



# INSTRUCTIONS PARADE PERMITS

CITY OF CLEVELAND  
DEPARTMENT OF PUBLIC WORKS  
Office of Special Events & Marketing  
500 Lakeside Avenue  
Cleveland, Ohio 44114

Phone: 216.664.2484

Hours of Operation  
9:00 am to 4:30 pm Weekdays

SpecialEvents@city.cleveland.oh.us

## When do you need a Parade Permit

Any person, or entity, planning to hold a parade as defined below in the City of Cleveland is required to obtain a permit by completing the enclosed application and filing it with the Office of Special Events & Marketing.

A "Parade" means any formation, march, procession of any kind, or motorcade consisting of persons, animals, or vehicles or combination thereof traveling in unison for a common purpose upon the streets, excluding sidewalks, within the City with an intent of attracting public attention that interferes with the normal flow or regulation of vehicular or pedestrian traffic upon the streets and sidewalks within the City.

Parades to be held with or in conjunction with a "Special Event" under Cleveland Codified Ordinance §131.07, must first go through the Special Events Committee process. It requires a separate special event application and permit. Special events would include, but not be limited to, races, walks, marathons, festivals, motorcycle runs, carnivals and council-matic events.

Parade Permits are issued under Cleveland Codified Ordinance § 411.05. Applicants should review this Code Section before applying for a permit.

This is a single event permit, which expires immediately following the permitted end time of the event.

## How to File a Parade Permit application

In Person: Public Auditorium, Office of Special Events & Marketing, 500 Lakeside Avenue, Cleveland, OH 44114. Applications are accepted Monday-Friday, 9:00 am – 4:30 pm

Email: Complete, scan and email the application and required secondary documentation to [SpecialEvents@city.cleveland.oh.us](mailto:SpecialEvents@city.cleveland.oh.us).

For a Parade that **WILL NOT** be held with a Special Event, the permit application must be filed no later than **four (4) business days before** the proposed event is to commence.

For a Parade that **WILL** be held with a Special Event, the permit application must be submitted no later than **fourteen (14) days before** the proposed special event is to commence. This timeframe does not include the additional reviews and timeline for the Special Events Committee process.

## What to Bring or Submit to the Office of Special Events & Marketing

- 1) Fully complete and signed application;
- 2) Route Plan and Map (see attached guide).
  - a. One (1) page typed document on 8½ x 11 sheet that describes the route to be traveled, including the starting point, the identification of and the directions to be followed on all streets, the termination point, and any areas to be used to set up before and disperse after the parade; **AND**
  - b. An aerial street map on 8½ x 11 sheet that clearly shows the route to be traveled. The map must include a legend, a compass, street names, the staging location, the setup location and requested street closures (if applicable.)

## Approved Permits are Obtained at the Division of Assessments and Licenses

Once the permit application is approved, the applicant will be notified by email and/or letter. **Upon payment of permit fee of \$25.00**, the applicant can obtain the permit via mail, email or front counter pickup at the Division of Assessments and Licenses, Cleveland City Hall, 601 Lakeside Avenue, Room 122. The fee is payable by cash, check, or credit card. Make all checks payable to the City of Cleveland. For email submissions, an Automatic Payment Authorization form must be completed and submitted to the Division of Assessments and Licenses via secured fax to 216.420.7804 prior to the permit being released.

**Note: City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.**



CITY OF CLEVELAND  
Mayor Frank G. Jackson

**APPLICATION  
PARADE PERMITS**

**CITY OF CLEVELAND  
DEPARTMENT OF PUBLIC WORKS**  
Office of Special Events & Marketing  
500 Lakeside Avenue  
Cleveland, Ohio 44114

Phone: 216.664.2484

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SpecialEvents@city.cleveland.oh.us

<b>DATE</b>	<b>FEE: \$25.00</b>
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**SECTION A - APPLICANT INFORMATION**

Name			
Address			
City	ST	Zip	
Telephone/Mobile Telephone	Email		

**SECTION B - ONSITE EVENT CONTACT**

Name			
Address			
City	ST	Zip	
Telephone/Mobile Telephone	Email		

**SECTION C - ORGANIZATION INFORMATION (IF APPLICABLE)**

Organization Name			
Contact Name			
Address			
City	ST	Zip	
Telephone/Mobile Telephone	Email		

**SECTION D - PRIVATE SECURITY FIRM (IF APPLICABLE)**

Private Security Firm Name			
Contact Name			
Address			
City	ST	Zip	
Telephone/Mobile Telephone	Email		

**SECTION E - LOCATION INFORMATION**

Street number and name	Direction			
Secondary road				
City	ST	Zip		
Location description				
Route Plan and Map attached	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



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**APPLICATION  
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**SECTION F - PARADE INFORMATION**

Primary date requested					
Primary start time		A.M.		Primary end time	
		P.M.			
Alternate date requested		A.M.		A.M.	
Alternate start time		P.M.		Alternate end time	
		P.M.			
Set-Up time		A.M.		Teardown time	
		P.M.			
Staging area					
Number of intersection crossings			Number of walking participants		
Number of vehicles		Cars/Trucks		Motorcycles	
		Bicycles		Floats	
				Horses	
				Buses	

**SECTION G - SOUND AMPLIFICATION EQUIPMENT (IF APPLICABLE)**

Please provide a description of any sound amplification equipment to be used in connection with the parade.


**SECTION H - ACKNOWLEDGEMENT**

**By signing, Applicant acknowledges that they have read and understand Codified Ordinance §411.05, Parade Permits. I certify that the above information I provided is true to the best of my knowledge.**

**APPLICANT SIGNATURE**

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# APPLICATION PARADE PERMITS

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DEPARTMENT OF PUBLIC WORKS  
Office of Special Events & Marketing  
500 Lakeside Avenue  
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## \*\*\*\*EXAMPLE\*\*\*\*

### ROUTE PLAN AND MAP DOCUMENT SUBMISSION GUIDE

Below is a guide that assists in creating and submitting the required route plan and map. Both are required.

#### Start

- Runners start on E 9<sup>th</sup> on the east of the street
- Proceed west on Erieside Ave to W 3<sup>rd</sup> Street
- Turn left on W 3<sup>rd</sup> Street heading north to Lakeside Avenue
- Turn left on Lakeside Avenue, heading E to 13<sup>th</sup> Street
- Turn right on E 13<sup>th</sup> Street heading south to St. Clair Avenue
- Turn right on W 3<sup>rd</sup> Street heading north to Erieside Avenue
- Turn right on Erieside Avenue heading east to E 9<sup>th</sup> Street
- Turn left on E 9<sup>th</sup> Street heading north to Voinovich Park

#### Finish





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# AUTOMATIC PAYMENT AUTHORIZATION

CITY OF CLEVELAND  
DEPARTMENT OF FINANCE  
Division of Assessments and Licenses  
601 Lakeside Avenue, Room 122  
Cleveland, Ohio 44114

Phone: 216.664.2174

Hours of Operation: 8am to 5pm Weekdays

Secured Fax: 216.420.7804

Application Type  
(i.e. Street Permit, Tow Truck, Vendor)

Applicant / Business Name:

<input type="checkbox"/>	One-Time Transaction Only
<input type="checkbox"/>	Payment Information on File (applicable only to Street Permits)

## ACCOUNT HOLDER INFORMATION

Name on Account/Card: \_\_\_\_\_ Account Address: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Account Holder SSN: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Account Phone: \_\_\_\_\_

## ACCOUNT INFORMATION

### Credit Card

Credit Card Type: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

## TERMS

I, the above named Account Holder (see "Account Holder Information") authorize the City of Cleveland, Ohio ("City") to automatically charge my account (see "Account Information") or initiate scheduled deductions in the amount due and owing for any permit fee and/or service charges that may already exist or hereinafter accrue. I authorize the financial institution identified by the credit card or routing number (see "Account Information") to accept the charges or post entries to the account stated above. I represent that I am the owner and/or authorized signer of the account. This authorization shall be valid for all future payments that may become due, until this agreement is cancelled.

I understand that the City will not send me a bill before scheduled payments are processed and that it is my responsibility to ensure sufficient credit or funds are available at the time of each scheduled payment. I also understand that in addition to any fees charged by my bank, the City will charge a NSF fee of up to \$25.00 if my payment is dishonored or returned for any reason. On such an event, I may be removed from the automatic monthly payment authorization program in the full and complete discretion of the City. This authorization is to remain in full force and effect until the City receives a written request from me to cancel the authorization or until the City elects to cancel this Agreement.

I understand that if any due date falls on a weekend or holiday, the City will process the payment on the following business day. I agree to hold the City harmless against all claims related to the processing of payments pursuant to this authorization that I may now have or hereafter accrue. By signing below, I acknowledge that I have read and understand this Agreement.

## ACCEPTANCE

I, the above named Account Holder, accept, acknowledge, and agree to the terms contained in this authorization Agreement.

OFFICE USE ONLY	
Date Received:	_____
Tracking Number:	_____
Processed By:	_____

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Credit Cards Accepted:  
Visa, Master Card, American Express, Discover

Rev. 08/2013

Form: B0003