_\_ Permit # (if known): \_\_\_\_\_
4. Yes  No  **Will there be Rides?**  
If Yes, Truck Mounted  Total \_\_\_\_\_ To Be Erected  Total \_\_\_\_\_
5. Yes  No  **Will there be Amplified Sound?**
6. Yes  No  **Will there be Staging, Press Platforms, Props or other related structures?**  
If Yes, explain: \_\_\_\_\_  
Dimension: \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_
7. Yes  No  **Will Scaffolding, Bleacher(s), Grandstand(s) or other related structures be used?**  
If Yes, explain: \_\_\_\_\_
8. Yes  No  **Will there be Live Entertainment and/or Celebrity Appearances?**  
If Yes, explain: \_\_\_\_\_
9. Yes  No  **Will Pyrotechnics and/or Liquid Fuels be used?**  
If Yes, explain: \_\_\_\_\_
10. Yes  No  **Will Mobile Units and/or Trailer(s) be used?**  
If Yes, Truck Mounted \_\_\_\_\_
11. Yes  No  **Will Canopy(ies) and/or Tent(s) be used?**  
Include Dimensions & Specify if Open Sided or Enclosed: \_\_\_\_\_
12. Yes  No  **Will Booth(s), Exhibit(s), Table(s), Kiosks and/or other display items be used?**  
Please Include Dimensions: \_\_\_\_\_
13. Yes  No  **Will the event be advertised?**  
If Yes, explain: \_\_\_\_\_
14. Yes  No  **Electrical needs?**  
If Yes:  Generator  Pole Tap  Overhead Cabling  Other \_\_\_\_\_
15. Yes  No  **Will Banners be hung?**  
If Yes, explain: \_\_\_\_\_
16. Yes  No  **Will Food be served?**  
If Yes, explain: \_\_\_\_\_
17. Yes  No  **Will there be Live Animals (Non-Domesticated)?**  
If Yes, explain: \_\_\_\_\_
18. Yes  No  **Will there be Oversized Vehicles/Truck (Width – 96 inches, Height – 13 ½ feet, Length – 55 feet)?**  
If Yes, explain: \_\_\_\_\_
19. Yes  No  **Will there be seating?**  
If Yes Please Indicate Capacity: \_\_\_\_\_
20. Yes  No  **Will there be game booths?**
21. Yes  No  **Will beer or wine be sold?**
22. Yes  No  **Will funds be solicited?**
23. Yes  No  **Does the event take place on a bus route?**  
If so, please specify route: \_\_\_\_\_



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**APPLICANT/SPONSOR RULES AND RESPONSIBILITIES**

**IT IS THE APPLICANT'S/SPONSOR'S RESPONSIBILITY TO:**

- MAINTAIN ONE LANE ON EVERY STREET FOR EMERGENCY VEHICLES.
- KEEP ALL FIRE HYDRANTS AND ALARM BOXES FREE OF OBSTRUCTION.
- SUBMIT EVIDENCE OF INSURANCE (EXCLUDING BLOCK PARTIES WITHOUT RIDES) PRIOR TO FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH NAMES THE CITY OF NEW YORK AS AN ADDITIONAL INSURED AND SHOWS A MINIMUM OF \$1MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE AND A POLICY ENDORSEMENT WHICH INDEMNIFIES AND HOLDS HARMLESS THE CITY OF NEW YORK.
- **PLEASE NOTIFY THE COMMUNITY OF THE EVENT BY POSTING "INFORMATIONAL" SIGNS 48 HOURS PRIOR TO CLOSURE OF THE STREET OR USE OF PARKING (THESE SIGNS WILL BE ISSUED WITH YOUR PERMIT). AND CONFIRM WITH THE NYPD THE POSTING OF "NO PARKING SIGNS" FOR ENFORCEMENT AND TOWING.**

**AFFIDAVIT OF APPLICANT/SPONSOR**

WHEN APPROVED, THIS APPLICATION OR A STREET ACTIVITY PERMIT SHOULD AUTHORIZE THE SPONSOR TO CONDUCT A STREET ACTIVITY AS DESCRIBED. IT IS SUBJECT TO REVOCATION IF THE SPONSOR DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY THE STREET ACTIVITY PERMIT OFFICE.

THE SPONSER AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF NEW YORK FROM ANY AND ALL CLAIMS AND JUDGEMENT FOR PERSONAL INJURY OR DAMAGE TO PROPERTY RESULTING, DIRECTLY OR INDIRECTLY, FROM THE ACTIVITIES IN CONNECTION WITH WHICH THIS IS ISSUED, AND FROM ANY COSTS AND EXPENSES TO WHICH THE CITY MAY BE SUBJECTED OR WHICH IT MAY SUFFER OR INCUR BY REASON THEREOF. THE APPLICANT FURTHER AGREES TO COMPLY WITH THE PERTINENT PROVISIONS OF NEW YORK LAWS, RULES AND REGULATIONS. THE APPLICANT HAS READ THE LIST OF SPONSOR RESPONSIBILITIES AND HAS AGREED TO ALL TERMS AND CONDITIONS OF THIS APPLICATION.

Applicant Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Community Board# \_\_\_\_\_ Address \_\_\_\_\_ Telephone# \_\_\_\_\_

Community Board Recommendation: Approval  Denial  \_\_\_\_\_  
(CB Authorized Signature) (Date)

**FOR OFFICE USE ONLY**

Date of Application _____	Application No. _____	Precinct _____	CB _____
<b>Support Permits/Approval Required (Check all that Apply):</b>			
<input type="checkbox"/> NYPD Sound Permit	<input type="checkbox"/> DOB Permit _____	<input type="checkbox"/> DOT _____	<input type="checkbox"/> Other _____
<b>Notification:</b>			
<input type="checkbox"/> NYPD	<input type="checkbox"/> DOT	<input type="checkbox"/> FDNY	<input type="checkbox"/> Sanitation
<input type="checkbox"/> Parks	<input type="checkbox"/> DOB	<input type="checkbox"/> Cultural Affairs	<input type="checkbox"/> CB
		<input type="checkbox"/> Transit/MTA	<input type="checkbox"/> DCA
		<input type="checkbox"/> Office	<input type="checkbox"/> NYC & Co.
			<input type="checkbox"/> DOHMH
			<input type="checkbox"/> Sports Commission



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**SUPPORT PERMIT REQUIREMENTS**

PLEASE NOTE THAT ALL COMPONENTS OF THE EVENT ARE SUBJECT TO APPROVAL BY THE STREET ACTIVITY PERMIT OFFICE AND MAY REQUIRE APPROVAL BY AND/OR PERMITS FROM OTHER CITY AGENCIES. THE STREET ACTIVITY PERMIT OFFICE APPROVAL DOES NOT CONSTITUTE PERMISSION FROM OTHER AGENCIES. IT IS THE RESPONSIBILITY OF THE APPLICANT/SPONSOR TO SECURE ALL NECESSARY CITY OF NEW YORK PERMITS AND PROVIDE DOCUMENTATION TO THE STREET ACTIVITY PERMIT OFFICE PRIOR TO PERMIT ISSUANCE.

**Department of Buildings:**

- *DOB Structure Permit:* Stages, Platforms, Press Risers, Truck-mounted structures, Props, Scaffolding, Tents, Canopies
- *DOB Temporary Place of Assembly Permit:* attendance of 200+ seated
- *DOB Contacts:*

Bronx	718-579-2943	Queens	718-286-0622
Brooklyn	718-802-3677	Queens (Alt.)	718-286-0603
Manhattan	212-566-3300	Staten Island	718-816-2178/2314

**New York City Police Department (Local Precinct):**

- *NYPD Sound Permit:* Amplified sound
- *Contact Local Precincts:* ([www.nyc.gov/nypd](http://www.nyc.gov/nypd))

**Department of Transportation:**

- *DOT Electrical Permit Cabling/Wiring Approval:* Overhead/On-Ground cabling or electrical wiring
- *DOT Oversized Truck Permit:* Oversized Truck (Width – 96 inches, Height – 13 ½ feet, Length – 55 feet)
- *DOT Electrical Permit:* Pole Tap for Electricity
- *DOT Removal of Street Furniture Removal Approval:* Streetlights, Bollards, Traffic Lights, Streets Signs, Bus Stop Shelters or any other furnishing on the street and/or sidewalk
- *DOT Street Pole Banner Permit:* Approval for any Street Pole Banners
- *DOT Horse-Drawn Carriage Variance:* Horse-Drawn Carriages Being Used Outside of Central Park and its perimeter
- *DOT Contact:* DOT Special Events Unit  
40 Worth Street, Rm. 1215  
New York, NY 10013  
Phone: (212) 442-1700  
<http://www.nyc.gov/html/dot/html/permits/permits.shtml>

**New York City Fire Department:**

- *FDNY Fuel Permit:* Liquid/Gaseous Fuels
- *FDNY Generator Permit:* Portable, Truck-mounted or an other kind of generator
- *FDNY Pyrotechnics Permit:* Open Flames or Pyrotechnics
- *FDNY Contact:* (718) 999-0320 or (718) 999-1007

**Department of Consumer Affairs:**

- *DCA Thirty-Day Street Fair Vending Permit:* General Vendors at Events
- *DCA Portable Amusement Device Permit/DCA Temporary Amusement Device Permit:* Truck-Mounted Rides/Other Type of Rides
- DCA also accepts applications for the Department of Health and Mental Hygiene for the Temporary Mobile Food Vendor Permits at events (Temporary Mobile Food Unit Permit, Biennial Citywide Mobile Food Unit Permit, Biennial Borough Specific Mobile Food Unit Permit, Biennial Citywide Veterans Mobile Food Unit Permit, and Restricted Area Mobile Food Unit Permit).
- *DCA Contact :* DCA Licensing Center is located at:  
42 Broadway, 5th Floor  
New York, NY 10004  
Phone: 311

DCA 30-Day Street Fair Vendor Permit.  
<http://www.nyc.gov/html/dca/html/licenses/111.shtml>

DCA Portable Amusement Device Permit application  
<http://www.nyc.gov/html/dca/html/licenses/018.shtml>

DCA Temporary Amusement Device Permit application  
<http://www.nyc.gov/html/dca/html/licenses/090.shtml>



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Street Festival/Block Party Permit Application – Page 5

**Department of Health and Mental Hygiene:**

- *DOH Temporary Food Service Establishment Permit:* Non-Processing/Processing Food Unit
- *Animal Exhibit Permit:* Non-Domesticated Animals Present
- *DOH Contact:* DOHMH Temporary Food Service Establishment Permit (via DCA)  
The DCA Licensing Center is located at:  
42 Broadway, 5th Floor  
New York, NY 10004  
Phone: 311  
<http://www.nyc.gov/html/doh/html/inspect/ispecial.shtml>  
DOHMH Animal Permit  
Tel: 212-676-2112

**Human Resources Administration/Dept. of Social Services:**

- *HRA Permit to Solicit Funds:* Permit to Solicit Funds at an Event
- *HRA Contact:* 180 Water Street  
New York NY 10038  
Tel: 212-331-5166

**New York State Liquor Authority**

- *SLA Temporary Beer & Wine Permit:* Alcoholic Beverages will be consumed. (Only applicable for vendors currently have a liquor license)
- *New York City Regional SLA Office Contact:* 317 Lenox Ave., 4th Floor  
New York, NY 10027  
Phone: (212) 961-8284  
<http://www.abc.state.ny.us/>

**Department of Sanitation**

- Clean Up
- *Sanitation Contact:* Special Events Office  
New York City Department of Sanitation  
125 Worth Street – Room 807  
New York, NY 10013  
(646) 885-4867 or 4868