



EAGAN

3830 PILOT KNOB ROAD | EAGAN, MN 55122-1810
(651) 675-5660 | FAX: (651) 675-5694
signpermits@cityofeagan.com

For Office Use

Permit #: _____

Fee: _____

Date Received: _____

Staff: _____

OUTDOOR EVENT PERMIT APPLICATION

Attach Site Plan

The site plan shall include locations for parking, tents, stages, booths, sound amplification equipment, fencing, food/alcohol serving areas, signs, banners, portable toilets, trash, and First Aid.

Attach written permission of the property owner.

Please note:

- Events under this permit are not allowed in the public right-of-way. If your event is going to take place on City property or within public streets or trails, please contact the City Clerk at (651) 675-5000.
- The location of your event should be 10 or more feet away from all property lines.
- This event must be a minimum of 100 feet from residential zoned properties.

A) EVENT INFORMATION

Applicant	Name: _____ Address: _____ Phone: _____ Email: _____
Event Details	Event Address: _____ Business Name: _____ Zoning District: _____ (if applicable) Purpose of event: _____ Dates of event & days of the week: _____ Times of event: Start: _____ Finish: _____ Set up begins at: _____ Take down completed (Date/Time) _____ by: (Date/Time) _____ Estimated highest attendance of any event day: _____
Event Contact Information	Name of individual responsible for event: _____ Address: _____ Contact phone during the event: _____ Phone: _____ Alternative Phone: _____ Fax: _____ Email: _____

B) TENTS, CANOPIES, & STAGES

Will there be any tents (more than two sides) or canopies (two or fewer sides) at the event? Yes No

If you answer "no," please proceed to the next section.

Tent Installer	Company: _____ Contact: _____
	Address/City/Zip: _____
	Phone: _____ Email: _____
	License #: _____ Expiration Date: _____

Does any tent exceed 400 square feet or does any canopy exceed 700 square feet? Yes No

If you answer "yes," please provide the following:

- Site plan, including:
 - Location of tent/canopy
 - Size and dimensions of tent/canopy
 - Location and dimensions of side walls (if applicable)
 - Distances to structures and property lines
 - Fire lane provisions
- Fire certificate
- Installation instructions from the tent manufacturer
- Details of the structural framework and how it will resist wind loads
- Interior plan, including:
 - Exiting, and exit signage
 - Stage location and size
 - Location of fire extinguishers
 - Location of trash collection
 - Seating layout
 - Heating information
 - Floor covering

Inspections are required prior to use of a tent exceeding 400 square feet or canopies exceeding 700 square feet. Applicants must call (651) 675-5675 to schedule inspections.

Will there be any stages or elevated platforms at the event? Yes No

If you answer "yes," please contact Building Inspections at (651) 675-5675 to see if a Commercial Building Permit is required.

C) FOOD & ALCOHOL

Will food be served at the event? Yes No

If you answer "no," please proceed to the next section.

Will alcohol be served at the event? Yes No

If you answer "no," please proceed to the next section.

If you answer "yes," please contact the City Clerk's office at (651) 675-5000 for Liquor License requirements.

D) CONTRACT POLICE OFFICER

Will there be a request for contract Police Officers?

Yes No

If you answer "no," please proceed to the next section.

If you answer "yes," please contact the Eagan Police Department at (651) 675-5700.

E) TEMPORARY SIGNAGE

Will there be signs posted at the event?

Yes No

If you answer "no," please proceed to the next section.

Number of signs: _____ (maximum of 3)

Sizes of the sign(s): 1. _____ 2. _____ 3. _____

Message of the sign(s): 1. _____ 2. _____ 3. _____

Dates of sign placement: _____

The combined square footage of all signs cannot exceed 100 square feet.

Signs must be placed securely and in a sound manner to ensure safety of the public & in accordance with reasonable standards employed by sign makers.

F) FIREWORKS

Application must be completed and returned at least 15 days prior to the date of display.

Will there be a display of Fireworks at the event?

Yes* No

If you answer "no," please proceed to the next section.

Name of Supervising Operator: _____ Certificate Number: _____

Manner & place of storage of fireworks / pyrotechnic special effects *prior to display*: _____

Type of fireworks / pyrotechnic special effects to be discharged: _____

Quantity: _____

Attach proof of \$1,000,000 Bond or Certificate of Insurance.

Attach a diagram of the display facilities, drawn to scale.

Illustrate the following:

- ✓ Location of where the fireworks/pyrotechnic special effects are to be discharged
- ✓ Location of ground pieces
- ✓ Location of all buildings, highways, streets, communication lines, or other possible overhead obstructions
- ✓ Location of lines behind which the audience will be restrained
- ✓ Fallout radius for each pyrotechnic device used during the display

Pyrotechnics plan requirements: Certifications that are set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy. (NFPA 1126: 4-3.2).

Contract Firefighters are required for all pyrotechnic displays. Call the Fire Department at (651) 675-5900 for additional information.

G) SOUND AMPLIFICATION

Will there be amplified sound at the event?

If you answer "no," please proceed to the next section.

Yes No

Will there be amplified sound after 10PM?

Yes No

Has this location previously received City Council Approval for Sound Amplification?

Yes No

If liquor will be present and amplified sound is scheduled to occur *after* 10PM, City Council approval is required. City Council approval may take up to several weeks. Please contact the City Clerk's office at (651) 675-5000 for submittal requirements.

Name of individual responsible for event*: _____

Contact phone number during the event: _____

Contact Email: _____

*This person must be present at all times during the event and act as the on-site contact for City officials during the event. The applicant and the contact person shall be responsible for compliance with the terms and condition imposed by the permit and Section 10.31. The applicant or contact person shall maintain the permit on the permitted premises at all times during which the permitted electronic sound system or audio equipment is in use. The permit shall be presented to any City official or law enforcement officer upon demand.

Description of electronic sound system or audio equipment: _____

Type of sound to be generated (live music, recorded music, announcements, speeches, etc.): _____

Sound will be generated during these hours each day: _____

Name of contractor / individual responsible for sound: _____

Address: _____

Phone: _____ **Alternative Phone:** _____

Will there be hired speakers / performers at the event?

Yes No
If yes, name individuals

Description of entertainment to be provided:

Name Address City/State/Zip

Name Address City/State/Zip

Name Address City/State/Zip

Sound produced under the permit shall not exceed the maximum allowable sound pressure level as measured by Type 1 or 2 decibel meter, using the A-weighted fast response scale meeting ANSI Specifications, Section 1.4 – 1971.

- ¼ mile radius from the property line, 3-5 feet above ground level – 55 decibels
- ½ mile radius from the property line, 3-5 feet above ground level – 50 decibels

H) RECYCLING

Will there be at least 300 attendees?

Yes No

Will the event generate at least 1 ton (8 cubic yards) of trash per location (i.e., each sporting event location)?

Yes No

Will the event generate food scraps back-of-house (i.e., non-public food-prep areas)?

Yes No

Recycling is required.

- ✓ All paper and cardboard, cartons, glass bottles and jars, metal cans, and plastics labeled #1, #2 and #5 must be properly sorted and recycled.
- ✓ Each trash container must have a recycling container within 10 feet. [Dakota County](#) provides portable recycling and trash containers that can be checked out free of charge.
- ✓ Applicant must educate all event staff, volunteers, event vendors, and housekeeping/custodial contractors on what and how to recycle using the [Recycle Right Guide](#).

I hereby acknowledge that this information is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Eagan; that I understand this is not a permit, but only an application for a permit, and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of work which requires a review and approval of plans.

X _____
Applicant's Printed Name

X _____
Applicant's Signature

Date

FOR OFFICE USE

STAFF APPROVAL

Required	NA	Department	Name	Date
<input type="checkbox"/>	<input type="checkbox"/>	Planning & Zoning	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	City Clerk	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire Department	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Police Department	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Public Works	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Parks	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Building Inspections	_____	_____

Required	NA		Fees
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Outdoor Event Registration	NA _____
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Sign Permit	\$25.00 _____
<input type="checkbox"/>	<input type="checkbox"/>	Sound Amplification	\$75.00 _____
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Food Sales	\$25.00 _____
<input type="checkbox"/>	<input type="checkbox"/>	Cultural/Entertainment Event	\$25.00 _____
<input type="checkbox"/>	<input type="checkbox"/>	Fireworks Display	\$105.00 _____
<input type="checkbox"/>	<input type="checkbox"/>	Tent or Canopy	\$135.00 _____

Total Fees _____

Required Inspections: NA Tent Final Fireworks Final Sound Amp Final

Permit Comments: