



Event Permits



Department of Public Works

Overview

This brochure serves as a guide for when an Event Permit is necessary.

When is an Event Permit Necessary

Any event that uses Spokane County right of way or roads. This includes private events that wish to place temporary signs on Spokane County Right of Way. Examples of events include walks, runs, bicycle races, block parties, etc.

What is necessary to obtain an Event Permit

- Completed Event Permit Application – found online at www.spokanecounty.org/3266/Permits
- A Certificate of Liability Insurance is required with “Spokane County” named as the Additional Insured.
- If the event alters traffic, the applicant shall submit a traffic control plan indicating where flaggers and/or devices will be positioned. If the event does not alter traffic, participants shall follow the “Rules of the Road” and a traffic control plan is not required.
- Detailed map attached (illustrating route(s), road names, start/end points, assembly appoints, etc.)
- Permit Fee of \$50.00

Traffic Control Plans

Refer to the Spokane County Guidelines for Temporary Traffic Control on our website at www.spokanecounty.org for assistance with Traffic Control Plans.

Additional Permits

Additional permits may be necessary when planning your event. If your event:

- Includes **alcohol**, you may need a banquet permit from the [WA Liquor and Cannabis Board](#)
- Uses or impacts a **park shelter or other event space** within a County Park, please check availability by calling 509-477-2188
- Includes serving **food or beverage** to the public, contact: [Spokane Regional Health District 509-324-1560 EXT - 2](#)
- Will take place on a soccer field portion of **Plante's Ferry Sports Stadium** (aka "Sports Complex"), contact: [Spokane Valley Junior Soccer Association](#)

When an Event Permit is not required

Private events on private property that do not use, impede, or interfere with Spokane County Roads and/or Right of Way do not require an Event Permit from Spokane County Public Works.



EVENT PERMIT APPLICATION

Spokane County Public Works
1026 W Broadway Avenue | Spokane, Washington 99260
509-477-7151 or publicworkspermits@spokanecounty.org

Today's Date: _____

Event Title: _____ Event Date/Time: _____

Type of Event (Bike/Run/Walk, etc.): _____

EVENT COORDINATOR CONTACT INFORMATION

Applicant Name: _____
Last First Title

Address: _____
Street Address City, State, Zip

Phone: _____ Email: _____

EVENT PERMIT REQUIREMENTS

Required: A Certificate of Liability Insurance is required with Spokane County named as the Additional Insured. This application cannot be processed without a copy of the insurance paperwork.

Permit Fee: \$50.00 Check #: _____

Will any county roads need to be closed or lane/shoulder restrictions be needed? Yes No

Will flaggers, traffic cones, barricades or signs be used? Yes No

Required: If a road closure is scheduled to last in excess of 12 hours, the applicant shall publish notice in a local newspaper and post onsite a minimum of 3 days prior to the closure in accordance with [RCW 47.48](#).

If the event does not alter traffic, participants shall follow the "Rules of the Road" and a traffic control plan is not required. If the event alters traffic, the applicant shall submit a traffic control plan indicating where flaggers and/or devices will be positioned. Refer to the [Spokane County Guidelines for Temporary Traffic Control](#) on our website.

Please check one: Rules of the Road Only or Traffic Control Plan

Describe below, all proposed routes on county right-of-way, including start and end points, assembly points and parking areas.

EVENT PERMIT APPLICATION

Will event use roads outside of Spokane County’s jurisdiction? Yes No

List Other Jurisdiction(s) and/or Property Owners: _____

If event route involves other jurisdictions, please attach verification.

Event Permit Checklist:

- Signed and dated Event Permit Application
- Copy of Certificate of Liability Insurance naming Spokane County as Additional Insured
- Verification from other jurisdictions
- Traffic Control Plan (TCP), if necessary
- Detailed map attached (illustrating route(s), road names, start/end points, assembly appoints, etc.)
- Permit Fee \$50.00

Submit Application and Attachments by Mail to:

Spokane County Public Works
Attention: Permit Staff
1026 W. Broadway Avenue
Spokane, Washington 99260-0170

Submit Application and Attachments by Email to: publicworkspermits@spokanecounty.org

Questions or requests for additional information can be direct to:

Spokane County Public Works
1026 W. Broadway Avenue | Spokane, Washington 99260
509-477-7151 Phone or by email to:
publicworkspermits@spokanecounty.org

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. By signing below, applicant agrees to indemnify, hold harmless and assume the defense of Spokane County from and against all claims, demands, actions for injuries or damages resulting from the issuance of an event planned, including claims of event participants, pedestrians or other roadway users.

Signature: _____ **Date:** _____