



DEVELOPMENT SERVICES

CITY OF FRISCO

GEORGE A. PUREFOY MUNICIPAL CENTER
 6101 FRISCO SQUARE BLVD 3RD FLOOR
 FRISCO, TEXAS 75034
 TEL 972.292.5300 FAX 972.292.5388
 WWW.FRISCOTEXAS.GOV

SPECIAL EVENT PERMIT APPLICATION

PERMIT NO.: _____ SPCL _____ - _____

An incomplete application will delay the review process or cause denial of the application.

BUSINESS / ORGANIZATION NAME:			
EVENT LOCATION			
PROPERTY OWNER:	NAME:	EMAIL:	
	ADDRESS:	TELEPHONE:	
APPLICANT NAME:	NAME:	REGISTRATION NUMBER:	
	ADDRESS:	TELEPHONE:	
TYPE OF PERMIT:	<input type="checkbox"/> SIDEWALK SALE <input type="checkbox"/> PARKING LOT SALE <input type="checkbox"/> TENT <input type="checkbox"/> SEASONAL SALE <input type="checkbox"/> OUTDOOR EVENT		
DATE OF EVENT:		EVENT Type	

SPECIAL EVENT INFORMATION

1. Fill out Special Event permit application completely. A site plan must also be submitted with the application.
2. Up to four (4) sidewalk sales and two (2) Parking Lot sales each calendar year, no more than seven (7) consecutive days. Sidewalk/Parking Lot Sale Permit fee is one hundred dollars (\$100.00). Written permission or a copy of the tenant's lease agreement that provides permission for a sidewalk/Parking Lot sale is required from the property owner and must accompany the permit application.
3. Up to five (5) temporary tent permits each calendar year. Permits are valid for two (2) consecutive weeks only. The temporary tent permit fee is seventy-five (\$75.00) for each temporary tent installation. Written permission or a copy of the tenant's lease agreement that provides permission for a sidewalk/Parking Lot sale is required from the property owner and must accompany the permit application. A Flame Retardancy Certificate must accompany each temporary tent permit application. A site plan clearly identifying location of tent must be provided.
4. A temporary outdoor seasonal sales permit is valid for a maximum of forty-five (45) consecutive days for each sale. The fee for a temporary outdoor seasonal sales permit is one hundred and fifty dollars (\$150.00).
5. Event can not encroach into require fire lanes or require parking.
6. If an applicant elects to serve or provide food and/drinks at the parking lot/sidewalk, a health permit must be obtained.

(For complete details on Parking Lot / Sidewalk Sales, Tents, Seasonal Sales or Outdoor Events please see ORDINANCE NO: 05-09-80.)

I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER, AND HAVE THE OWNER'S CONSENT TO MAKE THIS APPLICATION WITH THE CITY OF FRISCO. AFTER REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST

Applicants Signature	Date
Applicant Name (Please Print Legibly)	

Permit Application must be presented with applicants' original signature. No application submittals will be accepted by fax, email or other digital media. All submittals sent by mail or delivered by courier should be presented to the attention of the Building Official at the George A Purefoy Municipal Center.