

## Permit Information for “Put Art in Parks” program

Events that take place in a city park with robust anticipated attendance may require one or more permits. We recommend submitting permit applications as early as possible. Some types of events require permit applications to be submitted a minimum of 60 days prior to the event. Other permits require less than two weeks’ advance notice.

### **Parks Use Permit**

Getting a **Parks Use Permit** gives you priority for using a specific area of the park for the time of your event. A Parks Use Permit is not required, but your event may be displaced if you do not have one and somebody else is holding an event in the same time and place, and does have a permit.

Seattle Parks Event Scheduling Office handles requests for permits for activities in city parks. Hourly rental rates for all parks, details on required insurance, application fees and costs, and the "Parks Use Permit Application" can be found here:

[www.seattle.gov/parks/reservations/permits.htm](http://www.seattle.gov/parks/reservations/permits.htm)

You may submit an application for Park Use Permit up to one year in advance of the date of your event.

More information about Parks Use Permits:

- [www.seattle.gov/parks/reservations/permits.htm](http://www.seattle.gov/parks/reservations/permits.htm)
- 206-684-4080 (leave a detailed message)
- [Kyle.Griggs@seattle.gov](mailto:Kyle.Griggs@seattle.gov).

### **Temporary Food Service Establishment Permit**

If you are providing food to the public as part of your event, you may need a **Temporary Food Service Establishment** permit. This permit may be required for both selling and giving away food, and may be required for both businesses and non-profit and community groups.

If you need a Temporary Food Service Establishment permit, you may need to provide a food booth with a hand-washing station, and someone on-site with a current "Food Worker Card." More information about these items are available at the health department webpage:

[www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/temporary.aspx](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/temporary.aspx)

Some food options do not require a **Temporary Food Service Establishment Permit**. Exemptions:

[www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/exemptions.aspx](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/exemptions.aspx)

Note: If these links do not work, search on the Health Department's website using these search terms:

- Temporary Food Service Establishment
- Food Worker Card
- Food Permit Exemptions

More information about **Temporary Food Service Establishment Permits**:

- [www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/temporary.aspx](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/temporary.aspx)
- 206-263-9566

### **Fire Department Permit**

There are three circumstances where an event may need a Fire Department Permit:

- 1) A BBQ grill or other source of "open flame" is brought into a park
- 2) Using a canopy larger than 400 square feet (20 x 20 feet) or tent (with sides) larger than 200 square feet (10 x 20 feet)
- 3) Anticipated attendance of more than 99 people at the same time

The Fire Department permits can be found on this webpage:

[www.seattle.gov/fire/fmo/permits/permits.htm](http://www.seattle.gov/fire/fmo/permits/permits.htm)

### **Types of Permits**

- If you bring in a BBQ grill, you will need an **Open Flame Permit** specific to your type of grill (charcoal, propane, or wood).
- If you use the built-in BBQs in city parks, you do **not** need a Fire Department **Open Flame Permit**.
- If you use canopies (tents with no sides, 'pop-up' style) that are larger than 400 square feet (20 x 20 feet), or tents with sides that are larger than 200 square feet (10 x 20 feet), you will need a Fire Department **Air-Supported Structure Permit**.
- In general if you anticipates more than 99 people attending at the same time, you may need a Fire Department **Assembly Permit**.

More information:

- [www.seattle.gov/fire/fmo/permits/permits.htm](http://www.seattle.gov/fire/fmo/permits/permits.htm)
- Fire Marshall's Office, during regular business hours: 206-386-1450

### **Citywide Special Events Permit**

Some events may create significant impacts beyond the boundaries of the park. In this case, additional steps may be required, such as a traffic management plan, street closure or other types of event processes. Events that have a larger impact may need to apply to the **Citywide Special Events Permit** *instead of* the Parks Use Permit. The Citywide Special Events Permit process brings together representatives from all city departments that may be affected. If you are unsure which permit your event may require, ask the Seattle Parks Event Scheduling staff. They will assist in determining if an event should use the Parks Use Permit process or the Citywide Special Events permitting process. See the information above for contacting the Parks Event Scheduling staff.

Information on the Citywide Special Events permits: [www.seattle.gov/special-events-office](http://www.seattle.gov/special-events-office)