



CITY OF COEUR D' ALENE
Municipal Services Department
710 E Mullan Avenue
Coeur d' Alene, ID 83814
ksetters@cdaid.org or 208.769.2229

Date Received: _____
Sent for Review: _____
Permit Fee: _____
Deposit Fee: _____
Receipt # _____
Meeting Date: _____
Deposit Returned: _____

2026

SPECIAL EVENT PERMIT APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Application must be submitted at least 21 days before the event.

(You may submit up to one year in advance)

◆ Event Information

Name of Event: _____

Date(s) of Event: _____ Day(s) of the Week: _____

◆ Sponsor Information

Event Sponsor Name: _____

Mailing Address: _____

Physical Address: _____

This is a home address

Contact Person: _____

Email: _____ Phone: _____

Security Deposit Refund Address: _____

◆ Required Documents (MUST BE SUBMITTED WITH APPLICATION)

Certificate of Insurance - \$500,000 minimum liability, naming the City of Coeur d'Alene as additional insured.

Map/Site Plan - Indicate start location, entire route, road closures, restrooms, vendors, garbage receptacles, and finish line.

Fee/Deposit – Fees based on Resolution No. 25-037 table included in this application.

Neighbor Notification Form – needs to be signed by the property owner/tenant if a road closure affects access to properties.

◆ **Event Schedule and Location**

Setup Time: _____ Start Time: _____ End Time: _____

Detailed Route Map attached:

Event Location/Detailed Route: _____

Estimated Attendance:

Participants: _____ Max. Participation: _____ Spectators: _____ Max. Spectators: _____

◆ **Street Use (If there is no street closure a traffic plan is not required)**

Traffic Control: Event organizers are responsible for contacting traffic control companies to obtain devices (barricades, signs, cones, etc.) that will be used to safely close roads. All traffic control materials must be collected and removed immediately after the event unless otherwise approved by the Streets and Engineering department.

Partially Closed Streets: _____

Fully Closed Streets: _____

Will event stop at traffic signals? Yes No If no, do you need traffic lights adjusted during the event? Yes No

Do you remain on the: Sidewalk Only? Trail Only?

Number of Blocks Impacted: _____ Number of Streets Impacted: _____

How will you maintain access for businesses/residents? _____

Have businesses/residents been notified? Yes No

◆ **Traffic Control** (*Certified traffic control plan at organizer's expense*).

Traffic Control Plan: Required if event is proposed to close any streets, sidewalks, or bike lanes. Signs, barricades, and traffic control devices shall strictly conform to the provisions of "The Manual on Uniform Traffic Control Devices for Streets & Highways." The map must include the following:

- Scale of drawing & north arrow
- Position & location of event
- Date & hours of closure/restrictions

- Name of adjacent street(s) including sidewalks or bike lanes
- Location & method of traffic, bike and pedestrian control (barriers, cones, signage, detours, etc).

Certified Traffic Control Company: _____

Contact Person: _____ **Phone:** _____

Email: _____

◆ **Restroom Facilities** *(Event organizer is responsible for supplying portable toilets if necessary. Indicate location on the route/site map of restroom location).*

What facilities will be used? _____

of ADA accessible units: _____ **# of portable toilets** _____

Restroom Vendor: _____ **Vendor Contact:** _____

◆ **Tents & Vendor Permits**

- For all portable tents, canopies, used for cooking/heating or any canopy over 200 sq. ft. *Contact the Fire Department 208.769.2340.*
- State of Idaho Sellers Permit required. *Contact Idaho Secretary of State 208-334-7660.*
- Alcohol catering permit. *Contact the Municipal Services Department 208.769.2229*

Vendors *(Indicate all vendors on the route/site plan map).*

Total # of Vendors: _____ **Type/ Number:** **Food:** _____ **Beverages:** _____ **Alcohol:** _____

Retail: _____ **Other:** _____

Will food be cooked/warmed onsite? Yes No

Propane/gas used? Yes No Please list appliances: _____

Any other flammable items onsite? Yes No Specify: _____

- Alcohol service must be monitored to prevent service to or possession by individuals under 21 and to avoid overservice. Large events, or events where alcohol is served, may require security, a public safety plan, or both. When security is required, one security officer must be provided for every 250 attendees.

◆ **First Aid**

Location of First Aid Station: _____

Who will staff it? _____

How will participants be notified? _____

(For emergencies, instruct all participants to dial 911)

◆ **Lost Children or Pets**

Designated Location: _____

◆ **Clean-Up Plan**

Who is responsible for clean up during/after the event: _____

Contact Name: _____ Phone: _____ Email: _____

How many clean-up people: _____ Time/Date completed: _____

How will garbage be removed: _____

What receptacles will be used: _____

◆ **Applicant Certification**

I, _____, certify that I am over 18 years old and a U.S. citizen. I affirm that all information provided in this application is true and complete to the best of my knowledge. I agree to comply with all city ordinances related to parades and special events.

Applicant Signature: _____ Date: _____

Title: _____

◆ **Office Use Only**

| Department | Approval | Date |
|--------------------------------------|-----------------------------------|-------|
| City Clerk/Designee _____ | <input type="checkbox"/> Approved | _____ |
| Street Department _____ | <input type="checkbox"/> Approved | _____ |
| Police Department _____ | <input type="checkbox"/> Approved | _____ |
| Fire Department _____ | <input type="checkbox"/> Approved | _____ |
| Parks Department (if required) _____ | <input type="checkbox"/> Approved | _____ |

Comments/Conditions: _____

Issues for Next Year's Review: _____

◆ **Additional Permits (If Applicable)**

You may need additional permits for any of the following. Contact numbers provided:

- **Centennial Trail/State Highway Use:** Idaho Transportation Dept – (208) 772-1297
 - **City Parks/Trail Use:** CDA Parks – (208) 769-2252
 - **City Ballfields:** Recreation Dept – (208) 769-2250
 - **Alcohol:** (208) 769-2229
 - **Fireworks:** CDA Fire – (208) 769-2340
 - **Tents/Fire Inspection:** CDA Fire – (208) 769-2340
 - **Vendor Sales Permits:** State Tax Commission – (208) 334-7660
 - **Over 1,000 People:** Traffic/Public Safety Plan required
 - **Over 500 People with Music:** Additional fire inspection, bond, and permit required
-
-

◆ **Fee Schedule (Fee and Deposit must be submitted in two separate checks).**

Fees based on Resolution No. 25-037

Determine your event category using this matrix:

| Participant s Including Spectators | Use Hours | Route Length | | Category | Permit Fee | Security Deposit |
|--|------------------|---|--|----------|------------|---------------------|
| Over 500 | More than 6 | 21 or more blocks | | HIGH | \$866.25 | \$1,000 |
| | | | | | | |
| 201-500 | 3-6 Hours | 12-20 blocks | | MEDIUM | \$346.50 | \$500 |
| | | | | | | |
| 0-200 | Under 3 Hours | Less than 12 blocks or no street closure | | LOW | \$173.25 | \$100 |
| | | | | | | |

To determine fees, please circle the proper number in the first three (3) columns for your event. Your event category and pricing will be determined anytime you reach two (2) circles in the same row.

For events that are more than one day, you will be charged an event fee each day. The permit fee and security deposit must be remitted in two separate checks.
