



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”

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.

Deadline for Intent to Apply (ITA)
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.


To start an application, you will need to have an account with us. If you don't have an account, please [create an account](#)

Login

Email (required)

Password (required)

[LOG IN](#) [Forgot Password?](#)

[Create Account](#) 

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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.

ed,
ar in include:

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

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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.

How to Apply

Select the following option to proceed with a special event permit application.

Special Event Permit 

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

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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.

APPLICATION MENU

- ! Host Organization
- ! Contacts
- ! Event Information
- ! Event Dates And Attendance
- ! Event Location
- ! Event Details
- ! Acknowledgement/ Signature/ Indemnification
- Summary

INTENT TO APPLY: INTENT TO APPLY
Host Organization

This section of the permit application is designed to identify the various participants in the permitting process.

Host Organization
The Host Organization is the Applicant and is legally and financially responsible for the special event and its related activities. A Host Organization can be a non-profit tax-exempt organization, commercial entity or individual. If the Host Organization is a 501(c) tax exempt organization, a copy of its IRS Tax Exemption Letter must be provided as part of the permit application.

Permit Holder
The Permit Holder is the individual representative holding the permit to conduct a special event for the Host Organization. The Permit Holder may be the President, Executive Director, or other authorized officer of the Host Organization. The Permit Holder has authority to make planning, operational and financial decisions on behalf of the organization.

Notes
If you are applying on behalf on a Host Organization, we recommend that you do not list yourself as the Permit Holder. List the organization and individual response for contracting your services as the Permit Holder.

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

APPLICATION MENU

- ✓ Host Organization
- ✓ Contacts
- ✓ Event Information
- ✓ Event Dates And Attendance
- ✓ Event Location
- ✓ Event Details
- ✓ Acknowledgement/ Signature/ Indemnification
- Summary

POST COMMENT

- ✓ Host Organization
- ✓ Contacts
- ✓ Event Information
- ✓ Event Dates and Attendance
- ✓ Event Location Required
- ✓ Event Details Required

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


APPLICATION TOOLS

- Application Review
- Application Status
- Manage Workflow
- Communication Log
- Activity Log
- Email Log
- Documents Log
- Duplicate Application
- Print Application
- Email Preferences
- Custom Reports


SPECIAL EVENT: SPECIAL EVENT PERMIT

Application Review


Special Event Permit

● Submitted  Conditional Approval

Application Comments | Details | Permits | Related Applications | Billing | Survey

Administrator / Oct 03, 2022 04:58 PM / 

● More Info Needed

Administrator / Feb 07, 2023 03:23 PM / 

● Submitted

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.

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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.

APPLICATION MENU	INTENT TO APPLY: INTENT TO APPLY
<ul style="list-style-type: none">! Host Organization! Contacts! Event Information! Event Dates And Attendance! Event Location! Event Details! Acknowledgement/ Signature/ IndemnificationSummary	<h3>Host Organization</h3> <p>This section of the permit application is designed to identify the various participants in the permitting process.</p> <p>Host Organization The Host Organization is the Applicant and is legally and financially responsible for the special event and its related activities. A Host Organization can be a non-profit tax-exempt organization, commercial entity or individual. If the Host Organization is a 501(c) tax exempt organization, a copy of its IRS Tax Exemption Letter must be provided as part of the permit application.</p> <p>Permit Holder The Permit Holder is the individual representative holding the permit to conduct a special event for the Host Organization. The Permit Holder may be the President, Executive Director, or other authorized officer of the Host Organization. The Permit Holder has authority to make planning, operational and financial decisions on behalf of the organization.</p> <p>Notes If you are applying on behalf on a Host Organization, we recommend that you do not list yourself as the Permit Holder. List the organization and individual response for contracting your services as the Permit Holder.</p>

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 MENU	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none">! Event Details! Stages! Tent/Membrane Structures! Temporary Structures! Electrical/Power Sources! Food! Alcohol Service! Amplified Sound! Street Closures! Parking Impact! Fencing & Barriers! Athletic Event (Race/Walk/Cycling)! Vendors/Exhibitors! Pyrotechnics/Fireworks	<p>Do you plan to sell or give away food? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Do you plan to provide or distribute alcoholic beverages at your proposed event? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Do you plan to have amplified sound equipment or a PA system? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Will the event include, close, modify and/or impact any public right of way, street, multi-use path or sidewalk? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Will the event impact any public or private parking spaces or access? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Do you plan to use fencing or barriers at any location within your event venue? (e.g. event perimeters, beer garden, VIP area, parking, production, lines, etc) <input type="radio"/> Yes <input type="radio"/> No</p>

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Application Review

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

The screenshot shows the 'Application Review' page for a 'SPECIAL EVENT: SPECIAL EVENT PERMIT' titled 'Cherry Blossom Festival' (Sunday April 30, 2023 - Saturday May 6, 2023). The status is 'Under Review' with a 'Conditional Approval' button. The left sidebar contains 'APPLICATION TOOLS' (Application Review, Application Status, Manage Workflow, Communication Log, Activity Log, Email Log, Documents Log, Duplicate Application, Print Application, Email Preferences, Custom Reports) and 'APPLICATION MENU' (Event Details). The main content area has tabs for 'Application Comments', 'Details', 'Permits', 'Related Applications', 'Billing', and 'Survey'. Two comments are visible: one 'Submitted' and one 'Under Review', both from an Administrator on April 27, 2023. A 'POST COMMENT' button is at the bottom.

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.

The screenshot shows a question: 'Do you plan to use stages at your proposed event?' with a 'Yes' response. Below the question is a 'VIEW REQUIREMENTS' button. A table lists requirements: 'Stages' (4), 'Stage height is 30" high (or higher) and/or has built components' (No). A 'Fire Department' status is shown as 'Not Yet Reviewed' with a 'CHANGE STATUS' button. At the bottom, there is a 'Comments and Files:' section with a 'POST COMMENT' button.

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Billing

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

Application Review


Cherry Blossom Festival

Sunday April 30, 2023 - Saturday May 6, 2023

Under Review 

Conditional Approval

Application Comments | **Details** | **Permits** | **Related Applications** | **Billing** | **Survey**

Date	Invoice #	Bill To	Due Date	Amount	Status	Department	
06-08-2023	10021	Pat-Test Puzon	07-27-2023	100.00	Active	Special Event Fees	

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.


SPECIAL EVENT: SPECIAL EVENT PERMIT

Billing

Test Festival 1

Monday December 19, 2022 - Friday January 6, 2023

Pay Now



Division of Special Events & Programming
Department of Parks and Outdoors
200 River Street
Chattanooga, TN 37405
E: specialevents@chattanooga.gov
T: 423-643-7864

Jonathan Susman

Balance Due: \$100.00

Invoice #: 10045
Invoice Date: August 11, 2023
Due Date: August 18, 2023

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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.



The screenshot displays the 'Application Review' interface for a 'SPECIAL EVENT: SPECIAL EVENT PERMIT'. The main heading is 'Application Review', followed by the event name 'Test Festival 1' and its dates: 'Monday December 19, 2022 - Friday January 6, 2023'. A status indicator shows a red dot next to the text 'Under Review'. Below this is a horizontal navigation bar with six tabs: 'Application Comments', 'Details', 'Permits', 'Related Applications', 'Billing', and 'Survey'. The 'Permits' tab is highlighted with a blue border and a blue arrow pointing to it from the right. Below the navigation bar, a yellow message box contains the text: 'There are no Permits for this application.'