JUNEAU POLICE DEPARTMENT

INSTRUCTIONS FOR APPLYING FOR A PARADE PERMIT

1. Complete the attached application form.

2. The application must be filed with the Chief of Police not less than 15 days or more than 60 days before the date the parade event is to occur.

3. If the parade is to be held by or on behalf of another person other than applicant, the applicant for such a permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his/her behalf.

4. A $50.00 filing fee must accompany this application. The fee will be refunded in full if the permit is not issued (CBJ 72.16.015).

5. Chapter 72.16 – Parades is included with detailed instructions. Please review.

Please contact Lead Community Service Officer Bob Dilley at 586-0600 for questions.

JUNEAU POLICE DEPARTMENT
6255 ALAWAY AVE. ♦ JUNEAU, AK 99801 ♦ (907) 586-0600

JUNEAU POLICE DEPARTMENT
APPLICATION FOR PARADE PERMIT
CBJ 72.16.010

Person Requesting Permit:	Last Name:	First Name:	Contact Number:
Address:			
Name of Organization (if any):			
Organization's Address:			
Parade/Event Chairperson:	Last Name:	First Name:	Contact Number:
Chairperson's Address:			
Name of Parade/Event:	Date of Parade/Event:	Start Time: End Time:	
Route of Parade: *Starting Location:*	*Ending Location:*		
Location of Event:	Time Parade/Event Will Assemble:		
Will Parade/Event occupy any of the width of the street? *Explain:*			
Approximate Number of: Persons: _____ Animals: _____ Vehicles:	Describe the Type of Vehicles: *(trucks, vans, fire engines, etc.)*	Interval of Space to be Maintained between Units in Parade:	
Signature of Applicant:	*Date Signed:*		

NOTE: **The original permit must be picked up and in possession of the Chairperson for the duration of the event**

FOR OFFICIAL USE ONLY

Application/Fee Received: Date/Time:	Organizer Contacted: Date:	SOA, DOT Permits Needed: ☐Yes ☐No Obtained: ☐Yes ☐No	CBJ Streets Contacted: Cones: ☐Yes ☐No Barricades: ☐Yes ☐No
# of Cruise Ships in:	☐ APPROVED ☐ DENIED		Other Coinciding Event:
Personnel Assigned:	Patrol Notified: ☐Yes ☐No Who:		Briefing Arranged: When:
Agencies Notified: ☐CBJ Manager ☐CBJ Attorney ☐Fire Chief ☐Public Works Director ☐Streets ☐Utilities – Water/Sewer ☐Capital Transit ☐Harbors ☐DOT/Public Facilities			Orders Drafted By:
Route Posted: ☐Yes ☐No	Press Release Emailed:	Prepared By:	Date Completed: