

How to File for a Multiple Special Events Permit

Special Event Definition

A temporary activity, or one held in a temporary structure or tent, that includes music festivals, concerts, theatrical exhibitions, entertainment, speeches or other activity where a large number of people attend. A temporary activity may include a single event or similar events that are repeated no more than twelve times in a given calendar year.

The applicant shall apply for a special event permit by filing an application containing the following information:

1. A site plan or aerial photo that properly depicts where the event is to take place. The site plan shall show designated parking areas.
2. Fill out the application form as provided. Please be as descriptive as possible as to the intended use of any buildings or structures. Describe the type(s) of events to be held and total number of people expected. Provide a general layout of tables, chairs, stages, etc. if consistent from event to event.
3. Payment of fee as set forth to cover department cost of review and inspection. Fees will be calculated at \$50 per hour.

Applicant shall set up a time when full access to the facilities is provided for inspection. The event site, including any building shall comply with current Johnson County Codes including the following:

1. Sprinkler systems when required based on type of use and size of building as set forth by the IBC
2. All components of egress including stairs, doors, and hallways shall be properly sized based on occupant load.
3. Adequate bathroom facilities shall be supplied as set forth by the UPC.
4. The building shall meet all ADA requirements. This includes the approach to the building and a number of parking spaces based on a percentage of the total number of spaces provided.
5. All electrical systems, including EXIT signs if necessary, shall be in proper working condition and shall pose no hazard to the occupants.
6. The building shall be provided with adequate ventilation and heating, when necessary, to provide a comfortable environment.

The event will not be able to take place until an inspection has been approved by the Johnson County Building Official to determine said structure is safe for the expected occupancy related to the events or, in the alternative, the applicant shall provide a written certification from an appropriately licensed professional indicating said structure is safe for the expected occupancy related to the events.

Johnson County – Multiple Special Events Application

Applicant Name: _____

Applicants Home Address: _____

Applicants Contact Phone Number: _____

Address or Parcel Number of Special Event: _____

Zoning of Property: A AR R

Number of Events to Be Held (1-12): _____

Dates of Event(s):

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.

Description of Building where Event(s) is to Take Place (Include dimensions):

Description of Event(s): _____

Estimated Number of People Expected per Event: _____

Signature: _____ Date: _____