



State Law Requirement: During Utah’s 2015 Legislative Session new legislation was enacted to aid the State in more effectively administering the Department’s Statewide Special Event Permitting Program. This new state law is known as HB 289. In part, the state law requires the Department to operate this program in a cost-neutral manner:

“The department shall adopt a fee schedule in accordance with Section 63J-1-504 that reflects the cost of services provided by the department associated with special use permits and with special uses or special events that take place on a highway.”

As a result of this legislation, the following permit fees go into effect on:

MONDAY, AUGUST 1ST, 2016

Count	Special Event Fee Types	Adjusted Fee
1	(Single Region) Special Event Application Fee	\$250
2	(Multi-Region) Special Event Application Fee	\$500
3	Expedited Review Fee* (<30 Days Notice + Complete Application)	\$600
4	Event Coordination, Inspection, and Monitoring (regular hours)	\$60/hr
5	Event Coordination, Inspection, and Monitoring (non-regular hours)	\$80/hr
NOTES:	All special event fees are non-refundable review fees	
	*This fee is in addition to the appropriate Special Event Review Fee	

RECOMMENDED COST-CONTAINMENT STRATEGIES & CONSIDERATIONS

Avoid last minute planning and application submission: A number of local governments and other State DOT’s require a lot more lead time to submit a completed application than the 30-days required by the administrative rule that governs this permitting program ([R920-4-3\(2\)](#)). With that in mind, early planning and engagement with the Department can largely eliminate the need to pay the Expedited Review Fee.

Take advantage of the dual-use liability insurance provisions in [R920-4-9](#) : This section of the governing administrative rule enables event organizers to use the same liability insurance policy that is used to obtain a special event permit from the respective local government. By planning ahead, *and carefully following the provisions as outlined in this administrative rule section*, event organizers can present a single Certificate of Insurance where two separate policies were required in the past.

Consider alternative routes: The State of Utah has many picturesque highways, not all of which are state highways. If a special event can be conducted on a *non-state highway* then a UDOT permit is not required.

Develop a true-cost perspective: It can be helpful to keep in mind a true-cost perspective. For example, a special event application review fee for an application completed 30-days in advance of the proposed event date, in a single region, with 250 participants, effectively costs \$1 per participant. Using the same scenario in conjunction with a multi-region event, the effective application review fee is \$2 per participant.

Become familiar with all program requirements and UDOT’s professional region permitting operations staff: The more familiar you are with this program and the great people running it at the operations level the better. To this end, you are encouraged to review the program website located here: www.udot.utah.gov/go/specialevents. More specifically, please review the required [STEP ONE: Application Checklist](#). For additional information regarding this program please contact the appropriate Region Permitting Operations Office available here: www.udot.utah.gov/go/PermitsContact.