



PORTLAND IN THE STREETS

HOW TO APPLY FOR

A COMMUNITY EVENT PERMIT

8 WEEKS

THE IDEA

Talk to properties and businesses affected by your event. Chat with us at PBOT if you have questions

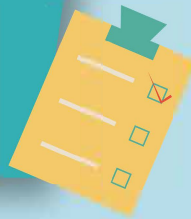


6 WEEKS

APPLICATION: STAGE 1

Submit:

- Event application forms
- Traffic control plan
- Site plan



WARNING!

Application documents received 15 business days or less before your event will incur additional fees.

4 WEEKS

APPLICATION: STAGE 2

Submit:

- Signatures of adjacent properties affected
- Letter of support from your non-profit partner
- Finalize promotional material



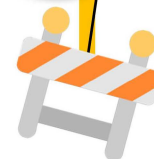
3 WEEKS

INSURANCE

Submit required documents.



EVENT DAY



PBOT

PORTLAND BUREAU OF TRANSPORTATION

For more information go to: www.pbotcommunityevent.org

