



# EVENT PERMIT APPLICATION

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

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**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](mailto: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](mailto: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:** \_\_\_\_\_