



**SAN JOSE POLICE
DEPARTMENT**
PERMITS UNIT/SECONDARY
EMPLOYMENT UNIT



SPECIAL EVENTS INFO SHEET

Customer Information

Current Fee Schedule: http://www.sjpd.org/PDF_Forms/Permit_Fees.pdf

- Special events coordinated through the Office of Cultural Affairs (OCA) applicants must provide copies of their permits to their OCA Coordinator no later than five (5) days prior to their event. Street closures and parades needing officers must be approved by Secondary Employment Unit.

SAN JOSE POLICE PERMITS UNIT

201 West Mission Street
San Jose CA 95110
(408) 277-4452

SECONDARY EMPLOYMENT UNIT

201 West Mission Street
San Jose CA 95110
(408) 277-4980

- Applicants must file with the Police Permits Unit not less than fifteen (15) days before the scheduled event and/or use (San Jose Municipal Code (SJMC) Sections 13.16.030 Street Closures and 13.12.050 Parades). **Please call SJPD Secondary Employment Unit (408) 277-4980 if you have any questions or need to schedule an appointment to process your permit.**
- A detailed, accurate and complete diagram of the proposed use (i.e., street names, areas to be closed off, route of event, etc.,) will accompany the application when submitted.
- The appropriate cost recovery fee set forth in the schedule of fees established by resolution of Council (SJMC 13.16.075) will accompany the application when submitted.
- After the permits are filed, the Police Permits Unit has five (5) days in which to approve or deny the application.
- If an application is denied by the Police Permits Unit, the decision may be appealed to the City Council by filing a written notice of appeal with the City Clerk within five (5) days of the date of denial (SJMC 13.12.080 and 13.16.060).
- All Street Closure and Parade permits are contingent on having proper insurance, barricades, and police officers for traffic control as may be required (SJMC 13.16.070). Failure to abide by these requirements will result in immediate revocation of the permit.

FOR ADDITIONAL INFORMATION ON SPECIAL EVENT PERMITS CONTACT:

Office of Cultural Affairs (408) 793-4344 FAX (408) 971-2597



**SAN JOSE POLICE DEPARTMENT
PERMITS UNIT/SECONDARY
EMPLOYMENT UNIT**



STREET CLOSURE/PARADE APPLICATION

IMPORTANT! READ FIRST BEFORE YOU PROCEED. FAILURE TO SATISFY THIS REQUIREMENT WILL RESULT IN A DELAY OR A DENIAL OF YOUR PERMIT APPLICATION. FEES ARE NOT REFUNDABLE.

For this permit to be issued, the following requirement **MUST** be satisfied. **GENERAL LIABILITY INSURANCE** covering the event and including the City of San Jose, its employees, officers, agents and contractors as additional insured must be presented to and approved by Risk Management at 200 E. Santa Clara St, San Jose, CA 95113. 408-535-7061. **MINIMUM AMOUNT OF LIABILITY COVERAGE MUST BE: \$1,000,000.00 and if pyrotechnics are to be used the minimum is \$2,000,000.00.**

NAME OF EVENT: _____

APPLICANT'S NAME: _____

WK PH: _____ **ADDRESS:** _____

CITY: _____ **ST:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____

NAME OF THE ORGANIZATION/ BUSINESS: _____

NAME OF CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **ST:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____

STREET CLOSURE:

DATE: _____ **LOCATION:** _____

TIME _____ **TO:** _____

DATE: _____ **LOCATION:** _____

TIME: _____ **TO:** _____

PARADE:

DATE: _____ **LOCATION:** _____

TIME: _____ **TO:** _____

Permit must be in possession during the event and available for inspection by city officials and may be revoked for cause by the on scene supervisor.

SIGNATURE OF APPLICANT _____ **DATE:** _____

DO NOT COMPLETE THE SECTION BELOW - FOR SJPD VERIFICATION USE ONLY

ACC'T NO. _____ **ST CLOS \$** _____ **INSURANCE ON FILE WITH RISK MGMT/SEU?** YES NO

SEU REQUIRED? YES NO **IF SO, HOW MANY OFFICERS?** _____

PARADE: \$ _____

TOTAL: \$ _____

Who will be coordinating the officers? _____

POLICE APPROVED: YES NO

SIGNATURE: _____ **DATE:** _____

SJPD SECONDARY EMPLOYMENT UNIT 408-277-4980 FAX 408-297-5981