



**City of Lake Dallas**  
**Application for Special Event Permit**

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ 24 Hour Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Sales Tax Number from State of Texas Comptroller's Office: \_\_\_\_\_

Event Name: \_\_\_\_\_

Dates Permit is needed: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours event will take place: \_\_\_\_\_ Start Time : \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Number of Attendance: \_\_\_\_\_

Event Description: \_\_\_\_\_

Will you have security/police: \_\_\_\_\_ Will you have medical/EMS Present: \_\_\_\_\_

Will extra lighting be needed: \_\_\_\_\_ Will you have portable restrooms: \_\_\_\_\_

Describe Size and Location of Tents, Booths, Concessions, or Businesses associated with the Event: \_\_\_\_\_

Will you need traffic control: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Employee: \_\_\_\_\_ Cash/Check#/CC: \_\_\_\_\_

Application Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Notes: \_\_\_\_\_

A permit will not be issued if this form if not fully completed or if the information is inaccurate. The following required attachments must be submitted with the application where applicable.

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Lakeview Marina Approval	<input type="checkbox"/> Weather Plan
<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> US Army Corps of Engineering Approval	<input type="checkbox"/> Parking Plan/Approval

Completed application may be emailed to [permits@lakedallas.com](mailto:permits@lakedallas.com) .