

# SPECIAL EVENT APPLICATION PROCESS

Special Event Permit include: Races• Run/Walks• Parade• Festival• Block Party • Commercials/Filming

Your **preliminary** permit application should be submitted not less than **60 days** prior to your event. Submitting a **preliminary** permit application 60 days prior to your event is **not** a requirement however doing so assists the permit applicant in adhering to guidelines as defined in the City Code as it pertains to Special Events. As per City Code Sec. 74, 284(B), a completed application which includes an executed Notification Affidavit must be received by Office of Business Inclusion & Advancement not less than **30 days** prior to the event. Applications may be submitted via email, fax, US Mail or in person.

If mailing, please send to: City of Winston –Salem, Office of Business Inclusion & Advancement, P.O. Box 2511, Winston-Salem, NC 27102, Attention: Permits. Make checks payable to City of Winston Salem. Applications will not be processed until **all** requested preliminary documentation is received.

A calendar of events is available to assist with event coordination, please contact staff for additional information. Calendar dates are reserved on a first come basis. Please do not announce, advertise or promote your event until you have received permit approval.

## Application Process:

Your preliminary application should be submitted not less than **60 days** prior to the event. The following items are required to begin the preliminary review process of the Special Event Application.

1. Complete the Office of Business Inclusion & Advancement Preliminary Permit Application (Pages 1 – 2) and **Special Events Form A** (pages 1 – 3). Answer every question with as much detail as possible. A Preliminary Application must include the following:
  - A detailed map showing the exact area of the event, street closures, barricade locations, and staging/vending areas.
  - Current Certificate of Liability Insurance naming the City of Winston-Salem as an additional insured. Insurance must be current and show proof of coverage on day(s) of event. Required coverage limits are described in Sec. 74-292 of the City Code.
  - Permit Application fee. **1-2 Special Events \$50.00**  
**3-5 Special Event Series \$100.00**  
**More than 5 Special Event Series \$200.00**
2. Upon receipt of your preliminary application, staff will begin the process of review which includes but not limited to the logistics of balancing street closure request with street closures currently in process within the immediate area, traffic volume/ management, public safety as well as disruption to quality of life and business. Staff makes a cohesive effort to accommodate request and provide alternatives when needed. **Keep in mind that acceptance of your application, should in no way be considered as a final approval of your application request.**
3. Once the route/event map has been approved, staff will issue to the applicant “Permission to Notify”. At this time, you may begin the notification process. Notification(s) must include an event description including dates and times of all street closures, barricades, stages, hours of activity and event contact person’s information which includes email address and or telephone number. Notification must be provided via US Mail, hand delivery or email to **every** address along the approved event route. Notification of Special Events which do not include street closures should be provided to **every** address within a 300 Ft. radius from the center of the approved event location. **Permission to Notify is not a Permit approval.**

# SPECIAL EVENT APPLICATION PROCESS

4. Complete and submit the Notification Affidavit which **must** be notarized. Please include type and copy of notification, method of delivery along with addresses notified to Office of Business Inclusion & Advancement. **As per City Code Sec. 74, 284(B), a completed application which includes an executed Notification Affidavit must be received by Office of Business Inclusion & Advancement not less than 30 days prior to the event.**
5. The final decision of your event application will be communicated to you, i.e., Approved, Denied or Conditionally Approved. Conditionally approved permits, will be advised in writing and include necessary steps for final approval. Denied applications will be advised in writing and include reason(s) for denial. Denied permits may be appealed to Office of Business Inclusion & Advancement Director /Deputy Director.
6. You may contact Hannah Hernandez (336-734-1251 or [hannahh@cityofws.org](mailto:hannahh@cityofws.org)) for questions regarding permits.

**Please Note. Closure of the same street(s) more than once per calendar month must receive written authorization from Office of Business Inclusion & Advancement Director or Deputy Director prior to permit approval.**

## FREQUENTLY ASKED QUESTIONS

- Question:** **How do I submit a permit application?**  
*Answer:* Permits may be submitted via email ([hannahh@cityofws.org](mailto:hannahh@cityofws.org)), mail or in person at the Office of Business Inclusion & Advancement located at 101 N. Main Street, Suite 232, Winston-Salem NC 27101
- Question:** **How far in advance of my event should the Permit Application be submitted?**  
*Answer:* Your **preliminary** permit application should be submitted not less than 60 days prior to your event. Submitting a **preliminary** permit application 60 days prior to your event is not a requirement however doing so assists the permit applicant in adhering to guidelines as defined in the City Code as it pertains to Special Events. As per City Code Sec. 74, 284(B), a completed application which includes an executed Notification Affidavit must be received by Office of Business Inclusion & Advancement not less than 30 days prior to the event.
- Question:** **Are there any pre-approved routes?**  
*Answer:* Staff has previously approved less impactful routes that may be beneficial.
- Question:** **Is the Notification Affidavit required to be notarized?**  
*Answer:* Yes. The Notification Affidavit is required to be notarized prior to submission.
- Question:** **Can I advertise my event before receiving a permit?**  
*Answer:* No. Requested routes or event dates are not guaranteed. It is strongly advised that events not be advertised until permit is issued.
- Question:** **Where can I view and or obtain a copy of the City Code regarding my Permit?**  
*Answer:* The City Code is available online ([www.cityofws.org](http://www.cityofws.org)) to view/print.
- Question:** **What type barricades can I use for street closures? Where do I rent them?**  
*Answer:* Type III barricades are required to be utilized for all road closures. Please contact Vicki Pigg - [vickip@cityofws.org](mailto:vickip@cityofws.org) for questions regarding options for barricades rental.
- Question:** **Is the use of Barricades included in the permit processing fee?**  
*Answer:* No. Please contact Vicki Pigg, [vickip@cityofws.org](mailto:vickip@cityofws.org) or 336.727-8202 for information regarding options for barricades usage. Proof of barricade rental must be provided.
- Question:** **Are barricades required to be leased from the City of Winston-Salem?**  
*Answer:* No. However, proof of ownership or lease of TYPE III barricades with reflective sheeting must be submitted with the Special Event Permit Application.
- Question:** **Is the Special Event Permit processing fee refundable?**  
*Answer:* Per the City Ordinance Section 74-284, the Special Event Permit application fee is non-refundable.
- Question:** **Who do I contact for additional questions regarding permits?**  
*Answer:* You may contact Hannah Hernandez at 336-734-1251 or [hannahh@cityofws.org](mailto:hannahh@cityofws.org) for questions regarding permits.