



The City of
OKLAHOMA CITY

SPECIAL EVENTS

okc.gov/specialevents

Festival Events

(Application Procedure)

Thank you for holding your event in Oklahoma City. Below you will find the necessary documents and process to get a revocable permit to use streets and sidewalks for your event. Most festival events will require a revocable permit. The application deadline for preliminary plans is 75 days prior to the event. If you have questions, please contact the Special Events office – (405) 297-2890, Specialevents@okc.gov.

Special Events Information Resources

[Oklahoma City Special Events Guide](#), [Website](#), [Outdoor Special Events Ordinance](#)

Application Requirements

Please provide the following (email all exhibits or send them in Google Drive to specialevents@okc.gov):

- 1) [Revocable Permit Application](#)
- 2) [Event Schedule](#)
- 3) [Event Site Plan](#)
(Include barricade placement for street closure, you can rent [barricades](#) from [a prequalified company](#))
- 4) [Traffic Control Plan](#)
(Traffic controls should be placed by [a prequalified company](#), provide a copy of your contract)
- 5) [Waste Plan](#)
(This can be a written description or map, define the plan, include contracts for waste services)
- 6) [Electricity Usage Plan](#)
(This may require an additional inspection and permit from Development Services)
- 7) [Insurance](#)
(Coverage minimums included in the linked example. City must be listed as Certificate Holder and as Additional Insured: City of Oklahoma City, 200 N. Walker, Oklahoma City, OK 73102)
- 8) [Notification and Closure Petition](#)
(see [Special Events Guide](#) for notification requirements)
- 9) [Vendor List](#)
- 10) [Noise Permit](#)
(Suggested for all events with amplified sound. Property owner confirmation and site plan required.)
- 11) Emergency Contact Sheet
(Contacts who will be present throughout the event)

Review Process

After you have developed your plan, here is our approval process:

1. Consult with Special Events Office and other City staff
2. Submit application and preliminary plans to Special Events Office
3. Submit preliminary plans at a City Services meeting (*2-4 months prior to event)
4. Submit final plans to City Council (approximately 30 days prior to event)
5. After event, debriefing with Special Events Office and other City staff

*City Services meetings are held every other Wednesday (subject to change). Contact Downtown OKC, brandi@downtownokc.com, to get on the agenda. Please bring 20 copies of your event plans for staff review.