



Special Events/Public Events Permit General Instructions

- The City needs a 30 day lead time on all Special Events/Public Events applications.
- Special Events/Public Events permits are required for events on City Property where the public is invited by an outside organization and some private events where street closings are needed.
- All applications must first be notarized.
- ACORD forms for Liability Insurance must be provided. NOTE: must name “City of Norwalk, 125 East Avenue, Norwalk, CT 06851” as additional insured and include a waiver of subrogation.
- All fees due to the City from previous events must be paid in full before approval and issuance of the permit.

Please note that signers could request other items for certain kinds of events which would include follow-up outside of a special event permit signing day.

The following may be required:

- Inspections may be required by Code Enforcement, Fire Department, etc.
- The Norwalk Police Department may require that you hire Police Officer(s) and could require that you go before the Traffic Commission if blocking off roads.
- Carnivals require that the vendor/operator pulls a separate Carnival Permit.
- Some events will need to go before the Common Council Recreation and Parks Committee and then the full Council. Therefore, they require a 45 day lead time.
- Some events require a contract with the Law Department.
- Liquor Permit will be required if serving liquor.

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