Special Event Application
User Manual

Special Event Application User Manual

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Getting Started

Welcome to the City of Chattanooga Division of Special Events online permitting process. Please review the initial instructions on the homepage. In order to proceed to an application, you will need an account.

Account

You must create an account to apply for Special Event, Block Party or Film Permits. There are two options to begin the process:
1. Select the account button at the top to open the drop-down option. Select "login"
2. At the bottom of the landing page, select "proceed to application"

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All new accounts will need to verify their email address. You will receive automatic email notifications. Follow the prompts of the email to verify your account. After your account is created, enter your email and password to login. If you ever forget your password, there is an option to reset.

Login

Email (required)

jsusman@chattanooga.gov

Password (required)

••••••••••••••••••

LOG IN   Forgot Password?

Create Account

Dashboard

The Dashboard is the primary location to manage your applications
1. Find the dashboard using the menu navigation at the top
2. You can create new applications
3. You can see your existing applications
4. You can see the status of your applications

DASHBOARD   APPLICATIONS   REPORTS   TOOLS

ADMINISTRATOR DASHBOARD

Special Event Permit Applications

Administrator   ☑ Include Review Completed ❓   CREATE SPECIAL EVENT PERMIT APPLICATION

ID#	Application	Start Date	End Date	Applicant	Submitted	Status
901	Special Event Permit	N/A	N/A	Jay Hawkins	Feb 07, 2023	Submitted
938	Whiskey Run Chattanooga	Jan 01, 2024	Jan 01, 2024	Jay Nevans	Jun 19, 2023	Under Review

Review the instructions, deadlines and select the large button at the bottom of the page that says "Create Special Event Permit Application" to start the process.

You will then be taken to the **Intent to Apply**, the first step of the permitting process that gives the City a brief overview of your event and activities planned.

Intent to Apply

The Intent to Apply (ITA) is formal notice from an organization, entity, or individual requesting approval to proceed with a Special Event Permit Application. Once the ITA has been approved, organizers can then move forward with the Special Permit Application Process.

The ITA deadline is 90 days in advance of the proposed event. You may submit an ITA a year in advance of the proposed event date. For your application to be considered complete, you must include:

- All applicant and event information
- Proposed event date(s) and location(s)
- Draft event plan
- If your event involved closing of Right-of-way, a detail description will be required.

Deadline for Special Event Permit Application
Once the ITA has been approved, the Special Events & Programming Division will provide the applicant a draft Special Event Permit Application to complete. The deadline to submit the Special Event Permit application is 60 days in advance of the proposed event. Rush fees may be assessed for applications submitted less than 60 days in advance.

The Intent to Apply is not the Special Event Permit Application.

The Intent to Apply (ITA) is formal notice from an organization, entity, or individual requesting approval to proceed with a Special Event Permit Application. Once the ITA has been approved, organizers can then move forward with the Special Permit Application Process.

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Application Basics

All applications are organized into sections for collecting information. Each section can be viewed on the left-hand "Application Menu". Using the menu, you can skip around the application and complete sections in any order you prefer. Sections of the application that still need to be completed are indicated with an orange exclamation point (!). A gray box is at the top of each section to provide information to assist you when completing your application.

When a section is complete the orange exclamation point will change to a green check mark (✓).

Submitted applications may be viewed as part of the Application Review.

Status Labels

The application status will update during the various stages of the application process.

The application status references the overall progress of the application. The options include:
- **Draft (grey)**: Your application has been started but not submitted.
- **Submitted (brown)**: Your application is submitted, and you cannot make any changes. Staff have not yet started the review process.
- **More Info Needed (blue)**: Staff need additional information, and you must re-submit.
- **Under Review (orange)**: Staff reviews are in progress.
- **Declined (red)**: Event will not receive a permit.
- **Approved (green)**: The application is approved and permitted.
  - **Tentatively Confirmed (green)**: The Reservation of space is tentatively confirmed, but you still need to submit the full application.

The individual sections of an application will also use status labels. The options include:
- **Not Yet Reviewed (brown)**: Staff representatives have not yet reviewed the section.
- **More Info Needed (blue)**: Staff need additional information. You must respond with a comment, or resubmit that section (when applicable).
- **Under Review (orange)**: Staff reviews in progress.
- **Declined (red)**: Section of the application or event component will not be approved. The rest of the event may still be approved and receive a permit.
- **Approved (green):** The section is approved and will be noted on the permit.

Special Event Permits

Steps

Step 1 – Intent to Apply. The Intent to Apply gives a general overview of the event. Staff will review and tentatively confirm the reservation of space. Completing this step will unlock the full application. The reservation can be submitted up to **one year** before the event.

Step 2 – Application. The Special Event Application will require more information depending on the responses in the event details. For each event component, you will need to provide specific details on the corresponding section. The deadline to submit the application is **60 days** before the event.

Application Review

When the Application status is "Under Review" the collective City staff are in the process of reviewing the applica

tion.

Under each section of the application you can see which departments need to review, and their current status. You will be able to communicate with reviewing agencies using comments.

Billing

Invoices for some fees are issued directly in the application. Select the "Billing" tab to see active invoices.

The active invoice will show the total balance due, and give you the ability to pay online. Select "Pay Now" to launch the payment processing portal and pay via credit card.

Permit

After all the reviews are complete and fees paid, the application will be approved and the permit will be issued through that approval. If you need to locate your permit within the system, you can select the "Permits" tab to view your approved permit.