



**PUBLIC EVENT &  
FILM PERMITTING**  
DENVER ARTS & VENUES

# **EVENT PERMITTING GUIDE**

## **Public Event & Film Permitting**

DenverEvents@DenverGov.org

3/12/2026



# **PUBLIC EVENT & FILM PERMITTING**

## **DENVER ARTS & VENUES**

### **Welcome to Public Event & Film Permitting** Denver Arts & Venues

We're glad you've chosen to host your event in Denver.

Public Event & Film Permitting (PEFP), a division of Denver Arts & Venues, supports a wide variety of safe, successful, and vibrant events across the city. As an event organizer, you play a critical role in bringing these experiences to life.

This guide is designed to help you:

- 1. Understand the permits and requirements for your event**
- 2. Stay on track with important timelines and deadlines**
- 3. Access tools and resources to support a smooth planning process**

Use the Table of Contents to navigate the sections most relevant to your event. If you have questions along the way, our team is here to assist you.

# TABLE OF CONTENTS

<b>1. Do You Need an Event Operational Permit (EOP)?</b>	<b>1</b>
1A. Step 1: Determine if Your Event is Low Impact	1
1B. Step 2: Review Event Criteria	1
i. Criteria 1: Public Access	1
ii. Criteria 2: Location	1
iii. Criteria 3: Activities or Features	2
1C. Next Steps	2
<b>2. Application Process Overview</b>	<b>2</b>
2A. Submit Your EOP Application	2
2B. Fees	3
2C. PEFP Support	4
2D. Permits & Approvals	4
2E. EOP Issued	4
2F. Tips for Success	4
<b>3. How To Meet Denver’s Event Requirements</b>	<b>4</b>
3A. Site Plan Guidelines	4
3B. Events in Denver Parks	5
3C. Events on Denver Streets	5
3D. Parking Meter Reservations	6
3E. Fire Permits	6
3F. Community Notifications	7
3G. Regional Transportation District (RTD)	7
3H. Emergency Action Plan	8
3I. Health and Medical Plan	8
3J. Amplified Sound Limits	9
3K. Parades, Runs, and Rides on Denver Streets	9
3L. Hiring Off-Duty Denver Police Officers	10
3M. Hiring Event Security	10
3N. Selling or Serving Alcohol	10
3O. Generators	11
3P. Stage and Structures	11
3Q. Sales Tax Licensing	11
3R. Admission-Based Events	12
3S. Waste Diversion Plan	12
3T. Food Vendor Approval and Licensing	12
3U. Marijuana Related Guidelines	13
3V. Tattoos and Body Piercing Licensing	13
3W. Water Features Approval	13
3X. Film and Photography	14
3Y. Accessibility Requirements	14
3Z. Sustainable Event Resources	14
<b>4. Event Application Timeline</b>	<b>15</b>

# 1. Do You Need an Event Operational Permit (EOP)?

Not every event in Denver requires an Event Operational Permit (EOP). Public Event & Film Permitting (PEFP) issues EOPs for events that meet specific criteria.

Follow the steps below to determine whether your event requires an EOP.

## 1A. Step 1: Determine if Your Event is Low-Impact

---

Low-impact events **do not require an EOP**, but they must still comply with all applicable City of Denver ordinances, rules, and regulations. This may include obtaining permits from other City agencies (e.g., park permits or fire permits).

Your event is considered low-impact, if it meets ALL of the following conditions:

- Anticipates 350 or fewer attendees per day
- It is fully contained within a park
- Does not require right-of-way closures (no Special Event Revocable Street Occupancy Permit needed)
- Does not include fireworks or pyrotechnics
- Does not use drones for filming, photography, or drone shows

If your event meets all these conditions, an EOP is not required.

If your event does not meet all these conditions, proceed to **1B below**

## 1B. Step 2: Review Event Criteria

---

If your event does **not qualify as low impact**, use the criteria below to determine whether an EOP is required.

### i. Criteria 1: Public Access

Your event is open to the public. For example:

- Anyone can attend (no private invitations or guest list)
- Tickets are sold publicly, or admission is free

If **YES**, continue to **Criteria 2: Location**. If **NO**, an EOP is not required.

### ii. Criteria 2: Location

Your event is held on public property in Denver:

- Parks
- Streets
- Sidewalks

- Alleys
- Plazas

**Please note:** If your event occurs in **both** a park and the public right-of-way (street, sidewalks, alleys, plazas), you must work with PEFP to determine the appropriate permits.

If **YES**, continue to **Criteria 3: Activities or Features**. If **NO**, an EOP is not required.

### iii. **Criteria 3: Activities or Features**

Your event includes **any** of the following elements:

- Propane, open flames, fireworks, or floats
- Generators over 5kW, stages, or other structures
- Sale of items (e.g., tickets, food, alcohol, CBD products, or merchandise)
- Body art, animals, or water attractions
- Hired security or off-duty police officers
- Marijuana advertising, themes, or sponsors

If **YES**, you must **submit an EOP application**. If **NO**, an EOP may not be required.

## **1C. Next Steps**

---

If an EOP is required, continue reading this guide for application instructions and additional details before submitting your application.

For events entirely on private property or with an invite-only guest list, review the [Private Event Checklist](#) to determine if other permits are necessary. Private events generally do not need an EOP but may still require approval from other City departments.

Still unsure? Submit your question online via our [Contact Us Form](#) and an Event Permitting Specialist (EPS) will follow up with you.

## **2. Application Process Overview**

The event permitting process involves several steps to ensure your event runs smoothly and complies with all City requirements. Follow this guide to stay on track:

### **2A. Submit Your EOP Application**

---

**Application Deadline:** 60 days prior to the event's setup date.

**Deadline Example:**

If your event’s setup begins on May 29 and the event is on June 1, your application must be submitted by **March 30** (60 days before the setup date).

**Important Details:**

- **First-time or complex events**, including those with multiple street closures or extensive infrastructure, should contact PEFP **90 days prior** to the event set up date.
- Applications submitted to PEFP less than 60 days prior to the setup date may be denied or have a late fee.
- Some agencies will NOT accept late applications.
- PEFP will NOT accept applications submitted less than 30 days before the event setup date.

**What to Include in Your Application:**

You do not need all finalized details at submission, but the items listed below are required for your application to be accepted.

- Section 1 - Applicant Information: Basic details about the applicant.
- Section 2 - Event Information: Key information about the event.
- Section 4 - Site Map and/or Route Map: A preliminary layout or map.
- Section 5 - Community Notification: A draft flyer for notifying the community.
- Premise Documents:
  - Preliminary Park Permit (for events in parks)
  - Traffic Control Plan (for events on streets, sidewalks, or alleys).

## **2B. Fees**

---

**Processing Fees:**

The EOP application processing fees are based on the estimated number of daily TOTAL attendees:

- 1 – 350:.....\$25
- 351 – 3,000:.....\$75
- 3,001 – 10,000:.....\$150
- 10,000+:.....\$250

**Late Fees:**

Application fees will be doubled for applications submitted less than 60 days prior to the first setup date.

**Rush Fees:**

All City requirements must be met and submitted to PEFP at least 5 days before the event. Events that do not meet this deadline will incur an additional fee equal to the application fee.

**Payment Process:**

After submitting your application, you will receive an invoice via email from the application system. Payments must be made within three days of receipt for your invoice to be placed “Under Review.”

Once the application is “Under Review”:

- The application will be reviewed by the necessary City agencies.
- The submitted information will be evaluated for compliance.

## **2C. PEFP Support**

---

Once your application is submitted, an Event Permitting Specialist (EPS) will be assigned to guide you through the permitting process. The EPS will:

- Review your application to ensure all required documents are included.
- Generate an invoice for your EOP Application.
- Assist you in addressing any issues and completing additional requirements.
- Issue your EOP, once all City requirements have been met.

## **2D. Permits & Approvals**

---

You will work with PEFP and other City departments to secure additional permits and approvals based on the elements of your event. There may be fees associated with the permits issued by other City agencies.

## **2E. EOP Issued**

---

Once all required permits and approvals are obtained, PEFP will issue your EOP. This document confirms your event is ready to proceed.

## **2F. Tips for Success**

---

- Submit your application as early as possible to avoid delays and extra fees.
- Communicate with your EPS regularly to address any issues.
- Track all deadlines to ensure your event remains on schedule.

# **3. How To Meet Denver’s Event Requirements**

The following sections explain how to meet requirements and obtain necessary permits and approvals from City departments and partner agencies. Requirements are listed in order of deadlines to help you stay on track. Your EOP Application in Eproval will outline the specific steps for your event. For additional guidance, contact the listed department or your Event Permitting Specialist.

## **3A. Site Plan Guidelines**

---

**DEADLINE:** 60 days before the event

**CONTACT:** Public Event & Film Permitting, Assigned Event Permitting Specialist

---

Include a draft site plan with your EOP application. The plan should show:

- Entrances/exits (public and emergency)
- Fire/emergency access lanes

- Street names
- Fencing, barricades, and event infrastructure (tents, stages, seating, generators, toilets, trash/recycling, etc.)
- Locations of flammable materials, BBQs, and pyrotechnics
- Placement of food trucks, vehicles, and trailers
- ADA access
- For races, runs, walks, or rides, a route map should be included in addition to the start/finish area site plan.

### 3B. Events in Denver Parks

**DEADLINE:** 60 days before your event

**CONTACT:** [park.permits@denvergov.org](mailto:park.permits@denvergov.org)

To hold an event in Denver’s parks, you need a Preliminary Park Permit from Denver Parks and Recreation (DPR) **before** you apply with PEPF. Submitting your EOP application doesn’t reserve space in the park, so you must first check that the park you want is available.

**Important Details:**

Get your Preliminary Park Permit. Parks fill up fast, so it's best to apply early.

**When to Apply:**

- Applications open November 1.  
For example, if you want to hold an event in a park on June 10, 2026, you need to apply for the park permit on or after November 1, 2025, and submit the EOP application by April 10, 2026.

**Submitting the Application:**

- You can find resources, fees, and the application form on the [Denver Parks and Recreation website](#).
- DPR will review your application. If the park is available, they will send you confirmation and an invoice within 10 days.

Once your park invoice is paid, DPR will give you a checklist with all park-specific requirements. These requirements are separate from PEPF’s and must be submitted to Parks 30 days before your event setup date.

### 3C. Events on Denver Streets

**DEADLINE:** 60 days before your event

**CONTACT:** [SEAOA@denvergov.org](mailto:SEAOA@denvergov.org)

To close a public street, sidewalk, alley, or plaza, apply for a Special Event Revocable Street Occupancy Permit (SERSOP) from Department of Transportation and Infrastructure (DOTI). Upload the listed documents below to your EOP application in Eproval for review by a DOTI representative (please note templates and samples are available to you).

1. [Traffic control plan](#): from a barricade company of your choosing (we cannot recommend one for you).
2. [Certificate of insurance](#): listing the City and County of Denver as the certificate holder.
3. [Community Notification Flyer](#): with details of the closures and potential impacts to businesses and residents.
4. [Site map](#) showing what will be placed on the street or sidewalk.

**Detailed Guidance:**

For complete road closure requirements and permit conditions, review the [Road Closure Guidance \(DOTI\)](#)

Questions about closing a street, alley or sidewalk for your event should be sent to [SEAOA@denvergov.org](mailto:SEAOA@denvergov.org).

**Important Detail:** If there are parking meters in your closure, those meters must be bagged prior to the closure of the street. Please review the 3D Parking Meter Reservations section below for instructions on how to bag parking meters.

### 3D. Parking Meter Reservations

---

**DEADLINE:** 60 days prior to event  
**CONTACT:** 303-446-3759

---

If you need to reserve parking meters, you must apply for a Meter Bagging Permit from the Department of Transportation and Infrastructure (DOTI). These meters can only be used for event infrastructure and production—not for personal vehicle parking. If you are closing streets, all meters in the closed area must be reserved.

**Important Steps:**

1. Submit a [Special Event Meter Request Form](#) 60 days before your event to [dotipermitoperations@denvergov.org](mailto:dotipermitoperations@denvergov.org).
2. Pay the required fees within 48 hours of receiving your invoice.

**Important Details:**

You will need to provide the meter numbers for each meter you want to bag. These numbers are found on the meters and may change, so visit the event site to check each time you apply.

**Meter Bagging Colors:**

- Yellow bags indicate only vehicles displaying the permit can park in those spaces.
- Red bags indicate no parking for any vehicles.

For questions, contact the DOTI Meter Team at 303-446-3759.

### 3E. Fire Permits

---

**DEADLINE:** 45 days prior to event  
**CONTACT:** Denver Fire Department (DFD) at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org)

---

Please review the [DFD Special Event Guidelines](#) to determine if a fire permit is required for your event. Propane, open flames, fuel storage, pyrotechnics, and outdoor events with attendance of over 1000 people are some of the most common event elements which require a fire permit.

If a fire permit is needed, submit your [Fire Permit Application](#) at least **45 days prior** to your event. Refer to the [Fire Permit Application process](#) for detailed instructions.

For additional assistance, contact the [Denver Fire Department](#) by email at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org).

### 3F. Community Notifications

---

**DEADLINE:** 45 days & 7 days prior to event

**CONTACT:** [denverevents@denvergov.org](mailto:denverevents@denvergov.org)

---

Event organizers must inform nearby residents and businesses about the event’s details such as hours, road closures, parking restrictions, and amplified sound to help the community prepare.

#### **Important Steps:**

- 1. Create Your Flyer:** Use the [Community Notification Template](#) to customize your event information.
- 2. Submit for Approval:** Upload the flyer to your event application 60 days before the event for review. Wait for approval before distributing it.
- 3. Distribute the Flyer:** Email the approved flyer to the required groups **45 days** before the event and again **7 days** before. Copy [denverevents@denvergov.org](mailto:denverevents@denvergov.org) on the notification email and make sure that the recipients’ email addresses are visible so PEFP can track who received the notifications. Do not use the Bcc function. Ask recipients to share it via newsletters, websites, social media, or word-of-mouth.

#### **Required Groups:**

- 1. RNOs and BIDs:** Find contacts at [www.denvergov.org/RNO](http://www.denvergov.org/RNO).
- 2. City Council Offices:** Check districts and contacts at [www.denvergov.org/citycouncil](http://www.denvergov.org/citycouncil).
- 3. Denver Police Departments:** Find contacts on the [Denver Police Stations’](#) web page.

**Hand Deliver Flyers:** If your event includes road, alley, sidewalk closures, rolling closures, or more than 3,000 attendees, hand-deliver flyers to homes, businesses, and community centers, schools, and churches within one block of the event. Ask businesses and apartments to post the flyer in public areas.

By following these steps, you will ensure the community is informed and ready for your event.

### 3G. Regional Transportation District (RTD)

---

**DEADLINE:** 45 days prior to event

**CONTACT:** 303-299-6928

---

If your event will affect RTD bus service, you must get approval from the Regional Transportation District (RTD) who provides bus and light rail service in Denver, Boulder, and surrounding areas.

**Bus Service:**

- If your event will impact an RTD bus route, stop, or station, you must contact RTD at least 45 days before your event to request rerouting.
- Review the [RTD bus system map](#) to see if your event location will affect bus service.
- Contact Zacharias Kemal at [Zacharias.Kemal@RTD-Denver.com](mailto:Zacharias.Kemal@RTD-Denver.com) , and Tim Lucero at [Timothy.Lucero@rtd-denver.com](mailto:Timothy.Lucero@rtd-denver.com) or call 303-299-6928 for more information or to request changes.

**Light Rail Service:**

- Event organizers must plan their route or event space to avoid impacting light rail service.
- Review the [RTD Rail System Route Map](#) and the [Downtown Denver Rail Detail Map](#) to make sure your event does not interfere with RTD Light Rail.
- For questions about light rail impacts, call 303-299-3442 or contact Tegan Rice at [Tegan.Rice@rtd-denver.com](mailto:Tegan.Rice@rtd-denver.com), Christina Bennet at [Christina.bennett@rtd-denver.com](mailto:Christina.bennett@rtd-denver.com), and Clara Bechtel at [Clara.Bechtelt@rtd-denver.com](mailto:Clara.Bechtelt@rtd-denver.com).

For more information, review the [Events that Impact RTD Service Fact Sheet](#).

### 3H. Emergency Action Plan

---

**DEADLINE:** 30 days prior to event

**CONTACT:** Anisha Borthakur at [Anisha.Borthakur@denvergov.org](mailto:Anisha.Borthakur@denvergov.org)

---

All events are required to submit a Special Event Emergency Action Plan (EAP) at least 30 days prior to your event.

Emergency Action Plans are designed to mitigate against potential harm and protect the liability of the event host in case of emergencies. For your convenience, please use the provided EAP template linked below. Any events not using the provided template must ensure their plan meets the [Special Events Emergency Medical Requirements](#) (see the **3I. Health and Medical Plan** section below). An EAP must be scaled appropriately to the size and complexity of an event. A more complex event requires a more comprehensive EAP.

**[EAP Template \(English\)](#) | [Plan de Acción de Emergencia \(Spanish\)](#)**

Additional EAP resources can be found on the Education Programs and Resources webpage [here](#).

If you are unsure what an EAP is, or where to start, please see educational guidance [here](#).

### 3I. Health and Medical Plan

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [DDPHEInformation@denvergov.org](mailto:DDPHEInformation@denvergov.org)

---

Event organizers must be prepared for possible injuries or accidents. Denver’s Department of Public Health and Environment (DDPHE) has created Emergency Medical Requirements to help keep people safe at events.

All events are required to submit a Health and Medical Plan. For your convenience, please use the provided EAP template linked in section **3H. Emergency Action Plan** above. The Health and Medical Plan details are included in section E/page 8 of the EAP template. Any events not using the provided template must ensure their plan meets the [Special Events Emergency Medical Requirements](#).

For more information, visit [DDPHE’s website](#). You can also request a one-on-one meeting with DDPHE to review your plan by emailing [DDPHEInformation@denvergov.org](mailto:DDPHEInformation@denvergov.org).

---

### **3J. Amplified Sound Limits**

**DEADLINE:** 30 days prior to event

**CONTACT:** [justin.lamascus@denvergov.org](mailto:justin.lamascus@denvergov.org) and [nathaniel.rosenberg@denvergov.org](mailto:nathaniel.rosenberg@denvergov.org)

---

All event organizers must review and follow Denver’s Noise Ordinance. Disruptive sounds like live music, DJs, speakers, airhorns, or generators must comply with the guidelines to avoid fines of up to \$5,000 per day.

**Important Step:**

Review the [Denver's Noise Program recommendations](#) to understand acceptable noise levels and how to manage noise at your event.

For more information, visit [Denver's Noise Program website](#) and for questions, contact [justin.lamascus@denvergov.org](mailto:justin.lamascus@denvergov.org) or [nathaniel.rosenberg@denvergov.org](mailto:nathaniel.rosenberg@denvergov.org).

---

### **3K. Parades, Runs, and Rides on Denver Streets**

**DEADLINE:** A minimum of 30 and as early as 200 days prior to event

**CONTACT:** [dpspecialevents-dpd@denvergov.org](mailto:dpspecialevents-dpd@denvergov.org) or 720-337-1030

---

If you are organizing a parade, run, walk, or ride on Denver streets, you must obtain a permit from the Denver Police Department’s (DPD) Special Events Unit (SEU).

**Important Steps:**

1. Submit your application in person at least 30 days before the event and no more than 200 days in advance.
2. Call 720-337-1030 to schedule an appointment before submitting your application.
3. Plan your route and include a detailed map with your application—DPD does not create routes for events.
4. Permits are issued only after DPD reviews and approves your application and route.

**Note:** A park or street permit does not guarantee police resources for your event. You must confirm resource availability with DPD. DPD resources are finite so be sure to reach out as early as possible for races, runs, walks, and rides.

For more information on permits, fees, and requirements, visit the [DPD's Special Event Unit website](#) or call 720-337-1030.

### 3L. Hiring Off-Duty Denver Police Officers

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [DPD.SecondaryEmployment@denvergov.org](mailto:DPD.SecondaryEmployment@denvergov.org)

---

If you need to hire Denver Police for your event, contact the Office of Secondary Employment at least 30 days before your event. Call 720-337-0775 or email [DPD.SecondaryEmployment@denvergov.org](mailto:DPD.SecondaryEmployment@denvergov.org).

### 3M. Hiring Event Security

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [licenses@denvergov.org](mailto:licenses@denvergov.org)

---

If you need to hire security guards for your event, the company and guards must be licensed in the City and County of Denver. For more information, visit the Department of Licensing and Consumer Protection (DLCP)'s [Security Guards webpage](#).

If your security vendor isn't licensed, they must apply at least 30 days before the event.

For questions, email [licenses@denvergov.org](mailto:licenses@denvergov.org) or call 311.

### 3N. Selling or Serving Alcohol

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [licenses@denvergov.org](mailto:licenses@denvergov.org) Who Can Apply:

---

- Only non-profits are eligible to pull a Special Event Liquor Permit
- All proceeds from alcohol sales must directly benefit the non-profit.

#### Important Steps:

1. Submit your liquor permit application via the Department of Licensing and Consumer Protection (DLCP)'s [Special event liquor permit webpage](#).
2. Be sure to review the "Required Documents" section on DLCP's website. You will need to upload your final Park Permit and/or SERSOP to your liquor permit application. However, you can begin the liquor permitting process while waiting for your other permits to be finalized.

#### Additional Requirements for Entertainment:

Events with entertainment must include a [Special Event Cabaret Permit Application](#) with their liquor permit application.

Contact the DLCP with any questions about the Special Event Liquor Permit or Special Event Cabaret Permit at [exlapplications@denvergov.org](mailto:exlapplications@denvergov.org) or call 311.

### 3O. Generators

---

**DEADLINE:** 30 days prior to event

**CONTACTS:** Denver Fire Department at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org) and [electrical.review@denvergov.org](mailto:electrical.review@denvergov.org) with Denver Development Services.

---

Generators 5kW and over require two permits:

- 1. Fire Permit:** Needed for the generator's fuel. Submit the [Fire Permit Application](#) at least 30 days before the event. For questions, contact Denver Fire Department at [specialeventsDFD@denvergov.org](mailto:specialeventsDFD@denvergov.org) or call 720-527-9418.
- 2. Electrical Permit:** Required from Denver Development Services. Only licensed electricians can apply, and an on-site inspection is needed. Ensure your vendor is licensed. Questions regarding electrical permits may be directed to Community Planning and Development at [electrical.review@denvergov.org](mailto:electrical.review@denvergov.org) or 720-865-2700.

For generators under 5kW, no permit is needed, but review the [Portable Generators document](#) for proper use and guidelines.

### 3P. Stage and Structures

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [addison.macmahon@denvergov.org](mailto:addison.macmahon@denvergov.org)

---

Stages and structures at your event may require building permits. It is the organizer's responsibility to make sure the vendor has the right permits.

#### Important Details:

- Only a **Denver-licensed** contractor can apply for these permits.
- If a permit is needed, an on-site inspection will also be required.

For more information, check [Denver's Building Permit Policy](#). To apply, visit [E-permits](#) and use the [E-permits for Special Events](#) guidance document for assistance.

If you have any questions, email [addison.macmahon@denvergov.org](mailto:addison.macmahon@denvergov.org).

### 3Q. Sales Tax Licensing

---

**DEADLINE:** 30 days prior to event

**CONTACT:** 720-913-9300

---

All vendors at your event must collect and pay Denver sales tax.

- **Denver Licensed Vendors:** Existing Denver businesses or licensed vendors don't need extra permits. Sales from the event are reported on their regular tax returns.
- **All Other Vendors:** Must register for a Special Event Sales Tax account. Register online by selecting "[Register or File for Special Event.](#)"

For more details, visit [Denver's Treasury website](#), and check the "Special Event Sales Tax" section (scroll all the way to the bottom). For questions, contact the Treasury Department at 720-913-9446.

### 3R. Admission-Based Events

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [taxauditadmin@denvergov.org](mailto:taxauditadmin@denvergov.org)

---

If your event charges admission, before selling tickets contact the Treasury Department at [taxauditadmin@denvergov.org](mailto:taxauditadmin@denvergov.org) or call 720-913-9955. Event organizers must collect and submit the Facilities Development Tax aka "Seat Tax" By the 15<sup>th</sup> of the month after the tickets are sold. Check the [Denver Tax Guide](#) for details.

#### Important Details:

- These requirements do not apply to races, runs, walks, or rides.
- Only certain Denver parks allow admission-based events. Contact the [Park Permits Office](#) for more information.

### 3S. Waste Diversion Plan

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [denverevents@denvergov.org](mailto:denverevents@denvergov.org)

---

Denver voters approved the [Waste No More initiative](#), requiring events to submit a **Waste Diversion Plan** and provide three-stream waste collection (trash, recycling, and organics) with signage.

### 3T. Food Vendor Approval and Licensing

---

**DEADLINE:** 30 days prior to event

**CONTACT:** DDPHE at [phicomments@denvergov.org](mailto:phicomments@denvergov.org) and DLCP at [licenses@denvergov.org](mailto:licenses@denvergov.org)

---

Event organizers must ensure all food vendors are properly licensed to avoid fines and ensure public health compliance.

#### Important Details:

It is the event organizer's responsibility to verify their vendors have the appropriate Denver licenses.

#### Licensing for Different Vendor Types:

- Brick-and-mortar restaurants must obtain a [Restaurant Temporary License](#) to operate at an event. If the vendor already has a valid temporary restaurant license, they must add each event to their license.
- Required for food trucks - [Retail Food Mobile License](#): This process can take several weeks, so vendors should apply early. **Please note, the City and County of Denver does not accept Food Truck Licenses from other municipalities.**
- Food sales that fall under the [Colorado Cottage foods Act](#) may be exempt from the above licensing requirements.

### **CBD Sales at Events:**

- Vendors selling consumable CBD must obtain the proper licenses and ensure their products come from approved sources and follow food safety rules. Review the [CBD Product Sales Guide](#) at special events for more information.

For more details visit the [Food license information website](#) or [consult this helpful flow chart](#). Or, email DDPHE at [phicomments@denvergov.org](mailto:phicomments@denvergov.org) and DLCP at [licenses@denvergov.org](mailto:licenses@denvergov.org).

## **3U. Marijuana Related Guidelines**

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [MarijuanaInfo@Denvergov.org](mailto:MarijuanaInfo@Denvergov.org)

---

Review the following rules and guidelines if your event will have marijuana-related vendors, booths, or sponsor:

- **Consumption:** Marijuana consumption is not allowed on public property.
- **Advertising:** There are strict rules regarding marijuana advertising. Please review [Guidance for Marijuana Advertising at Special Events in Denver](#) for more details.
- **Sales:** If vendors will sell marijuana-related products, you must upload a list of those vendors to your EOP application at least 30 days before the event.

For more information contact your PEFP Event Permitting Specialist.

## **3V. Tattoos and Body Piercing Licensing**

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [reid.matsuda@denvergov.org](mailto:reid.matsuda@denvergov.org)

---

If your event includes tattooing or body piercing, you will need a **Temporary body art establishment** permit and each artist will need an individual license.

- **Temporary Establishment Permits:** [Temporary body art establishment permit](#) applications must be submitted at least 30 days before the event.
- **Temporary body artist license permit:** As the event organizer, you must ensure all body artists are licensed in Denver or apply for a [temporary body artist license](#). Temporary licenses must be submitted at least 30 days before the event.

Contact Reid Matsuda at [reid.matsuda@denvergov.org](mailto:reid.matsuda@denvergov.org) at the Denver Department of Public Health and Environment (DDPHE) for licensing details.

## **3W. Water Features Approval**

---

**DEADLINE:** 30 days prior to event

**CONTACT:** [phicomments@denvergov.org](mailto:phicomments@denvergov.org)

---

Water features like pools, water rides, and other attractions must be approved by the Denver Department of Public Health and Environment (DDPHE) at least 30 days before your event.

- **Contact DDPHE:** Email [phicomments@denvergov.org](mailto:phicomments@denvergov.org) to schedule approvals and inspections.
- **Parks Approval:** If your event is in a park, approval from the Department of Parks and Recreation may also be needed.

### 3X. Film and Photography

---

**DEADLINE:** 10 business days prior to the event for filming with a drone

**CONTACT:** Your PEPF Event Permitting Specialist

---

As an event organizer with a valid event space permit, you can film and take photos in your permitted area without an additional permit, except when using a drone.

**Drone Use Requirements:** Contact your Event Permitting Specialist (EPS) for details. Be ready to provide the flight schedule, proof of Aviation Insurance, FAA Pilot’s License, and UAV Registration and to submit a [Denver Film Permit application](#).

**Note:** Recreational drone use is prohibited on public property in Denver.

For more information, contact your EPS or visit the [Film and Photography website](#).

### 3Y. Accessibility Requirements

---

**DEADLINE:** Disability-related accommodation requests: Prior to event

**CONTACT:** [DenverADA@denvergov.org](mailto:DenverADA@denvergov.org) and [DeafHHServices@denvergov.org](mailto:DeafHHServices@denvergov.org)

---

Your event in parks or public spaces must be accessible to everyone, including passersby. Use the [ADA Event Checklist](#) for important guidelines.

- **Sign Language or Communication Access Realtime Translation (CART) Services:** Event organizers can contact the City’s Deaf and Hard of Hearing Services with questions at [DeafHHServices@denvergov.org](mailto:DeafHHServices@denvergov.org). Local resource list is available upon request.
- **Other Accommodations:** For any other disability-related needs, contact [DenverADA@denvergov.org](mailto:DenverADA@denvergov.org).

### 3Z. Sustainable Event Resources

---

**NO DEADLINE**

**CONTACT:** [certifiablygreendenver@denvergov.org](mailto:certifiablygreendenver@denvergov.org)

---

The **Certifiably Green Denver** program is no longer certifying events. However, they still provide a guide and checklist as a resource for those looking to reduce the negative impacts their events may have on the environment.

For more information, visit the [Green Event Certification Checklist webpage](#).

## 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.

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