



James Turcio
Building Official

CITY OF NEW HAVEN

Toni N. Harp., Mayor

BUILDING DEPARTMENT

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Toni N. Harp
Mayor

Special Event Permit Requirements

For events in the City of New Haven that require a permit are: *Special Event Permits*

To receive a permit you need the following information:

1. A completed Special Event Application
2. A Petition from 50% of the residents/business on any closed streets
(This is not required if you are doing a rolling closure)
3. Letter from the Alder of the ward you will be in. If you are going through multiple wards you need a letter from each Alder separately.
4. A drawing of the event layout. If you are doing a walk/race please provide a detailed layout of the route.
5. A Special Event Permit Fee is based on:
 - a. Where the event is held. *If it's in the City - Right of Way*
 - b. The estimated number of attendees.
 - c. How long the event will be held.

If you have any additional questions, feel free to contact me at 203-946-5758 or by email:

SManning@NewHavenCT.gov

We will not accept applications with missing documentation or payment.