

PARADE PERMIT INFORMATION SHEET

REQUIREMENTS

- **Parade Permit Application** - Completed applications and supporting documents must be submitted to the Columbus Division Police Special Events Office at 120 Marconi Blvd, Columbus, Ohio 43215

LICENSE SECTION PARADE PERMIT PRICING

- Permit fee - \$100.00
- Application fee - \$20.00
- Total License Section Permit Cost - \$120.00

Make checks payable to the ***City Treasurer - License Section***

LICENSE SECTION OFFICE LOCATION & HOURS

License Section
4252 Groves Road
Columbus, OH 43232
Monday - Friday
8:00 a.m. to 3:30 p.m.

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OFFICE USE ONLY

License # _____

Issue Date _____

Expiration Date _____

DEPARTMENT OF PUBLIC SAFETY
LICENSE SECTIONDEPARTMENT OF
PUBLIC SAFETY**PARADE PERMIT
APPLICATION**PERMIT FOR PARADE, PROCESSION, OR OTHER MOVING ASSEMBLAGE
TOTAL COST: \$120.00 (includes \$20.00 application fee and \$100.00 license fee)**APPLICANT INFORMATION**

Full Name:

Residential Address:

City:

State:

Zip:

Phone #:

Email:

Driver's License #:

State:

Expiration Date:

Race:

Sex:

Height:

Weight:

Hair:

Eyes:

All applicants will be required to provide Proof of Identity.**ACTIVITY INFORMATION**

Name of Organization sponsoring activity:

Business Address:

City:

State:

Zip:

Business Phone:

Business Email:

Name of Activity:

Date of Activity:

Time of Activity:

Location of Formation:

Time of Formation:

Desired Route: (Specify directions as to north, south and etc... Use a separate sheet if needed)

Purpose or Reason for Activity:

Number of People, Autos, Floats, Bands and etc:

Location of Disbandment:

Have you ever organization ever been issued a permit in the past? Yes No

If yes, give date:

**THIS PORTION OF THE APPLICATION NEEDS TO BE COMPLETED BY THE SPECIAL EVENTS UNIT,
DIVISION OF POLICE, 120 MARCONI BLVD, COLUMBUS, OH 43215, (614) 645-4375**

**It has been determined by _____ that the following number of police officers, who
will be working "off duty" hours and WHO MUST BE HIRED and PAID FOR BY YOU AND/OR YOUR
SPONSORING ORGANIZATION, are required as escorts for your activity:**

_____ Officers, _____ Sgts, _____ Lts, _____ Cmdrs, and _____ Vehicles

**The person to whom officers shall report: _____
(Name) (Phone Number)**

The time officers are to report: _____

**I, _____, do hereby agree to comply with all terms, ordinances, rules, and
regulations relating to the issuance of this special street permit.**

(Applicant Signature) (Date)

**THIS PORTION OF THE APPLICATION NEEDS TO BE COMPLETED BY THE DIVISION OF FIRE,
3639 PARSONS AVE, COLUMBUS, OH 43207, (614) 645-6001**

**It has been determined by _____ that the following number of fire personnel and
vehicles that MUST BE HIRED and PAID FOR BY YOU AND/OR YOUR SPONSORING ORGANIZATION, are
necessary to perform the aforementioned activity:**

_____ Fire personnel, and _____ Fire vehicles

**The person to whom fire personnel shall report: _____
(Name) (Phone Number)**

The time Fire personnel are to report: _____

**I, _____, do hereby agree to comply with all terms, ordinances, rules, and
regulations relating to the issuance of this special street permit.**

(Applicant Signature) (Date)

IF THIS EVENT WILL TAKE PLACE IN A CITY PARK, RESERVOIR PARK OR RECREATIONAL AREA, THIS PORTION OF THE APPLICATION MUST BE COMPLETED BY RECREATION AND PARKS, PERMIT AND RENTAL SERVICES SECTION.

**1111 E. BROAD ST, STE#101
COLUMBUS, OHIO 43205
PHONE: (614) 645-3337**

This applicant has a permit with Recreation and Parks Department.

This applicant does not need a permit with Recreation and Parks Department.

ALL INFORMATION CONTAINED IN THIS APPLICATION IS SUBJECT TO DISCLOSURE AS A MATTER OF PUBLIC RECORD. ANY FALSE STATEMENT MADE OR GIVEN IN THIS APPLICATION SHALL RESULT IN DENIAL OR FUTURE REVOCATION OF THIS LICENSE, AS WELL AS CRIMINAL PROSECUTION UNDER CHAPTER 2321.13(A-3), (A-5) AND COLUMBUS CITY CODE 2111.

State of Ohio, County of Franklin

_____, being duly sworn, deposes and says he or she is the
(Print Applicant's Name)

individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be license; and that the answers to the foregoing questions and other statements contained herein are true of his or her own knowledge and belief.

(Applicant's Signature)

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

Notary or Agent of Director of Public Safety

Must be SIGNED, DATED, and NOTARIZED