



City of Mesquite Special Events Permit Guide

Events Requiring Permits

The City of Mesquite requires permits for most events that involve a large gathering of people on public property, as well as some events on private property. Any event that requires the closing of roads or restricts access to public property, such as a parade or run, will require a permit. Events that have temporary stages or large tents such as carnivals and festivals will also require a permit. Please follow the link below, to view the specific events requiring a permit.

- *Special Events Permit Ordinance*
http://apps.cityofmesquite.com/city_secweb/ordinances/4708.pdf

Obtain a Permit

In order to ensure city staff have adequate time to review your application for an event, you must apply at least 45 days prior to the event. If for any reason you are not able to meet the deadline, there is an option to pay for an expedited review (if the city is able to do a thorough review in the time available). To apply for a permit, please visit energov.cityofmesquite.com and follow the instructions online. Your application will be routed to the various city departments for review and approval. At times, you may be required to contact other departments directly, i.e. Health or Parks and Recreation. There are links and contact information below, as well as, on the application to help guide you through this.

Cost

The cost of a Special Event permit ranges from \$50 - \$250, depending on anticipated attendance, plus a \$50 expedited review fee if needed. Some events will require a separate 100% refundable deposit as well. You will be able to pay on-line, or in person with nearly any payment type.

Information needed on Your Application

To most effectively and efficiently review and approve your permit, we ask that you familiarize yourself with the requirements, and have all information ready, prior to applying for a permit. Below is a summary of what is required in the application process:

Contact Information

This helps the City of Mesquite assist or get in touch with the event coordinator should an emergency arise.

Event Details

Details such as the address, type of event, and type of organization applying for the permit are important. Other, less obvious details, are equally important such as the number of participants, rides, tents, food, set-up and take-down date, operating time

and special equipment you may be using to support your event. Furthermore, by outlining the specific event details, staff can assist you with obtaining all the necessary requests, permits, or any other needed items to make your event a success.

Site Plan

Attaching a site plan allows staff to verify that the location of your event does not conflict with any active fire lanes, affect another property, or cause any other issue.

Street Closures

Street closure requests, require additional permissions be granted from both the City of Mesquite and neighbors adjacent to the areas to be closed and/or blocked. Some portions of the street are not suitable for closure. Providing details about your closure request will help staff walk you through traffic control measures needed, including barriers, staff, and visible light signs.

Parking Plans

An effective parking plan is a necessary component to any special event. Attaching the plan allows staff the opportunity to review the parking and determine if it is suitable, given the size and scope of your event.

Police/Security

Some events require police security presence to manage the crowds. Staff will review the other details of your event and determine if additional police/security presence is required. Please note, hiring an off-duty police officer or security guard is an additional cost not covered by the City of Mesquite. For more information, please contact the City of Mesquite Police Department by calling (972) 216-6628.

Trash and Recycling

Many events produce large quantities of waste and/or recyclable materials. Please notify the City of Mesquite of your plans to manage those materials during your event. For more information, please contact the City of Mesquite Solid Waste Division by calling [\(972\) 216-6284](tel:972-216-6284).

Health and Food Safety

If you plan to make or serve food at your event, please contact the City of Mesquite Health Division at 972-216-8138. For the Temporary Health Permit Application, please visit: <https://www.cityofmesquite.com/566/Health-Division>

Alcoholic Beverages

The Texas Alcoholic Beverage Commission (TABC) regulate alcoholic beverages. Events where alcoholic beverages are served, proper licensing and permissions from TABC are required. To learn more about the requirements, please visit: <https://www.tabc.state.tx.us/>

Additional Information

- For additional information on navigating the online application, please visit City of Mesquite Building Inspection: <https://www.cityofmesquite.com/354/Building-Inspection>
- For reservation instructions, park rules and for events held in a City of Mesquite Park, please visit: <https://www.cityofmesquite.com/214/Parks-Recreation>
- For any questions or other information, please contact City of Mesquite Building Inspection at 972-216-6212 between 8AM – 5PM.