



Thank you for completing your Special Event Permit Application. As your application is processed and reviewed by the City of Tulsa (COT), please make sure that the following steps (if applicable) have been completed.

Have you?

- ☐ Uploaded a written communication (e.g., a letter or email) from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this permit on their behalf?
- ☐ Uploaded an event site map (e.g., location of stages, tents, vendors, restrooms, etc.)?
- ☐ Uploaded an event route map (e.g., racecourse map, parade route map, etc.)?
- ☐ Uploaded an event traffic control plan map (see [Best Practices](#), created by a barricade co.)?
- ☐ Uploaded an event parking map (e.g., locations of event parking lots, etc.)?
- ☐ Uploaded an example of reserving parking space signs (see [Best Practices](#))?
- ☐ Uploaded an event shuttle plan map (e.g., shuttle route, drop-off locations, etc.)?
- ☐ Uploaded an event valet plan map (e.g., valet route to and from parking lots, etc.)?
- ☐ Uploaded a list of entities and community groups impacted by your event that were notified and/or provided letters (or email) of support or endorsement?
- ☐ Uploaded samples of communications that may be distributed to impacted residents, businesses, schools, places of worship and other entities?
- ☐ Uploaded written permission (e.g., a letter or email) from the owner if using private property?

The following documents must be uploaded to the City of Tulsa portal (if applicable) at least fifteen (15) days prior to the event, before a Special Event Permit is issued.

- ☐ Tent Permit(s).
- ☐ Outdoor beer/wine/alcohol license(s) ([ABLE](#) and [COT](#))
- ☐ Park Reservation Permit.
- ☐ A list of Oklahoma and out-of-state vendors on-site at the event and a listing of sales tax permits required holding your event (see [Vendor List Template](#)).
- ☐ [Special Event Sales Tax Permit](#).
- ☐ Safety Inspection reports for inflatables.
- ☐ Certificate of Operation for amusement rides.
- ☐ Proof of Drone registration with the FAA.
- ☐ [Certificate of Insurance](#) (naming the COT as an additional insured and certificate holder).
- ☐ Complete entertainment list and schedule?
- ☐ Complete parade entry list and guidelines?
- ☐ Event security plan (see [Security Plan Template](#))?
- ☐ Event medical plan (see [Medical Matrix](#))?