

## Permit Application: Commercial Block Event

A **Commercial Block Event** is a temporary gathering of people for which attendance, whether free or for charge, is open to the public, and that is held on a blockaded portion of a one (1) or more contiguous blocks of a single street or alley in any area within the city which is bordered at any point by property within the residential mixed-use districts, commercial mixed-use districts, downtown districts, production districts, or transportation districts, as delineated in the zoning code.

The **Submission Deadline** for this Permit Application for **Large Commercial Block Events (2,500+ people)** is 60 days before the date of the event.

The **Submission Deadline** for this Permit Application for **all other Commercial Block Events** is 14 days before the date of the event.

Minneapolis City Code Chapter 455 regulates block events and requires event organizers to obtain a permit from the City prior to holding a block event. Block Event Permits may not be transferred to any other person, organization, location, or event. A block event permit may be denied for a number of reasons, including non-compliance with or past violations of the city code or block event permit requirements or conflicts in the date and/or location requested. Additionally, we may revoke an approved block event permit for violations of the city code or the approved permit, or in the event of an emergency constituting an imminent threat to life or property.

For questions about this Application, reasonable accommodations, or alternative formats, please call us at 612-673-2080 or send an email to [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov). Individuals who are deaf or hard of hearing can use a relay service by calling 311 at 612-673-3000. TTY users call 612-263-6850. Para asistencia, llame al 311. Rau kev pab 311. Hadii aad Caawimaad u baahantahay 311.

<b>1. Application Requirements</b>	
1.	Complete the application and include all the requirements listed below. Incomplete applications may be returned.
2.	There is a <a href="#">fee</a> for each Block Event Permit. You can pay by <input type="checkbox"/> <b>Cash:</b> Drop off your application at our office. <input type="checkbox"/> <b>Check:</b> Mail or drop off your application at our office. <input type="checkbox"/> <b>Credit Card:</b> Mail, drop off or email your application to <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a> . <b>Do not add your credit card information on this application.</b> We will call you to securely charge your credit card.
3.	Site Map: Attach a map with: a. Street names b. Tent and stage locations c. Barricades and contact person for barricades d. Garbage and recycling container locations e. 14 foot clear drive aisle f. LP tank locations g. Fire department connections and/or fire hydrant locations h. Detour plan i. Parking meter ID numbers for hooding purposes
4.	Security Plan (Complete Form #1)
5.	Waste and Recycling Plan (Complete Form #2)

2. Background Information		
<input type="checkbox"/> Large Block Event (2,500+ expected attendance)	<input type="checkbox"/> Small Block Event (fewer than 2,500 expected attendance)	
Name of Organization (Legal Name):	Name of Event:	
Organization Address:		
Address to Return the Security Deposit:		
Event Contact Person:	Email Address:	Cell Phone #:

3. Event Information		
Date of Event:		
Time of Event (including street closure, set up, and take down):	From:	To:
Must be between the hours of 6:00 p.m. and 10:30 p.m. on a weekday, or between 8:00 a.m. and 10:30 p.m. on a Saturday, Sunday, or legal holiday.		
Time of Entertainment:	From:	To:
Describe all types of entertainment/activities:		
Number of People Expected:	Ward:	
<input type="checkbox"/> Public Property <input type="checkbox"/> Private Property	<input type="checkbox"/> Public Event <input type="checkbox"/> Private Event	

**Street Closures**

Let us know which street(s) you will use for your Block Event. You may need to close more than one street. Here is an example: *"I want to close this street: Saratoga Avenue between this (cross street) Lyndale Ave S and this (cross street) Hennepin Ave S."*

Street Closure 1: I want to close this street: \_\_\_\_\_ between this (cross street) \_\_\_\_\_ and this (cross street) \_\_\_\_\_.

Street Closure 2: I want to close this street: \_\_\_\_\_ between this (cross street) \_\_\_\_\_ and this (cross street) \_\_\_\_\_.

Street Closure 3: I want to close this street: \_\_\_\_\_ between this (cross street) \_\_\_\_\_ and this (cross street) \_\_\_\_\_.

Will alcohol be served at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who will monitor the sale of alcohol?
Outdoor cooking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, who is cooking:		
What are you cooking:		
Are you selling anything other than food?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:		

#### 4. Additional Permits – Check all that apply.

- Amplified Sound:** A Permit is required for outdoor amplified sound that comes from sound amplifying equipment.
- Alcohol:** No sale or drinking of alcohol without a temporary [liquor, wine, or beer permit](#). Call the Licenses Division at 612-673-2080 or email [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov).
- Animal Permits:** Call Minneapolis Animal Care and Control, 612-673-6222.
- Barricades:** Contact a bonded/insured barricade/sign company for redirecting vehicle and pedestrian traffic.
- Electrical Permit** for temporary service and outlets. Call the State of Minnesota 612-866-1979 or 1-800-342-5354.
- Fire Works and Fire Related Permits:** Call the Minneapolis Fire Department at 612-673-3000 or 311.
- Heating (Mechanical) Permit** for temporary heat or air conditioning. Call the Inspections Division, 612-673- 3000 or 311.
- MN DOT:** Call 651-234-7911.
- MTC Transit Detours:** Call 612-349-7400.
- Parades:** You must submit a map of the route. Call the Transportation Division 612-673-2222.
- Park Board Permits:** Call 612-230-6441.
- Plaza Permit** is required for Peavey Plaza, Loring Greenway, or Chicago Mall. Please contact Green Minneapolis at [info@greenminneapolis.org](mailto:info@greenminneapolis.org).
- Plumbing and Gas** inspections for potable water, gas burners and discharges to sewers. Call the Inspections Division at 612-673-3000 or 311.
- Races:** Call Public Works at (612) 673-5750 or (612) 673-3000 or 311.
- Special Event Permit** for Amusement Buildings, Bonfires, Canopies, Exhibits/Tradeshows, Fireworks, Liquid/Gas filled Vehicle in an Assembly Area, LP/Propane, Open Flames/Candles in an Assembly Area, Private Hydrants, Rooftop Heliports, Temporary Assemblies, and Tents/Temporary Membrane Structures. Call 612-673-3000 or 311.
- Street Closures** for block events, parade routes, detours, etc. Call Transportation and Parking Services Division at 612-673-5750.
- Temporary Expansion of License:** On-Sale Liquor, Wine or Beer businesses may use unlicensed portions of their business (indoor or outdoor), provide extra entertainment, and/or stay open later than regular hours. Call 612-673-2080 or email [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov).
- Temporary Extended Hours License:** Businesses that do not sell or serve alcohol may stay open later than regular hours. [Short Term Food](#) and [Event Food Sponsor Permits](#) may be required. Call 612-673-2080 or email [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov).
- Temporary Toilets:** You must use a state of Minnesota licensed company.
- Tents:** Building and Fire Inspectors must approve your detailed plan. Call 612-673-3000 or 311.
- Traffic Control:** Call 612-673-3942 or [Beth.Mota@minneapolismn.gov](mailto:Beth.Mota@minneapolismn.gov). Hourly fees are charged.

## 5. Additional Permit Requirements

### Pre-Approval Requirements

After your application has been submitted, you will be required to complete the following additional steps before your Commercial Block Event Permit will be approved:

#### **Applicant Meeting.**

The applicant must attend a meeting with city representatives to review the conditions for approval of said permit.

### Pre-Issuance Requirements

After your application has been approved, you will be required to complete the following additional steps before your Commercial Block Event Permit will be issued:

#### **Neighborhood Notice & Approval Form (Complete Form #3).**

A permit for a block event will only be issued after the applicant has provided notice to all occupants of property abutting the location of the block event and received written approval of the block event from seventy-five percent (75%) of said properties.

#### **Certificate of Liability Insurance.**

Minimum coverage amounts are \$1,000,000.00 general aggregate and \$1,000,000.00 per occurrence. The city must be named as an additional insured on the policy. The applicants must defend and hold the city harmless from all claims, demands, actions, or causes of action, of whatsoever nature or character, including damages to city property, arising out of or by reason of conduct of block events, including attorney fees and all expenses. Compliance requirements for insurance certificates can be found on the [City's website](#).

#### **Security Deposit (Block Events in Business Districts Only).**

Applicants for Large Block Events in a Business District must pay a security deposit of \$800. Applicants for all other Block Events in a Business District must pay a security deposit of \$200. The Security Deposit can be paid by cash or certified check payable to the Minneapolis Finance Department. The Security Deposit check must be separate from any checks for permit or other fees. If the applicant fails to comply with the refuse and recycling requirements, the security deposit will be forfeited to the city. Otherwise, the security deposit will be returned to the applicant by mail to the business address provided in the application.

### Post-Event Fees

#### **Traffic Management Fees.**

For all block events, trained city staff or trained personnel shall perform on-site traffic-management duties at all intersections where traffic crosses the block event space, in accordance with the requirements of a city-approved traffic control and management plan. For all block events, trained city staff shall perform on-site traffic-management duties on detour routes, where necessary, in accordance with the requirements of a city-approved traffic control and management plan. Within ten business days following receipt of city invoice, the applicant must reimburse the city for the cost of city staff's performance of on-site traffic-management duties.

#### **Signage Fees.**

For block events in a business district, "No Parking" signs will be posted by the city within the event space. Within ten business days following the receipt of city invoice, the applicant must reimburse the city for the cost of installing and removing said signage. Call 612-673-5750 to make required arrangements.

## 6. Acknowledgement

**By signing below, you acknowledge and agree to the following:**

You understand that you must complete additional requirements to receive a block event permit. These requirements are outlined in Section 5 above. You understand that your block event permit will not be issued until these additional requirements have been met.

The City of Minneapolis is collecting the information in this application to determine whether you are eligible for a block event permit. The City uses the information on this application to determine qualifications for the permit. You are not legally required to provide this information. However, if you refuse, we cannot grant you a block event permit. While evaluating your application, this information may be shared with City staff and staff from other government jurisdictions involved in block event permitting or qualification review. After we approve your permit, all information is public.

You have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

You certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. You understand that false information may result in the denial, suspension, or revocation of your permit.

By typing your name, you are electronically signing this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant (printed): \_\_\_\_\_ Organizational Title: \_\_\_\_\_

## 7. Review and Approval – For Office Use Only

Event Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature of Public Works: _____ Conditions / Restrictions:	Date: _____
Date Approved:	Signature of Police: _____ Conditions / Restrictions:	Date: _____
	Signature of Regulatory Services: _____ Conditions / Restrictions:	Date: _____

## Security Plan

If there are over 5,000 attendees, a Medical/EMS plan review is required. Contact Hennepin EMS Special Operations at [ems.events@hcmcd.org](mailto:ems.events@hcmcd.org) or (612) 873- 5678.

<b>Event Name:</b> _____	<b>Date(s):</b> _____	
<b>Safety Contact Person</b>		
Name: _____ Phone: _____ Email: _____		
<b>Describe your Security Personnel. Attach additional sheets if necessary.</b>		
1. Staff: Contracted licensed security agents? Off-duty police officers? Employees or volunteers?		
2. Duties:		
3. Philosophy: Respectful enforcement? Escorting away from the premises? Working in teams?		
4. How will you address disorderly guests? Illegal behaviors? Excessive noise?		
5. Do you have reporting procedures for incidents? Both minor and serious?		
6. What type of training is provided for employees/volunteers? <input type="checkbox"/> N/A – no employees or volunteers		
7. Describe uniform/logo shirt for employees/volunteers. <input type="checkbox"/> N/A – no employees or volunteers		
<input type="checkbox"/> <b>Employees/ Volunteers</b> How Many _____	<input type="checkbox"/> <b>Contract Security Personnel</b> How Many _____ Contact Person _____ Telephone Number _____ Security Company _____	<input type="checkbox"/> <b>Off Duty Minneapolis Police</b> How Many _____ Contact Person _____ Telephone Number _____
<b>Emergency Procedures</b>		
First aid on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Police on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical personnel on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, describe.	
<b>Evacuation Procedures:</b>		

<b>Crowd Management Plan:</b>
<b>Internal Communication Plan for your staff and volunteers during the event:</b>

<b>Review and Approval – For Office Use Only</b>	
<b>Reviewed by:</b>	<b>Date:</b>
<b>Comments / Conditions:</b>	

## Waste and Recycling Plan

In the case of all block events, the applicant must, without expense to the city, immediately clean up, remove and dispose of all litter or material of any kind associated with the event which is placed or left on the street or sidewalk of the block(s) on which the event is held, and also on any of the immediately adjacent blocks. If the applicant neglects or fails to cleanup within the three-hour period immediately following the end of the block event, or within the time limit set forth in a block event, or if cleanup is done in an inadequate manner, the director of public works is authorized to do the cleanup and the applicant shall be charged for said cost.

Applicant must, within ten (10) business days following a block event, parade, or race, submit to the City proof of weights and delivery locations for all garbage and recyclable and compostable materials collected.

<b>Event Information</b>	
Name of event:	Location(s) of event:
Date(s) and times of event:	Anticipated number of attendees:
Will entrances to event be controlled? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will food and/or beverages be dispensed either by applicant or vendors as part of event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, describe the food and/or beverages that will be dispensed:	
All food establishments are required to use reusable, recyclable or compostable food-service packaging per the City's Green to Go ordinance. What type of packaging will be used by vendors? (reusable, recyclable, compostable):	
Contact person responsible for the management of garbage, litter and recycling: Name: Telephone: Email:	

<b>Contractor Information</b>
Provide information about all proposed garbage, litter, recycling, and organics recycling contractor(s):
Contractor 1 Material collected: Contractor Name: Primary Contact: Telephone: Email:
Contractor 2 (if applicable) Material collected: Contractor Name: Primary Contact: Telephone: Email:



Contractor 3 (if applicable)

Material collected:

Contractor Name:

Primary Contact:

Telephone:

Email:

### Container and Dumpster Information

You can rent containers from port-a-potty companies, private haulers, or the City. If you want to rent containers from the city, you must submit the rental form on the City's website: <https://www.minneapolismn.gov/resident-services/garbage-recycling-cleanup/event-garbage-recycling/>. Container rentals are available from the City on a first-come, first-served basis. Rental is not guaranteed.

Use of existing permanent container(s) requires written approval, in advance, from the owner of each existing permanent container. Please visit the following webpage to help determine the owner of each type of existing permanent container: <https://www.minneapolismn.gov/resident-services/garbage-recycling-cleanup/event-garbage-recycling/>

Type, size, and number of garbage/litter containers:

Existing Permanent Containers (if any):

Type:

Size:

Quantity:

Proposed Temporary Containers:

Type:

Size:

Quantity:

Type, size, and number of recycling containers:

Existing Permanent Containers (if any):

Type:

Size:

Quantity:

Proposed Temporary Containers:

Type:

Size:

Quantity:

Type, size, and number of organics recycling containers:

Existing Permanent Containers (if any):

Type:

Size:

Quantity:

Proposed Temporary Containers:

Type:

Size:

Quantity:

Type, size, and number of dumpsters:

Proposed Temporary Dumpsters:  
 Type:  
 Size:  
 Quantity:

Attach a map showing locations of all existing permanent containers and proposed garbage/litter, recycling, organic recycling containers, and/or dumpster(s).

Attach written approval(s) for use of existing permanent containers (if any).

### Monitoring and Post-event Clean-up

How will garbage, litter and recycling generated by event be monitored during event? (Check all that apply):

Staff  
 Contractor(s)  
 Volunteers

Describe post-event efforts to ensure all garbage, litter, materials, and recycling has been removed:

### Review and Approval – For Office Use Only

**Waste and recycling plan approved?**

<p><b>SWR</b></p> <p><input type="checkbox"/> Yes - Approval Date: _____</p> <p><input type="checkbox"/> No</p>	<p><b>SSD</b></p> <p><input type="checkbox"/> Yes - Approval Date: _____</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not Applicable</p>
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**Zero waste event (exempt from needing garbage containers)?**

Yes  
 No

## Neighborhood Approval Documentation

Event Name and Description _____			
_____			
Date _____	Time _____	Sponsor's Name _____	
Address _____		Telephone _____	

Prior to issuance of a Commercial Block Event Permit, notice must be given to all occupants of property abutting the location of the event. Written approval of the event must be obtained from 75% of the properties abutting the location of the event. Where a property is occupied by multiple tenants or owners, a homeowners' association, tenant's association, building management association, or the like may grant a single approval on behalf of all occupants of the property.

Name	Street Address	Approve / Deny / Notified Only
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
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9.	_____	_____
10.	_____	_____
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**Copy and attach more sheets if necessary.**