



SPECIAL EVENT PERMIT Application & Guidelines

Thank you for choosing to hold your event in Vancouver. The following permit application will walk you through the process of obtaining all required permits for your event step by step.

The process for obtaining a Special Event Permit for your event is as follows:

1. Obtain Special Event Permit Application
2. Contact other agencies from which you may need to obtain a specific permit (for example, contact the National Park Service if you will be using the Fort Vancouver National Historic Site, or the Washington State Liquor Control Board if you will need a liquor license, etc...).
3. Submit your completed Special Event Permit Application at least 60 days in advance.
4. Pay the \$60 permit application fee. Checks may be made out to "City of Vancouver" and may be mailed along with application, or paid by cash, check or charge at the Esther Short Building located at 610 Esther St. Vancouver, WA 98660.
5. Attend an Events Team meeting – this meeting will be scheduled by appointment only upon acceptance of a completed permit application. These meetings usually take place Thursday mornings and last 30 minutes.
6. Adjust your event according to the recommendations from City Staff at the Events Team meeting.
7. Sign Letter of Agreement for your event.
8. Schedule any on-site inspections needed for your event.

If you have any questions regarding the Special Event Permit Application or process, please contact the special events.

SPECIAL EVENTS OFFICE
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