

4. Event Application Timeline

The timeline guide below highlights the most common citywide requirements events will complete during the event permitting process. Refer to your Public Event & Film application to see which steps are required for your event.

Minimum 60 Days Prior to Event	
Apply for a Park Permit <i>**If you want to hold your event in a Denver park, you must get your preliminary Park Permit BEFORE submitting an EOP Application.</i>	Denver Parks and Recreation
Submit an Event Operational Permit application	Public Event & Film Permitting
Apply for a street or sidewalk closure	Department of Transportation and Infrastructure
Submit request to reserve parking meters	Department of Transportation and Infrastructure
Minimum 45 Days Prior to Event	
Apply for Fire Permit(s) <i>Earlier if also applying for a liquor license</i>	Denver Fire Department
Submit plans for impacted bus routes or stops	Regional Transportation District (RTD)
Distribute initial community notifications	Public Event & Film Permitting
Minimum 30 Days Prior to Event	
Create a Health and Medical Plan	Department of Public Health and Environment
Submit noise documentation	Department of Public Health and Environment
Submit Emergency Action Plan	Public Event & Film Permitting
Submit application for parades, walks, or runs on streets	Denver Police Department
Request off-duty officers	Denver Police Department
Apply for Special Events Liquor License <i>Pre-requisites are required</i>	Department of Licensing and Consumer Protection
Licensed contractors apply for Building and Electrical Permits	Denver Development Services
Ensure all vendors have proper sales tax licenses	Denver Treasury Department
Waste Management Plan	Public Event & Film Permitting
Ensure all vendors have proper food service licenses	Department of Public Health and Environment and Department of Licensing and Consumer Protection

IMPORTANT: All City requirements must be met and submitted to PEFP 5 days before the event's setup to receive your PEFP Permit.