Step 1: Go to [https://www.denvergov.org/AccelaCitizenAccess](https://www.denvergov.org/AccelaCitizenAccess), and register for an account. Provide an email that you will use to receive permit update notifications.
Step 2: Make sure you are logged in, then hover your cursor over the **Fire** tab and click on it.
Step 3: In the blue field, click on **Create an Application**.
Step 4: Read the **General Disclaimer** and click the box indicating you have read. Then click on **Continue Application** to advance to the next step.
Step 5: Locate the text that reads **Fire Prevention** with a small arrow pointing to the right. Hover your cursor over the small arrow and click on it. This should expand a list of choices.
Step 6: Locate **Fire Prevention Special Events Operational Permit** in the list and select. Then click on **Continue Application** to advance to the next step.
Step 7: Fill out your business name. All fields with a red asterisk are mandatory. Description of Operations is optional. Then click on **Continue Application** in the lower right corner to advance to the next page.
Step 8:

In the **Address** field, *type in the business street number and name only, and hit search*. After a short wait, this should auto-populate the parcel and owner fields. You might be given a pop-up box with multiple choices, just pick the one that looks best. Then click on **Continue Application** to advance to the next screen.

*REMEMBER- You only need to type in the address numbers, and street name! **Do not** type in street direction (East, West, North, South) or Street Type (Avenue, Way, Boulevard, etc.) Do NOT type this in, only street numerical and street name/number.*
Step 9: Parcel number will auto-populate when you search by address number and street name only.
Step 10: On the Contacts page, you must fill out the first three fields- Applicant, Business Manager, and 1st Emergency Contact. If Manager and Owner are different, choose whichever contact you’d like. You may add an additional contact as 2nd Emergency Contact, this field is optional. All fields with red asterisks are mandatory fields. If you miss a mandatory field, you will be unable to advance to the next page. Select **Continue Application** in the bottom right corner of the page when you are done to advance to the next step.
Step 11: When all contact info is added successfully, your page will look like this. Then you can advance to the next step.
Step 12: Fill out all fields relevant to your Special Event- **Type of Permit, Event Name, Event Start Date and End Date, and Location of the Event** are mandatory fields (marked with a red asterisk, you cannot advance in the application if these details are not complete). Provide all the relevant details, for example, if you have tents, you must provide the sizes, etc.
Step 13: Once you have filled out all relevant details, click on **Continue Application** in the lower right corner to advance to the next screen.
Step 14:  This is where you will attach all documents needed for review such as Site Maps, Floor Plans, Copies of Licenses and Certifications, Proof of Flame Retardant Tent Materials, etc.

Click on blue Add button to upload documents.
Step 15: This window will open up- click Add again in this field to upload documents.
Step 16: Once you have attached the document, select document **TYPE** from the drop-down menu, then provide a brief **DESCRIPTION** in the field with the red asterisk, and click **Save**. Or, you can more documents, but you must remember to click **Save**. Click on **Continue Application** in the lower right corner to advance to the next page.
Step 17: This is what the page will look like when your documents are downloaded and saved correctly. Click on **Continue Application** in the lower right corner to advance to the next screen.
Step 18: Review the information you have provided. At any step in the application, you may elect to Save and Resume Later. This will save the data you have entered so you can just pick up from where you left off. To advance to the next step, click on Continue Application in the upper right and/or lower right corner of the screen.
Step 18 cont.: Review all information to confirm it is correct before you submit.
Step 19: Your application has been submitted for review by the Special Events group. You will receive email notifications regarding any status update or change to your application. These will come from info@denvergov.org, do not delete them or send them to your junk/spam folder, as they contain important information regarding your permit. You will be emailed a link to pay permit fees and will be emailed a copy of your permit once payment has been posted. Please direct general questions to: DENFPB@denvergov.org. Please direct Special Events specific questions to: SpecialEventsDFD@denvergov.org.