



SPECIAL EVENT PERMIT PROCESS

COMPLETE THE SPECIAL EVENT PERMIT APPLICATION

A MEMBER OF THE SPECIAL EVENTS TEAM WILL REVIEW YOUR APPLICATION AND THEN FORWARD IT TO THE APPROPRIATE APPROVERS WITHIN THE CITY. THE APPROVERS MAY REACH OUT FOR ADDITIONAL INFORMATION.

ONCE ALL APPROVALS ARE RECEIVED, THE SPECIAL EVENTS TEAM WILL EMAIL YOU A LINK TO PAY FOR THE PERMIT FEES.

RECEIVE YOUR PERMIT

ASSISTANCE

For assistance with your application, contact the Special Events team:

Phone: 702.229.6171

Email: events@lasvegasnevada.gov

APPLICATION DEADLINES

Special event applications must be submitted 15-90 days prior to the event, depending on the size of the event:

Event Type	Application Due Date	Application Processing Fee	Fee for Expedited Review
Residential Block Party	5 days before event date	N/A	N/A
Tier 1 Special Event	15 days before event date	\$50	\$25
Tier 2 Special Event	45 days before event date	\$175	\$90
Tier 3 Special Event	90 days before event date	\$300	\$150

Tier 1 Special Events have less than 300 attendees.

Tier 2 Special Events have less than 10,000 attendees and include any of the following:

- Use or impact on right-of-way (streets, sidewalks, alleys, etc.)
- Use of temporary structure, such as tents, canopies, fencing, stages or bleachers
- Use of temporary electrical power and distribution or use of sound amplification
- Vendors

Tier 3 Special Events have 10,000 or more attendees.

**Alcohol may be served at an event if a city-licensed alcohol beverage caterer is used or if the event applicant applies for a special event alcohol permit at least 20 days prior to the scheduled event and then is approved for that permit.*

REQUIRED INFORMATION

- **General Event Information**– Information regarding the event size, location and duration. Special events must be located within Las Vegas city limits. [Click here to check if your event is within city limits.](#)
- **Site Plan**– Applications must include a detailed site plan or map of the event that shows an overview of your event and specific locations of certain items. The site plan should be a PDF that is 8.5x11 or 11x17. All of the following items must be evident on the site plan, if applicable to your event:
 - Stages and/or bleachers, tents, pyrotechnics and/or fireworks, cooking areas, food trucks, vendors, merchants and exhibitors, concessions, alcohol serving stations/bars, entertainment stations (DJ booth, dance floor, etc.), toilets, barricades and fencing, temporary commercial signage, water stations, entrances (including their sizes), exits (including their sizes), emergency access routes, generators or other temporary electrical, temporary lighting, first aid facilities, parking locations, security stations (including # of officers) and dumpsters. [Click here for a sample site plan.](#)
- **Insurance**– If your event is held on public property, then you will be required to submit a certificate of insurance prior to your event. [Click here for more information about insurance requirements.](#)
- **Medical Plan**– If 2,500 or more persons are projected to attend at the same time, a medical plan is required to be submitted and approved by Southern Nevada Health District and the Las Vegas Fire & Rescue Department. For more information, please contact Fire Prevention at 702.229.0366.

ADDITIONAL LICENSES AND PERMITS

Events may require additional licenses and permits for specific items or services. If your event has any of these items then you will be contacted by the city after submitting your application.

- Alcohol– \$100 per day per bar/station and an additional \$75 per day per bar/station.
- Barricades or Traffic Control Plan– \$50
- Temporary Signs– \$100 total
- Vendors–
 - Vendors on private property or right-of-way: \$10 per day per vendor
 - Vendors at Cashman Center: \$5 per day per vendor
- Pyrotechnics, Fireworks, or Tents– Varies
- Temporary Electrical and Generators– Varies
- Public Parking Lots and/or Metered Spaces– Varies
- Business Licensing– Varies
- Sales Tax– Organizers or promoters of one-time events, tradeshow, or conventions in which a sale is conducted will be liable for sales tax to be collected by their vendors. The promoter or organizer must obtain a One Time Sales Tax Permit with the Nevada Department of Taxation. <http://www.tax.nv.gov>
- Health Permit– Contact the Southern Nevada Health Department for more information at 702.759.1110 or <https://www.southernnevadahealthdistrict.org/permits-and-regulations/temporary-permits/special-events/>