



## TEMPORARY SPECIAL EVENT

### Why do I need this Temporary Permit?

- Required for any persons or organization conducting an event such as a parade, race or with expected assembly of less than 500 people and fewer than 5 city-licensed food vendors, whether on public or private property. If more than 500 people or 5 or more food vendors, submit a Large Assembly Permit.

### What do I need to obtain this Temporary Permit?

- Special Event permit application submitted online via Accela.
- Certificate of Insurance naming the City of Maplewood as the Certificate Holder and, in the description of operations area of the certificate, the name and date(s) of event. Minimum amounts of coverage should be as follows:
  - \$100,000 Property Damage
  - \$300,000 General Liability
- Signed lease or letter of agreement (if operating on a property not owned by the event organizer)
- Detailed description of the following (as applicable)
  - Security plan
  - Traffic plan
  - Emergency action plan
  - Parking plan (include letter of approval if utilizing parking areas on Maplewood Private property)
  - Map showing proposed layout or route

### What is the price for this Temporary Permit?

- Once the permit has been accepted, an invoice will be issued for the fees:
  - Permit Fee (based on number of food vendors):
    - 0 food vendors = \$103.00
    - 1 – 4 food vendors = \$250.00
  - Payments accepted when receiving invoice
    - Cash
    - Check / Money Order
    - Credit / Debit Card

Contact Licensing with any questions

[Temporary Permits | Maplewood, MN \(maplewoodmn.gov\)](https://www.maplewoodmn.gov/TemporaryPermits)

**City of Maplewood**  
*Office of the City Clerk*  
1830 County Road B East,  
Maplewood, MN 55109  
[Licensing@MaplewoodMN.gov](mailto:Licensing@MaplewoodMN.gov)

Permit approved by:

- Fire Marshal
- Police
- Public Works
- Health Officer