

**INSTRUCTIONS FOR APPLYING FOR A
PARADE/SPECIAL EVENT PERMIT**

1. Complete the attached application form.
2. The application must be filed with the Chief of Police not less than 15 days nor more than 60 days before the date the parade/special event is to occur.
3. If the parade/special event is to be held by or on behalf of another person, other than the 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/special event, authorizing the applicant to apply for the permit on his 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)

APPLICATION FOR A PARADE/SPECIAL EVENT PERMIT

(CBJ 72.16.010 & CBJ 72.17.010)

Person Requesting Permit: Last Name		First Name		Contact Phone Number:
Address:				
Name of Organization (if any)				
Organization's Address:				
Parade/Event Chairperson: Last Name		First Name		Contact Phone Number:
Chairperson's Address:				
Name of Parade/Event:		Date of Parade/Event:	Starting Time:	
			Ending Time:	
Route of Parade:				
Start:			End:	
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 :	Describe the Type of Vehicles:		Interval of Space to be Maintained	
<i>Persons:</i> _____	(trucks, vans, fire trucks, etc.)		between Units in Parade:	
<i>Animals:</i> _____				
<i>Vehicles:</i> _____				
Signature of applicant:			Date signed:	
NOTE: The original permit must be picked up and in the possession of the Chairperson for the duration of the event.				

FOR OFFICE USE ONLY				
Application/fee received	Organizer contacted	State of Alaska, DOT Permits	CBJ Streets contacted:	
<i>Date/Time:</i>	<i>Date:</i>	<i>Needed:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Cones:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
# Cruise ships in:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<i>Obtained:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Barricades:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other coinciding events		Patrol notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Briefing arranged:	
Personnel assigned:		<i>Who:</i>	<i>When:</i>	
Agencies notified:	<input type="checkbox"/> CBJ Manager <input type="checkbox"/> CBJ Attorney	Orders drafted by:	Route Posted	
<input type="checkbox"/> Fire Chief <input type="checkbox"/> Public Works Director <input type="checkbox"/> Streets			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Utilities - Water/Sewer <input type="checkbox"/> Capital Transit <input type="checkbox"/> Harbors		Press release	Prepared by	Date completed
<input type="checkbox"/> DOT/ Public Facilities		<i>Emailed</i>		