

## **How to permit an event in Chattanooga**

You will find many venue options within the city and some may be under different jurisdictions. Please use this chart to determine your path to a successful event. Contact the Transportation Department at 423-643-5950 with any questions.

### **The event will be in:**

|  |  |   |
|--|--|---|
| A Chattanooga City Street                                      | <b>Compete a <a href="#">Special Event Permit Application</a></b><br>This is required for block parties, parades, runs, walks, festivals, or any other events which takes place on a city street.        | <b>Fee and deadlines:</b> Application fee is \$100 and it is to be submitted at least 90 days before the event. Block parties have a \$25 fee and are to be submitted 30 days before the event.       |
| A Chattanooga Park<br><a href="#">List of City Parks</a>       | <b>Call 311 to request a Park Reservation</b><br>This is required for reserving park spaces and facilities in a city park.   | <b>Fee and deadlines:</b> Fees are facility specific. Reservations are first come first serve, and availability can be checked on the <a href="#">Parks Events Calendar</a> .                         |
| A Hamilton County Park<br><a href="#">List of County Parks</a> | <b>Call 423-842-0177 to request a Park Reservation</b><br>This is required for reserving park spaces and facilities in a Hamilton County park.   | <b>Fee and deadlines:</b> Fees are facility specific. Reservations are first come first serve. TN Riverpark facility availability can be checked on the <a href="#">Rental Reservation Calendar</a> . |
| The Tennessee River  | <b>Complete <a href="#">USCG</a> &amp; <a href="#">TWRA</a> Marine Event Permits</b><br>These are required for any regattas, swimming, or other marine events on, over, or adjacent to navigable waters. | <b>Fee and deadlines:</b> Free. USCG requires applications at least 135 days before the event and TWRA requires theirs 30 days before the event or 60 days when a rule waiver is requested.           |

### **The event will have:**

|                     |  |   |
|---------------------|--|---|
| Beer                | <b>Call 423-643-5156 for a City of Chattanooga Special Event Beer Permit</b>                                       | <b>Fee and deadlines:</b> Application fee is \$250. Requires attending a Beer Board Meeting which are held the 1st & 3rd Thursday of each month. Applications due 10 days before the meeting. |
| Wine or Liquor      | <b>Call 423-634-6434 for an State of TN Alcoholic Beverage Commission <a href="#">Special Occasion License</a></b> | <b>Fee and deadlines:</b> Permit is \$100 per day. Applications must be received at least 14 days before the event.   |
| Sound Amplification | <b>Call 423-634-5800 for a City of Chattanooga <a href="#">Noise Permit</a></b>                                    | <b>Fee and deadlines:</b> Free. Applications must be received at least 15 working days before the event.  |

*Your event could need one or more permits. For example, a event that is based in a city park, has beer sells, and closes any streets will needs:*

***A City of Chattanooga Park Reservation, a Chattanooga Special Event Beer Permit, and a Special Event Permit.***