

# CITY OF YOUNGSTOWN

MAYOR JOHN A. McNALLY



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## OFFICE OF THE MAYOR

CITY HALL • 26 S. PHELPS STREET • YOUNGSTOWN, OHIO 44503  
PHONE: (330) 742-8701 • FAX: (330) 743-1335

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## SPECIAL EVENTS (Deposit/Fee Sheet)

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### Possible Payments and Deposits:

Based on the information provided The Special Event Permit Application and the information disclosed to the Office of Events and Special Projects, the following fees, charges or deposits may be issued.

DEPOSIT: \$100 Site Cleanup Deposit applicable if any of the following apply:

- One (1) or more on-site external cooking vendor (not a licensed self-contained food vendor)
- Three (3) or more Mobile or Trailer Food Vendors at event
- Alcohol is being served (F or F2 Permits are assigned)

FEE: \$82.00 Temporary Food Operations License (per operation)

- To be paid to City of Youngstown (Health District: Env. Health)
- Contact City of Youngstown Health Dept. at 330.743.3333 option 3

FEE: \$87.50 Mahoning County Tent Structure Permit (Tents and membrane structures in excess of 400 sf)

- To be paid to Mahoning County Building Department
- Contact Mahoning County Building Dept. at 330.270.2894

FEE: \$60.00-\$120.00 Central Electrical Inspection fee (Central Electric may require an electrical inspection if directly hooking up to electrical services)

- To be paid to Central Electrical Inspection Department
- Contact Central Electrical Inspection Dept. at 330.744.5238

Payment: \$25.00 per officer/per hour - Police and Security (Police and security fees may vary based on the amount of officers and the timeframe necessary to patrol the event)

- To be coordinated through Lt. Ross in Traffic Division
- Contact Traffic Division-Police Dept. at 330.742.8737

\*Neighborhood Block Parties are exempt from all Deposits and fees issued by the City of Youngstown. A Neighborhood Block Party is an event that occurs in a residential neighborhood and closes or obstructs no roadways zoned as Commercial Property.

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## SPECIAL EVENTS APPLICATION

The City of Youngstown (COY) office of Events and Special Projects must receive your completed permit no less than 30 days prior to the event date. A fully completed application must be accompanied by a deposit payment (if applicable), site map, and certificate of liability insurance in order for your permit to be processed. The submission of all of the above mentioned documents will not guarantee the city granting a permit. Return completed application to **20 Federal Place, Suit FC12, Youngstown OH 44503.**

### Applicant Information

Organization hosting the Event: \_\_\_\_\_ Is it a Non-Profit: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Event Website: \_\_\_\_\_

### Event Operations

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

Type of Event:

Festival  Concert  Parade  Marathon/run  Political Rally  Opening/Announcement

Other (Please Specify): \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Event Location: \_\_\_\_\_

Set-up Date: \_\_\_\_\_ From: \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

Event Day 1: \_\_\_\_\_ From: \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

Event Day 2: \_\_\_\_\_ From: \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

Event Day 3: \_\_\_\_\_ From: \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

Event Day 4: \_\_\_\_\_ From: \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

Tear Down Date: \_\_\_\_\_ From: \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM



## Event Components

Please check all boxes that apply to your event and provide amount when requested:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> On-site Cooking      | <input type="checkbox"/> Alcohol Sales            | <input type="checkbox"/> Portable Stage. Size: _____    |
| <input type="checkbox"/> Parade               | <input type="checkbox"/> Exhibits/Displays        | <input type="checkbox"/> Amplified Sound                |
| <input type="checkbox"/> Product Giveaway     | <input type="checkbox"/> Carnival Rides           | <input type="checkbox"/> Inflatable Amusement # _____   |
| <input type="checkbox"/> Fireworks            | <input type="checkbox"/> Food (Temporary) # _____ | <input type="checkbox"/> Inflatable Advertising # _____ |
| <input type="checkbox"/> Job Fair             | <input type="checkbox"/> Food (Mobile) # _____    | <input type="checkbox"/> Vehicles on Display            |
| <input type="checkbox"/> Sidewalk Chalk/paint | <input type="checkbox"/> Live Art                 | <input type="checkbox"/> Health Screening               |

**Promotion:** How do you plan on advertising for your event?

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Website      | <input type="checkbox"/> Newspaper article | <input type="checkbox"/> Cable TV Commercials   |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Newspaper Ads     | <input type="checkbox"/> Network TV Commercials |
| <input type="checkbox"/> Local News   | <input type="checkbox"/> Billboards        | <input type="checkbox"/> Other _____            |

**Temporary Structures:** Tents, booths, and stages shall be staked or tied down. Water barrels or weights approved by Mahoning County Building Department 330-270-2894 (50 Westchester Dr. Room 201, Youngstown OH, 44515) are allowed.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Does the event have tent structures?                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are any of these structures over 400 square feet?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are any of these structure acting as a roof to a stage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Name of tent supply company \_\_\_\_\_ Phone \_\_\_\_\_  
Which method of tie down will your tent company utilize \_\_\_\_\_

**Fireworks:** Fire Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Electrical Services:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Does the event require electrical access?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will a generator be utilized to provide power?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have an electrical contractor to assist in hookup? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Name of contractor _____                                  | Phone _____                  |                             |

### Water Services:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Does the event require water access?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the water access required for a food vendor? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Restrooms:** Portable restrooms are required at all Downtown Events. Suppliers can assist you in determining the quantity and ADA-requirements for Event Restrooms.

If your event is multiple days, all on-site portable restrooms must be cleaned out between each day.

**Parking:** Please make arrangements with Downtown parking vendors to ensure that all areas are prepared to house the amount of vehicles that your event will attract. Also, please ensure that there is handicapped parking and/or a shuttle service for you event.

**Fencing and Barricade:** Any event with alcohol requires fencing to enclose the perimeters of alcohol service.

- Does the event require any temporary fencing or barricade?  Yes  No



**Litter Management:** The Applicant is responsible for the cleanup of all litter, trash, grease, ash, spills, etc. The City reserves the right to hold the applicants deposit if the area is not properly cleaned after your event.

Are you contracting with a waste company?  Yes  No

Name of waste company \_\_\_\_\_ Phone \_\_\_\_\_

Are you contracting with a power washing company?  Yes  No

Name of cleanup company \_\_\_\_\_ Phone \_\_\_\_\_

Are you contracting with recycling organization?  Yes  No

Name of organization \_\_\_\_\_ Phone \_\_\_\_\_

Do you have a team of people to pick up after event closes?  Yes  No

Name of organization \_\_\_\_\_ Phone \_\_\_\_\_

**Emergency and First Aid:** The Youngstown Fire Department may require that a fire truck be present at your event (depending on what is occurring).

Are you planning for an on-site ambulance?  Yes  No

Name of Emergency Co. \_\_\_\_\_ Phone \_\_\_\_\_

### Police, Security and Road Closings

The Youngstown Police Department will determine (based on what is occurring at your event) the number of police officers or contracted security require at your event. (Youngstown Police Contact: 330.742.8737)

Are you hiring YPD to work you event?  Yes  No

Will you be applying to close streets?  Yes  No

If Yes, list all streets and intersections that you plan to close:

### Alcohol Sales

If you are planning to sell alcoholic beverages at your event you will need to obtain a temporary alcohol permit from the Ohio Division of Liquor Control.

For beer (online) sales, you must partner with a non-profit organization to obtain a F-Permit.

For beer, wine, and intoxicating liquor sales, you must partner with a non-profit organization and an establishment with a Class-D Liquor License.

What Non-profit organization will be applying for the temporary permit? \_\_\_\_\_



## Event Site Map

You must attach your event site map to this application in order for it to be processed.

Included in this map should be:

- An image (drawn or digital map) of the entire event venue. Please include street names.
- An outline of all erected fencing and barricade. Show points of entrance.
- Location of all stages, tents, vendors, bars, restrooms, dumpsters, etc.
- Parking accommodations: handicap, volunteers, suppliers, etc.
- Lost children area/information
- Command post for Police, Fire and Emergency

## Event Insurance

You must attach a certificate of your liability insurance policy to this application in order for it to be processed. The policy must be in an amount no less than one million dollars (\$1,000,000). Your insurance certificate must list the City of Youngstown (26 South Phelps Street, Youngstown OH 44503) as an additional insured.

## Acknowledgement

I understand that I am responsible for the above described event. By signing below I acknowledge that I have provided complete and truthful information regarding the event.

I acknowledge that: I have obtained adequate insurance, all required permits will be obtained prior to the event and that all necessary safety standards will be met. This includes, if required, permits from the County and State.

I acknowledge and agree to abide by all rules and regulations of the Office of Events and Special Projects. I also acknowledge and agree to abide by all Local, State and Federal Laws during my event. The City of Youngstown Municipal Ordinances may be found at: <http://www.conwaygreene.com/Youngstown.htm>.

The Failure to abide by the requirements contained in the application and permit may result in cancellation of the event. In addition to cancellation of the event the city may pursue criminal charges, and/or additional fees and fines.

The City reserves the right to cancel an event.

The undersigned agrees to hold The City of Youngstown harmless for any claims related to or arising from the event described above. This includes but is not limited to injuries to persons or property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submission Checklist

- Permit Fees and Deposits (when applicable)
- Event Site Map
- Certificate of Insurance with "City of Youngstown" as additional insured
- Copies of other related permits (Tent, F or F2, etc)

Make deposit check payable to "City of Youngstown"



**Return this (completed) application to:**

Office of Events and Special Projects  
City of Youngstown  
26 S Phelps St  
Youngstown, OH 44503

**Approval Signatures**

Event Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

Law Director \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Director \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works

Notices will be sent to Health Department and Chief Sanitarian, Central Electrical Inspection, Zoning Inspector, Commissioner of Buildings and Grounds, Water Commissioner, Finance Director, Fire Chief, Fire Inspector, Traffic Unit (Police), Sign and Signal Dept. and any other necessary individuals.

# Tent and Canopy Permit Application and Requirements

The following guidelines have been established to help business owners identify what is needed to obtain an approval and a building permit for the installation of a temporary structure for commercial use. A Tent is defined by the code as a structure or shelter constructed of fabric or other pliable material supported by any manner except by air or the contents that it protects. A Canopy is a structure, enclosure, or shelter constructed of a fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

All tents that are greater than 200 sf and canopies greater than 400 sf with a duration of less than seven days require permits and shall submit the below information on this form for such. **Occupancy of a tent or canopy structure greater than 200 and 400 sf respectively with duration from 8 to 180 days shall require construction documents and approval in accordance with Section 106 of the Ohio Building Code; (full plan approval with Ohio licensed Architect or Engineer).** Special events will be assessed by the Building Official as to their respective requirements.

Electrical and plumbing permits may be required depending on the use of the structure. Plumbing information can be obtained through the Mahoning County District Board of Health, (330-270-2855). An electrical permit is required for the wiring of any egress and/or accessory lighting. Also it is important to note that all electrical contractors must be registered for commercial work in Mahoning County. All electrical information and permits can be addressed through the Central Electric Inspection Bureau, (CEIB 330-744-5238).

## THE FOLLOWING INFORMATION SHALL BE REQUIRED FOR A BUILDING PERMIT TO BE ISSUED:

SUPPORTING PERMITS: ZONING, ELECTRIC AND PLUMBING

YOU MUST HAVE ALL APPLICABLE SUPPORTING PERMITS PRIOR TO SUBMITTING YOUR APPLICATION

THIS COMPLETED FORM AND CHECK FOR \$87.55; PAYABLE TO: MAHONING COUNTY BUILDING DEPARTMENT

SITE PLAN: SHOW LOT AND TENT SIZES WITH ALL SET BACK DIMENSIONS FROM EXISTING

STRUCTURES (MUST BE A MINIMUM OF 12 FEET FROM ADJACENT STRUCTURES AND TENTS)

## DETAILS:

PROJECT/EVENT NAME: \_\_\_\_\_

PROJECT/ EVENT ADDRESS: \_\_\_\_\_

TENT       CANOPY      DATES OF OPERATION: \_\_\_\_\_ TO \_\_\_\_\_

SIZE \_\_\_\_\_ SHAPE \_\_\_\_\_ TIME OF OPERATION: \_\_\_\_\_

FOOD AND/OR DRINK CONSUMPTION ASSOCIATED WITH STRUCTURE:  YES  NO

ELECTRICAL SERVICE WITHIN/ ASSOCIATED WITH STRUCTURE:  YES, permit required  NO

ANCHORAGE: TENTS/ CANOPIES MUST BE STAKED AT EACH POST WITH A MINIMUM OF ONE INCH DIAMETER BY TWO FOOT LONG STAKES DRIVEN A MINIMUM OF 18 INCHES INTO THE GRADE. CONCRETE BUCKETS ARE PROHIBITED.

BRIEFLY DESCRIBE PROPOSED USE OF STRUCTURE AND EVENT: \_\_\_\_\_

Your information will be reviewed to determine if the proposed project/ event meet code. You will be notified if additional information is required or that the project has been approved, the type of inspections required and that your permit is ready for pickup. Please note: with all of the required information, this process can be completed in as little as two to three days.

The above information has been submitted in good faith and is true and accurate to the best of my knowledge,

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Contact # \_\_\_\_\_

PLEASE RETURN FORM ALONG WITH PAYMENT AND ABOVE INFORMATION

**THIS SECTION FOR BUILDING DEPT. USE ONLY**

PERMIT TECH: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ ADDITIONAL INFORMATION REQUIRED; \_\_\_\_\_

\_\_\_\_\_ PLAN APPROVAL REQUIRED INSPECTIONS:  \_\_\_\_\_  FIRE DEPT.  FINAL

BUILDING OFFICIAL/ PLANS EXAMINER: \_\_\_\_\_ DATE: \_\_\_\_\_

Mahoning County Building Department, 50 Westchester Dr. Room 201, Youngstown OH 44515  
Phone 330-270-2894 Fax 330-270-2898 www.mahoningcountyoh.gov

To: Chuck Sasho / All Paving, Utility and Construction Contractors

Mike McGiffin / Festival & Event promoters

From: Lt William Ross YPD Traffic Division

Re: Officer and Cruiser rates for 2016

Gentlemen, as the new construction / paving season nears I would like to inform you as to the new rates for the hiring of Officers and Police Cars for the 2016 year. This will be effective 01/01/16:

- 1) **Officers \$35.00 per hour (no change from 2014)**
- 2) **YPD cars \$15.00 per hour (\$2.00) increase**

As to when an officer is needed (as per city ordinance 303.02 Traffic Direction) if you are only shutting down a lane of traffic and just diverting it to another lane on the same road then you must put a flagman out there. It can be your own personnel or a company dedicated to that purpose (ex AWP). If you are doing a detour, directing in a traffic light controlled intersection, a stop sign controlled intersection or on a freeway or controlled access road then you are required to use a police officer. If an Officer is needed you can contact 330-**742-8946 Lt. Ross or Sgt. Schiffhauer**. In addition if you have any questions feel free to contact us at this number However 24 hours advance notice is needed on weekdays and 48 hours' notice on weekends is required to schedule an officer.

The SPE (Off Duty) rate for 2016 will remain the same at \$25.00 hr for an Off Duty officer with a four hour minimum. In this case there is not a charge for a cruiser unless some extenuating circumstances apply and I will decide if that is the case. The cruiser rate is still \$15.00 per hour This SPE rate applies to

- 1) Races foot or bike
- 2) Festivals and Events( church or other )

Any event where the city is required to sign an F-1 liquor permit where you are going to use a city street YPD will not sign the permit without a police presence being committed

Lieutenant William Ross  
Commanding Officer  
YPD Traffic Division