

# Common permit questions

These are examples of common permit questions in NYC to help you start thinking about what the city might ask. Many questions help ascertain the risk of injury or accident. For example, the more complex the structures, the more follow-up questions will be asked and care expected.

Red lettering is only illustrative! Download the file to modify based on what is true of your event.  
**We don't frequently update this; refer to the permit application for the most accurate questions and options.**

- 1) Have you held this event before?  
a) **No** Yes
- 2) Estimated attendance per day (include spectators, production team, cast, etc):  
a) **100**
- 3) Will there be live entertainment and/or celebrity appearances?  
a) **No** Yes
- 4) Will the event contain any commercial branding and/or advertising elements?  
a) **No** Yes
- 5) Will the event be advertised?  
a) No **Yes: fliers, email, and social media**
- 6) Will red carpet, rope and/or stanchions be used?  
a) **No** Yes
- 7) Will there be on-site security?  
a) **No** Yes
- 8) Will there be amplified sound?  
a) No **Yes**
- 9) Will the event require overhead cabling and/or a pole tap for electricity? Note: Overhead cabling will require DOT Permit  
a) **No** Yes
- 10) Will generators be used?  
a) **No** Yes
- 11) Will gaseous and/or liquid fuels be stored?  
a) **No** Yes
- 12) Will there be open flames (i.e. candles, sterno, cooking, charcoal or propane grills, firepits, propane heaters, etc.) at the event?  
a) **No** Yes
- 13) Will there be special effects, pyro and/or fireworks (including fire performers, sparklers, sparktacular units, confetti, air cannons etc.) at the event?  
a) **No** Yes
- 14) Will any oversized vehicles and/or heavy equipment be used? (Refer to the following DOT specifications for oversized trucks. Plazas often do not allow vehicles to park at anytime other than loading.)
  - a) Width: School buses: 96 inches (8 feet); fire vehicles: 98 inches; buses with a carrying capacity of more than 7 passengers shall not exceed 102 inches (8 ½ feet);
  - b) Height: Single vehicle: 13 1/2 feet; articulated buses and semi-trailers: 35 feet.

- c) Length: Articulated buses is 65 feet. Semi-trailer is 55 feet. The maximum allowed length of single unit vehicles (i.e. box-trucks) is 35 feet.
- d) **No** Yes
- 15) Will the event employ a crane?
  - a) **No** Yes
- 16) Will the event employ a stage, press platform or scaffolding?
  - a) **No** Yes
- 17) Will bleachers, grandstands or other related structures be used?
  - a) **No** Yes
- 18) Will the event employ a prop? A prop is any free-standing object or combination of objects that will not support any additional weight (i.e. speaker towers, statues/sculptures, etc.)
  - a) **No** Yes
- 19) Will the event employ a truss? A truss is a structure composed of a combination of members (such as chords, diagonals, and web members), usually in some triangular arrangement so as to constitute a rigid framework (i.e. lighting trusses, start/finish trusses, etc.)
  - a) **No** Yes
- 20) Will there be a tent or canopy?
  - a) **No** **Yes: 10'x10' tents will be used for weather/ sun protection. Refer to the site layout.**
- 21) Will there be either 75 or more people inside a tent that is closed on all four (4) sides or 200 or more people in an enclosed area outside at the event?
  - a) **No** Yes
- 22) Will there be festoons associated with this event? (i.e. decorations that are affixed at the top of a single light pole and not strung across the roadway)
  - a) **No** Yes
- 23) Will permanent street furniture need to be removed for this event?
  - a) **No** Yes
- 24) Will horse-drawn carriages be used?
  - a) **No** Yes
- 25) Will there be general vendors at the event?
  - a) **No** Yes
- 26) Will any food and/or beverages (including packaged and/or bottled items) be distributed or sold at the event?
  - a) **No** Yes
- 27) Will your event include solicitation of funds? An [HRA Permit](#) is needed to solicit funds for charitable purposes for nonprofit groups, organizations, associations and corporations, and organizations for street solicitations (i.e., pledges for a walk-a-thon/bike-a-thon; door-to-door canvassing with kits; soliciting with receptacles), indoor solicitations (i.e., collections where volunteers stand or sit with receptacles and solicit contributions; collection at a public function at mass meetings; operation of a thrift shop, rummage sale, book sale, bazaar; sale of tickets for fundraising purposes such as auctions; soliciting for preparation of a telethon).
  - a) **No** Yes
- 28) Will alcohol be sold, consumed, or distributed at the event?
  - a) **No** Yes
- 29) Will there be temporary erected rides (i.e. ferris wheel, carousel) at your event?
  - a) **No** Yes

- 30) Will there be carnival games?  
a) **No** Yes
- 31) Will there be animals involved in the event?  
a) **No** Yes
- 32) Will you require a hydrant tap for your event?  
a) **No** Yes
- 33) Will there be inflatable rides (i.e. bounce house) at your event?  
a) **No** Yes
- 34) Will there be truck mounted rides? (i.e. whips, sit and spin) at your event  
a) **No** Yes

## Uploads

- Nonprofit status? There may be different charges for events that are not organized by nonprofits. Generally consider applying through a community partner.
- [Site Layout Template](#): Most permits require event producers to upload a site layout that explains the position of activities in the space.
- [Layout legend template](#): Some permits require event producers to upload a legend that explains the activities in greater detail than you can fit into the layout, such as what the specific activity is in each area and when each activity is taking place.
- [Core run of show template](#): Most permits require event producers to upload a run of show that explains when activities are happening, including set up and take down. This is not the same as the run of show that you will use to manage the event.

## Insurance

You should not have to upload insurance when completing your initial permit application, but you might need to purchase it in order to receive approval. You should also be able to purchase it quickly once you've found a provider. The costs of insurance might vary from the \$150-\$450.

- What type of insurance do you need?
  - For example, general liability
- Whose name and address should be the certificate holder?
  - It might have to be the city entity.
- What other names need to be on the insurance?
  - The host of the event?
- Should the host of the event and the name on the insurance policy be the same?
  - The permit applicant and insurance coverage holder might need to be the same.
- How much coverage do you need?
  - Many permits require \$1mm coverage
- Does the insurance need to cover a specific event type?
- Are you able to modify your certificate if the permit office requests changes after you upload it?
  - You may have to, so confirm the insurance provider can do this quickly on request.

