

# 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 a Community Service Officer at 907-586-0600 for questions.

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

# JUNEAU POLICE DEPARTMENT



## 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:				
<i>Starting Location:</i>			<i>Ending Location:</i>	
Location of Event:			Time Parade/Event Will Assemble:	
Will Parade/Event occupy any of the width of the street?				
<i>Explain:</i>				
Approximate Number of: Persons: _____ Animals: _____ Vehicles: _____		Describe the Type of Vehicles: <i>(trucks, vans, fire engines, etc.)</i>		Interval of Space to be Maintained between Units in Parade:
<i>Signature of Applicant:</i>				
<i>Date Signed:</i>				
<b>NOTE: The original permit must be picked up and in possession of the Chairperson for the duration of the event</b>				
<b>FOR OFFICIAL USE ONLY</b>				
Application/Fee Received:		Organizer Contacted:		SOA, DOT Permits
Date/Time:		Date:		Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No
				CBJ Streets Contacted:
				Cones: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Barricades: <input type="checkbox"/> Yes <input type="checkbox"/> No
# of Cruise Ships in:		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Other Coinciding Event:
Personnel Assigned:		Patrol Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No		Briefing Arranged:
		Who:		When:
Agencies Notified:		<input type="checkbox"/> CBJ Manager <input type="checkbox"/> CBJ Attorney <input type="checkbox"/> Fire Chief		Orders Drafted By:
<input type="checkbox"/> Public Works Director <input type="checkbox"/> Streets		<input type="checkbox"/> Utilities – Water/Sewer		
<input type="checkbox"/> Capital Transit <input type="checkbox"/> Harbors		<input type="checkbox"/> DOT/Public Facilities		
Route Posted:		Press Release Emailed:		Prepared By:
<input type="checkbox"/> Yes <input type="checkbox"/> No				Date Completed: