

PERMIT PROCEDURES
FOR
BLOCK PARTIES, FOOT/BIKE RACES, PARADES AND OTHER
SPECIAL EVENTS:

This permit does not allow outside amplified music and or speech. Such permit must be obtained thru the Seminole County Planning Department. This permit does not exempt the applicant from Seminole County Ordinances and existing Laws.

Foot/Bike Races that involves crossing or using the Seminole County Trails, must contact Seminole County Leisure Services Department at 407-349-0959 for acknowledgement/ approval.

Permit Fee: \$30.00 check payable to Seminole County BCC

1. Permit/Hold Harmless Agreement Application must be submitted prior to the special event. We request at least 3 weeks to process application.
2. Section I, and II must be completed by the applicant. Signature **must** be by an authorized person for the association or corporation for the event. If an individual citizen request permit, then signature by requester.
3. Proof of insurance is required. Request a **Certificate of Insurance** from your insurance agent with the certificate holder being: **Seminole County, 1101 E. 1st Street, Sanford, FL 32771 but please send to** Traffic Engineering, 140 Bush Loop, Sanford, FL 32773. Also **naming Seminole County its officers, officials and employees as additional insured.**
4. Map of roadway being used or closed for the event. If the event is within a neighborhood then signatures and address of consent from each neighbor is required.
5. If the applicant is requesting the insurance to be waived, then Traffic Engineering will review the area and complete Section III of the permit (which may require more than 3 weeks for processing).
6. Cones and barricades maybe borrowed from Traffic Engineering. They may be picked up the day before event and returned the next business day. There will be an ***equipment borrowed form*** to be signed.

Please submit application permit, map of roadway, certificate of insurance and check to:
Seminole County Traffic Engineering
140 Bush Loop
Sanford, FL 32773

Any questions, please feel free to call 407-665-5678 to speak with one of the customer service representative.