



TUSCALOOSA  
SPECIAL EVENTS ON PRIVATE  
PROPERTY  
PERMIT APPLICATION

Please complete all of the following required fields:

**Event Location**

Location Address: \_\_\_\_\_ City/State: \_\_\_\_\_ / \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Name: \_\_\_\_\_ City License Number: \_\_\_\_\_

**Event Details**

Set up date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_  
Removal date: \_\_\_\_\_ Time: \_\_\_\_\_ City/State: \_\_\_\_\_ / \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is this a recurring event? \_\_\_\_\_ If yes, describe days and hours of operation: \_\_\_\_\_

Event date begins: \_\_\_\_\_ Time: \_\_\_\_\_ Event date ends: \_\_\_\_\_ Time: \_\_\_\_\_

Expected attendance, including peak attendance at any given time:

\_\_\_\_\_

Will food be served? \_\_\_\_\_ If so, please explain (catered, cooked on site, food trucks, etc.):

\_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ If so, please explain (will require an alcohol license):

\_\_\_\_\_

Will there be outdoor amplified sound? \_\_\_\_\_ If so, what hours will this occur? \_\_\_\_\_

Will restrooms be provided? \_\_\_\_\_ If so, please describe: \_\_\_\_\_

Will security be provided? \_\_\_\_\_ If so, please describe: \_\_\_\_\_

Please describe plans for traffic control (ingress and egress):

\_\_\_\_\_

\_\_\_\_\_

Will there be a temporary structure, stages, or tents? \_\_\_\_\_ If so, please describe the number of structures, size of the structure, electrical hook-ups, and structure materials). **A site plan will be required depicting location of trash receptacles, structures, and parking:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

---

---

---

---

Any additional comments or special instructions for the City:

---

---

<p><b>The Applicant shall provide the following information prior to approval of a special events permit, where applicable:</b></p> <p><input type="checkbox"/> Copy of Tuscaloosa City Business License</p> <p><input type="checkbox"/> Copy of Tuscaloosa City Alcohol License</p> <p><input type="checkbox"/> Copy of Tuscaloosa City Temporary Structure Permit</p> <p><input type="checkbox"/> Letter of permission from the owner of property or property/business manager being used</p> <p><input type="checkbox"/> Site Plan to show event set up area/design and parking areas</p>
--

**Please understand the following**

1. All required parking must be accommodated on the subject property and not on adjacent properties or public rights of way.
2. This event must meet the requirements of any other department or agency with jurisdiction in such matters.
3. Please submit all additional applications with this special event application (business license, alcohol license, etc.).
4. A traffic control plan may be required if large number of people will be attending.
5. Please allow 5 business days to process application. More time will be necessary if an alcohol license is required.
6. This permit will not be processed or approved until application is deemed complete.

**Certification of Applicant**

I understand that this permit is conditioned upon the correctness of the information I have supplied above and may be revoked upon a finding by the zoning official that any relevant item of information is substantially incorrect. I further understand that this permit shall become null and void by the time listed within the removal date field. I certify that all of the above information is true and correct and complies with the regulations contained within the city code.

**I HAVE REVIEWED, COMPLETED, & AGREE TO ALL SUBMITTIAL REQUIREMENTS ON THIS APPLICATION**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE SUBMIT AN ELECTRONIC COPY OF THIS DOCUMENT  
AND ALL NECESSARY SUPPORTING MATERIALS TO:**

Office of Urban Development:  
Planning Division

2201 University Boulevard, Annex III  
Tuscaloosa, AL 35401

Email:  
planinfo@tuscaloosa.com

**Comments from Departments:**

**PLANNING:** \_\_\_\_\_

**FIRE DEPT:** \_\_\_\_\_

**BUILDING:** \_\_\_\_\_

**REVENUE:** \_\_\_\_\_

**POLICE:** \_\_\_\_\_

**OCE (if applicable):** \_\_\_\_\_

**OCA (if applicable):** \_\_\_\_\_