

ARLINGTON COUNTY SPECIAL EVENT CHECK LIST

The following is provided as an overview that may be needed for your event and contact persons. The **Yes** and **No** boxes should correspond to the previous sections of this application. It is the Event Organizer's responsibility to contact all relevant County agencies in order to obtain the necessary certificates or permits and to pay all connected fees. **All fees must be paid and all necessary certificates or permits must be obtained before the application is approved.** Please call the Special Events Coordinator at 703-228-4075 with questions.

	YES	NO	CONTACT	FEE
Alcohol/Beer Permits			Contact the State Alcoholic Beverage Control Board at 703-313-4432. Contact the Parks & Natural Resource Division for specific County permit at 703-228-7754; FAX 703-228-6507.	County \$100.00 ABC \$55.00
Authorization to use site			Obtain authorization from the County site. For use of a park, call 703-228-7632; for schools, call 703-228-6000.	
Building Permit – Tent/stage			Call Permit section of the Department of Community Planning, Housing and Development at 703-228-3800. Tent/stage under 900 square feet – no charge.	To be determined
Certificate of Occupancy			Call Department of Community Planning, Housing and Development, Zoning Office at 703-228-3883.	
Electrical Permit			Call Permit section of the Department of Community Planning, Housing and Development at 703-228-3800.	To be determined
Fire Department Support/EMS			Fire/EMS Support will be determined based on the crowd size and type of event (i.e. special sporting events such as bike races, 5 & 10 K races, etc.). Support will be honored as personnel are available. Fees will be discussed with the sponsor. The Fire Department Special Events Team can be reached by telephone at 703-228-0228 or be email at ACFDSpecialEvents@arlingtonva.us	To be determined
Fire Prevention Code Permit			Fire safety issues that include site plan review, hazardous materials including propane usage, site inspection and other fire safety concerns. Call the Fire Department, Prevention Division, at 703-228-4644	1-50 people/\$42.50 51-500 / \$85 501 or greater / \$170
Flame Retardancy Certificate for tents			Call Fire Department, Prevention Division at 703-228-4644.	
Open Flame			This Permit is required for each individual business that uses an open flame for cooking or other use.	\$85.00
Food License			Anyone providing food must apply for a temporary food license. Call Environmental Health at 703-228-7400.	\$100 for each vendor license; \$50/hr inspection fee
Meal Tax			For Food and Beverage Tax, call the Commissioner of the Revenue, 703-228-7400.	To be determined
Insurance Certificate			Call Risk Management at 703-228-4444.	
Park/Shelter Permit			Contact PRCR at 703-228-1805.	
Performance Bond for Clean-up			Determined by the Special Events Committee. A security deposit may be required, based on type and size of event.	
Police Support			Police review and support are required when any one of the following criteria is met: through roads are blocked; alcohol is being offered outside; estimated crowds of over 100 are expected for an outside event.	To be determined Min. 3 Hours per officer
Sign Information			Contact Department of Community Planning, Housing and Development, Zoning Office at 703-228-3883.	
Special Events Business License			Call the Commissioner of the Revenue at 703-228-3060. Proof of non-profit status required.	\$30.00
Street Cleaning			Contact PRCR for Parks and Rosslyn/Ballston Areas at 703-228-7632 All other areas contact Department of Environmental Services at 703-228-6570.	\$246.84 for 1 st 3 hrs and \$82.28 for each additional hr Min 3 Hours
Street /Lane Closure			Call Traffic Engineering at 703-228-0099. Additional fees - Parking meters at \$15.00 per meter, per day and \$25 for two "No Parking" signs \$1.25 for additional.	\$34.00
Trail Event Permit			Contact PRCR at 703-228-7632.	\$50.00
Trash /Recycling			Contact PRCR for Parks and Rosslyn/Ballston Areas at 703-228-7632 All other areas contact DES, Solid Waste Bureau at, 703-228-6570.	Trash \$311.25 for 1 st 3 hrs; \$77.82 for each additional hr* Recycling \$233.46 for 1 st 3 hrs; \$77.82 for each additional hr* Min. 3 Hours*subject to change based on event size