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### **What is the purpose of a special event permit?**

Special event permits provide a number of economic and social benefits for the public. They include events such as parades, bicycle events, walks, marches, marathons, and a specialized subcategory covering film-related activities. The principal purpose of these permits is to help ensure vehicular, bicycle, and pedestrian traffic conflict points are minimized. They also help reduce the amount of disruption to the traveling public, while setting forth minimum liability protections for all involved parties. In effect, special event permits allow limited access to the state right-of-way through a responsible and controlled permitting process.

### **What administrative rule governs special event permits and where can I find it?**

Special event permits are governed through Administrative Rule R920-4, which is available at this web address: <http://www.rules.utah.gov/publicat/code/r920/r920-004.htm>.

### **When is a special event permit required?**

Special event permits are required for any use of state highways other than normal traffic movement. This typically includes all organized events where the public is invited to participate, and where a portion of that event will be conducted on a state highway. If you are unsure whether your event requires a special event permit please contact the UDOT Region Permit Office where the event is originating here: [www.udot.utah.gov/go/permitscontact](http://www.udot.utah.gov/go/permitscontact) (Administrative Rule R920-4-2).

### **Can I get a special event permit after my event has already started?**

No. State controlled roadway may not be occupied until after a permit is issued by UDOT (Administrative Rule R920-4-2).

### **How much advanced notice is required to obtain a special event permit?**

Special event applications are required to be fully completed and submitted a minimum of 15 days prior to the specified activity (Administrative Rule R920-4-3). Please keep in mind, 15 days of advanced notice is the minimum requirement. A best practice is to submit your special event permit application at least four weeks in advance of the requested event date.

### **How far in advance can I apply for a special event permit?**

Special event permits may not be accepted more than a year in advance of the actual event date (Administrative Rule R-920-4-4).

### **What if another special event is already taking place at the same time, place, and/or location?**

Administrative Rule R920-4-4 outlines a number of double booking conflict resolution procedures. Essentially, the scheduling onus is placed upon any secondary applicant to find an alternative solution. At the same time, UDOT reserves the right to determine which event may be given priority status based on a number of relevant factors including but not limited to an evaluation of historic use and potential economic benefits. UDOT may also rely on local agency assistance with establishing special event permitting priorities. In addition, UDOT can default back to the first fully completed application (based on the submission time/date stamp) being the first application in line for permit issuance.

### **What are the minimum liability insurance coverage requirements for a special event permit?**

The applicant shall obtain and provide proof of liability insurance at time of application naming the "State of Utah, the Department and its employees" as additional insured under the certificate, with a minimum \$1,000,000 coverage per occurrence and \$2,000,000 in aggregate (Administrative Rule R920-4-5).

### **What are the traffic control requirements?**

Traffic control requirements are described in Administrative Rule R920-4-8. In short, traffic control requirements may change depending on the route location, the type of event, the event date, the event time, the length of the event route, how long the event may occupy the roadway, and other similar factors. The applicant is responsible for providing any required barricading plans, securing any law enforcement resources that may be required to control traffic, and for coordinating with railroad representatives if train tracks are being crossed. These factors are normally evaluated on a case by case basis because of the high priority UDOT places on ensuring public safety, and because the large number of variables involved. Please contact the appropriate UDOT Region Permit Office for more specific information regarding required traffic control here: [www.udot.utah.gov/go/permitscontact](http://www.udot.utah.gov/go/permitscontact).

### **Does the special event application process include public notification requirements?**

Yes. The applicant may be required to coordinate news releases advising residents of potential traffic delays and alternative routes that may be available (Administrative Rule R920-4-9).

### **Are special event permits and a permit to film on state roads the same thing?**

Technically, a permit to film on state roads is considered a specialized subcategory of special event permit. The application process is virtually identical and both are governed through the same administrative rule (R920-4). The principal reason there is a technical distinction between these two types of permits is primarily for internal tracking purposes. For these reasons, the

Online Permitting System makes a distinction between these two permits.

### **What other types of forms are required to be completed?**

Administrative Rule R920-4-5 establishes a requirement for the applicant AND all participants to complete the Waiver and Release of Damages Form available here [www.udot.utah.gov/go/specialevents](http://www.udot.utah.gov/go/specialevents). Administrative Rule R920-4-6 provides a waiver to completing this form for free speech events. All other special event applicants and participants must complete the Waiver and Release of Damages Form (no other exceptions are allowed).

In addition to the Waiver and Release of Damages Form, all applicants AND all participants are required to complete the Indemnification Form (also available at the link listed above). Unlike the Waiver and Release of Damages Form, the Indemnification Form must be signed even for free speech events.

### **Does the applicant need to have these forms signed by all participants prior to the event?**

No. The applicant themselves will complete, sign, and provide a completed copy of these two forms to UDOT prior to permit issuance. From there, Administrative Rule R920-4-7 places the onus onto the applicant to be the official steward of the forms that are required to be signed by the participants (usually at the point of event registration). The applicant is required to retain these records and produce them upon demand by UDOT for inspection and review at any time within 12 months after the completion of the event. This process was setup due to the impracticality of the applicant obtaining all of the required participant signatures prior to the event date, especially for large-scale events.

### **What type of contingency plans and participant notification requirements need to be coordinated?**

The applicant is required to develop plans for, and notify, each event participant on the following contingencies; emergency plans in the event of an accident or injury, closest hospitals, how to obtain emergency assistance, etc., locations of rest areas, locations of water facilities, trash cleanup plans, and that all participants are required to obey all traffic laws, lights, and signs (Administrative Rule R920-4-10).

### **Is an event route map required?**

Yes. The applicant shall provide a detailed map showing the proposed course and direction of the event. Locations of parking areas, water stations, toilet facilities, and other appropriate information shall also be included on the map. These areas cannot be located within the state right-of-way. The applicant is responsible for obtaining appropriate permission to locate these facilities on private property (Administrative Rule R920-4-11).

### **What about permits that may be required from other agencies?**

The applicant is responsible for obtaining any applicable city, county, or other governmental agency permit. Demonstration of compliance with this requirement may be required prior to the UDOT issuing any special event permit (Administrative Rule R920-4-12).

### **How much does a special event permit from UDOT cost?**

The special event permit fee is \$30 as listed on the latest New Fiscal Year Supplemental Appropriations Act. The \$30 permit fee is a nonrefundable review fee. The \$30 payment must be rendered at the time of application, or the application is considered incomplete and can not be processed for review.

### **How do I apply?**

UDOT Special event permits are processed through our online application portal located at this web address: [www.udot.utah.gov/go/specialevents](http://www.udot.utah.gov/go/specialevents). Look for the "Apply Online" hyperlink.

### **Who do I contact for more information?**

Please contact the UDOT Region Permit Office where the event is originating. Region contact information is available online at this web address: [www.udot.utah.gov/go/permitscontact](http://www.udot.utah.gov/go/permitscontact).

### **How much time do I have to complete the application process once I begin?**

30 Days. UDOT carefully monitors statewide turnaround performance time-frames for all special event applications. Our goal is to provide the best possible service delivery with the least amount of delay. In order to achieve this goal any application more than 30 days old (where the applicant has failed to provide requested documents, plans, or similar application components) will be terminated. This process is necessary to ensure the online application system does not become clogged with applications from non-responsive parties. In short, it allows UDOT to focus our available recourses on applications originating from more responsive parties.