



TUSCALOOSA

SPECIAL EVENTS 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: _____
Event date begins: _____ Time: _____
Event date ends: _____ Time: _____
Any comments or Special Instructions for the City: _____

The Applicant shall provide the following information prior to approval of a special events permit:

- Copy of Tuscaloosa City Business License
- Letter of permission from the owner of property or property/business manager being used
- Site Plan to show event set up area/design and parking areas

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. This event must adhere to all state and local regulations regarding social distancing and mask/face coverings due to the COVID-19 pandemic.

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

Jonathan Branson
Email: jbranson@tuscaloosa.com

APPROVALS: PLANNING: _____ **FIRE DEPT:** _____ **OCE (if applicable):** _____