

Department of
Planning & Inspections
15 Loockerman Plaza
Dover, DE 19901

City of Dover



Phone: (302) 736-7010
Fax: (302) 736-4217

City of Dover

Special Event Permit

Thank you for choosing the City of Dover for your special event. We want to make sure you have a fun and safe event. Please read the “Special Event Requirements” section of the application carefully as this will help let you know what must be done to properly run your event and also help you fill out the permit application.

Once you have filled out the Application, please return the signed application, completely filled out to the Department of Inspections located at City Hall at 15 Loockerman Plaza, Dover DE 19901. You may also submit the application by email at permitsandlicenses@dover.de.us

Applications should be turned in 30 days prior to the event. Payment is required when the event receives the appropriate approvals from the various City of Dover Departments. If you should have any questions, you can contact the City of Dover Inspections Department at (302) 736-7010.

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Special Event Permit Application

- Please read the application form carefully before completing. It cannot be processed unless fully completed with all required documents attached. If you have any questions while completing the application, please contact the Inspections Department at (302) 736-7011.

Name of Contact Person for the Event: _____

Contact #: (____) _____-_____ Email: _____ Fax #: (____) _____-_____

Name of the Sponsoring Business/Organization: _____

Address or Location of the proposed event: _____

Name of Business or Type of Existing use at event location: _____

Describe the type of event proposed (i.e. Grand Opening, Tent Sale, Cookie Sale, Auction, etc.)

Dates of the Proposed Event: From ____/____/____ to ____/____/____

Time of Proposed Event: From _____ to _____

How many Special Event Permits have been approved for your location during this calendar year?

Property Owner Approval

Property Owner Name (Print): _____

Property Owner Signature: _____

Date: ____/____/____

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Event Information

Are temporary buildings or site improvements or alterations (i.e. tents, booths, structure, merchandise, etc.) proposed with this request?

Yes (___) No (___)

Number of Tents: _____ Square Footage of proposed tent(s): _____

(Please provide Flame Retardant Information for tents being open to the public)

How many parking spaces are available for use on the site? _____

Are any parking spaces being utilized for the event? Yes (___) No (___) Amount: _____

Anticipated attendance: Persons: _____ Vehicles: _____

- Please describe in persons and vehicles per hour or day as appropriate to your specific event:

Will traffic peak at specific times or be dispersed throughout the event? Peak: ___ Dispersed: ___

- Please describe any specific traffic concerns expected for your specific event:

Will off-site parking be necessary? Yes (___) No (___) If yes, explain the location: _____

How many restrooms and trash containers will be provided?

Use existing facilities: ___ Add facilities: ___

- Please show facilities to be used or added on the sketch plan provide (Include type and amount).

Are any signs or attention attracting devices proposed for this event? Yes (___) No (___)

If yes, explain: _____

- Please provide documentation of signage/devices with dimensions. Please show location on the sketch plan.

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Will there be alcohol used or served at the event?

Yes (___) No (___) If yes, please provide approval documentation concerning the liquor license.

Will food be served at the event?

Yes (___) No (___) If yes, please provide approval documentation concerning Public Health Approval.

Will there be temporary generators used for the event?

Yes (___) No (___) If yes, all temporary generators require an electrical inspection prior to the event opening to the public. Please contact the Fire Marshal's Office for a list of approved electrical inspection agencies.

Important Application Requirements

This Application form must be accompanied or contain the following items but not limited to:

- 1) Signature of owner of the property.
- 2) Sketch providing all pertinent information such as proposed structures, facilities (restrooms), trash container locations, parking locations, sales areas, signage, etc. Please provide dimensions of the proposed structures to include existing structures, property lines and note the name or type of adjoining land uses.
- 3) A Completed application for a Temporary Sign Permit with drawings to include dimensions of any signage or attention attracting devices proposed as part of the event.
- 4) Any handouts or flyers used for the event.
- 5) State of Delaware Public Health Approval Documents
<http://www.dhss.delaware.gov/dhss/>
Thomas Colling Building
540 S. DuPont Hwy
Dover, DE 19901
Phone # (302) 744-1000
- 6) State of Delaware Office of Alcoholic Beverage Control Approval Documents
<http://date.delaware.gov/OABCC>
Carvel State Building
820 N. French Street, 3rd Floor
Wilmington, DE 19801
Phone # (302)-577-5222
- 7) Temporary Structure Information such as certificate of flame retardance for tents used for the public.



- 8) Business license approvals for business/organizations involved in the event.
- 9) Approval documents from the Dover Police Department for street closures.

Special Event Information

- APPROVAL: Upon approval of a Special Event Permit the applicant must adhere to all applicable standards and requirements as described by the various City of Dover Departments.
- SUPERVISION / CONTROL: Special events must be conducted in compliance with current codes as described by the City of Dover and the State of Delaware. Directly following the approved event period, temporary structures and other general amenities utilized for the event must be removed. The area must be cleaned of all trash and related debris and any damage to existing landscape must be properly repaired.
- ELECTRICAL: Electrical cords should not be located where they would be subject to pedestrian or vehicular traffic. If electrical cords are located where they are subject to pedestrian or vehicular traffic, precautions and protection for the electrical cords must be provided. Electrical work shall comply with the National Electrical Code requirements for outdoor events and performed by a licensed electrical contractor. All temporary generators must receive an electrical inspection prior to the event. For specific electrical requirements please contact the City of Dover Fire Marshal's Office at 302-736-4457.
- SIDEWALKS: Displays located on the sidewalk must be placed so there is adequate space for pedestrian traffic on the sidewalk. Please ensure that the event is properly monitored to keep pedestrian traffic off the access drive adjacent to the side walk.
- PARKING: If parking spaces are utilized for the special event, the remaining number of parking spaces must meet the parking requirements for the uses on the property as specified in the Zoning Ordinance. No drives or maneuvering areas may be utilized unless drives or maneuvering areas are directly adjacent to the approved display or demonstration area, not required for emergency access and not needed to provide proper circulation through the lot.
- SIGNS: Signs for special events must comply with the Temporary Sign section of the Zoning Ordinance (Article 5 Section 4, 9, D). A permit is required for temporary signs including banners and inflatable signs. No signs may be located in the public right-of-way.
- EVENT: Event must be set up per the approved sketch provided to the City of Dover.



- **TRAFFIC SAFETY:** Special events shall not cause undue traffic congestion or accident potential given anticipated attendance and the design of adjacent streets, intersections and traffic controls. All participants must obey pedestrian and vehicular traffic laws. An unobstructed width of no less than 24 feet wide shall be required for emergency access. This width may be reduced with approval from the Fire Marshal. An unobstructed vertical clearance of no less than 13 feet 6 inches must be maintained for emergency vehicle access at all times. Additional access requirements may be enforced based on the event.
- **TENTS:** No parking is allowed within 20 feet of any tent. The area must be clearly identified to indicate no parking. Two exits must be provided within any tent being used to house the public. The exits must be remotely located. Fire extinguishers shall be provided at every exit and/or at a rate of one for every 500 square feet.
 - Temporary membrane structures (i.e. tents, canopies, air supported or air inflated structures) shall comply with the principal building setbacks for the property and shall not be located within 20 feet of lot lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines (generators). For the purpose of determining required distances, support ropes and guide wires shall be considered as part of the temporary membrane structure, tent or canopy.
 - Hay, straw, shavings or similar combustible materials shall not be located within any structure containing an assembly occupancy, except the materials necessary for the daily feeding and caring of animals. Sawdust and shavings utilized for a public performance or exhibit shall be prohibited provided the sawdust and shavings are kept damp; however, Fire Marshal approval is required. The area within and adjacent to the tent or air supported structure shall be kept clear of all combustible materials or vegetation that could create a fire hazard within 20 feet from the structure.
 - Liquid and gas fueled vehicles and equipment used for display within tents, air supported, air inflated or tensioned membrane structures or temporary canopies shall be in accordance with the following requirements;
 - Batteries shall be disconnected in an appropriate manner.
 - Fueling vehicles or equipment shall not be fueled or defueled within the structure.
 - Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons; whichever is less.
 - Fuel tank openings shall be secured to prevent the escape of fuel vapors.
 - Location of vehicles or equipment shall not obstruct egress.
- When a compressed natural gas (CHG) or liquefied petroleum gas (LPG) powered vehicle is parked inside they shall be in accordance with the following requirements;
 - The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP gas container shall be closed and the engine shall be operated until it stops. Valves

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- shall remain closed while the vehicle is in doors.
- The hot lead of the battery shall be disconnected.
 - Dual-fuel vehicles equipped to operate on gasoline and CHG or LP gas shall comply with this section and the requirements for CHG or LP gas powered vehicles.
- **GENERATORS:** Generators and other internal combustion power sources shall be separated from tents, air supported, air inflated or tensioned membrane structure, temporary membrane structure or canopies by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosures or other approved means.
 - **COOKING:** All cooking operations will require a minimum of one 5lb ABC Dry Chemical Fire Extinguisher and one 5lb Type K Fire Extinguisher.
 - **NO SMOKING:** Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where combustible materials are stored or used. No smoking signs shall be conspicuously posted.
 - **OPEN / EXPOSED FLAMES:** Open flames or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved device shall not be permitted inside or located within 20 feet of the tent, air supported, air inflated or tensioned membrane structures while open to the public unless approved by the Code Official.
 - **FIREWORKS:** Fireworks are not permitted under Delaware Law. In order to have a fireworks display, please contact the City of Dover Fire Marshal's Office for approval.
 - **STRUCTURES:** The design and construction of the fabric envelope, the method of anchoring and inflation systems for air supported and air inflated structures shall be in accordance with the current edition of related Building Codes for the City of Dover.
 - Inspections may be required prior to the event approval.
 - The permitted event may be stopped at any time to include revoking the Special Event Permit for any violation of the State, City or any other associated codes due to public safety, public nuisance or if the event is not being conducted in accordance with the issued permit.

I have read and understand all of the Special Event Requirements:

Signature

Print Name

Date: ___/___/___

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This packet contains a large amount of event information; please feel free to contact the Inspections Department at 302-736-7011 or any of the following individuals below

City of Dover Fire Marshal's Office

Contact: Jason Osika., Fire Marshal

Contact # 302-736-4457

Email: tmullaney@dover.de.us

City of Dover Licensing & Permitting

Contact: Kristen Mullaney, Supervisor

Contact# 302-736-4457

Email: kmullaney@dover.de.us

****City Staff Use Only****

Date Received: ___/___/___ Received by: _____

Permit #: _____

Fire Marshal Approval: _____ Date: ___/___/___

Fee Paid: Yes (___) No (___)

Planning Approval: _____ Date: ___/___/___