

## SPECIAL EVENTS

(Pursuant to MTMC 19.111)



### Are permits required for special events?

Yes, permits are required for many special events. This includes carnivals, fairs, car washes, block parties, walk-a-thons, exhibits, and other outdoor events, with some exceptions. Non-profit organization and youth group events also need to meet special event regulations.

### What kinds of special events do NOT need a permit?

The following do not need a Special Event Permit, unless the event would include the outdoor serving of alcohol to the public:

- Events that are held indoors; or
- Events that meet all of the following:
  - (a) not open to the public; (b) for less than 125 people; and (c) not occurring on City property or public right of way (any event that will take place in part or entirely in City Right of Way is not exempt regardless of other exempt status); or

- Schools or churches holding outdoor events entirely on their property for their own membership, student body, facilities or the families of such; or
- Certain other events, such as weddings and funerals.

### Do outdoor events being held for commercial or retail purposes or on commercial properties need permits?

This depends on the type of activity. If needed, the permit could be either for a temporary use or a special event. Call City Hall at 425.744.6267 for clarification.

### How do I get a permit for my special event?

The first step is to inquire at City Hall to see whether a Special Event Permit is required. Even when a Special Event Permit is not needed, other permits may be necessary.

#### Special Event Permit:

To obtain a Special Event Permit, complete a Special Event application and submit it to the Department of Community and Economic Development Director, well ahead of the event. The review process includes multiple departments and may take several weeks, depending on the complexity of the event and the completeness of the application.

#### Block Party Permit:

A Block Party is a gathering of neighbors in a residential area. When the neighborhood gathering has less than 75 people and takes place solely on private property a permit is not required. When such a gathering occurs on, or blocks any part of, a public right-of-way a Block

Party permit must be obtained. To obtain a Block Party permit or receive further information on Block Parties contact 425.744.6248.

#### Use of City Park:

If you want to have a special event in a City park AND the event will include less than 125 people AND will not close any public right of way (such as a street or sidewalk), you may obtain approval directly from the Recreation and Parks Department. Call 425.776.9173 if you are interested in this option.



If your event at a City park will have 125 or more people, or is open to the general public, you will need a Special Event Permit from the Community and Economic Development Department.

*Exception: If your event is a sports activity in a City field for which such activities were designed (for example, ballgames in a ball field), a special event permit is not needed. Regardless, approval of the Recreation and Parks Department would be necessary.*

Selling merchandise or services or operating any concession within any public park is not permitted unless special written permission has been received from the Recreation and Parks Department.

### What if I want to hold multiple special events in a year?

Some organizations may want to hold more than one special event a year or may want to hold a special event that has multiple components. The organizer may obtain one Master Special Event Permit that covers all anticipated events for a one-year period. The events to be covered may be revised by amending the application.

### Do special event permits require a fee?

Permits for youth-sponsored special events typically do not require a fee. Other types of Special Event Permits are subject to certain fees.



### Do other standards apply to special events?

Yes, other adopted standards, such as limits on night-time noise, apply.

Permits may be issued with or without some of the following conditions:

- Use of traffic cones, barricades or a traffic control officer;
- Use of city personnel and equipment;
- Provisions for first aid or sanitary facilities
- Use of event monitors and providing notice of permit conditions to event participants.

### What if I need more information?

The Special Event Code (Chapter 10.20 MTMC) can be found at [www.codepublishing.com/WA/MountlakeTerrace](http://www.codepublishing.com/WA/MountlakeTerrace).

You may also contact a City planner at 425.744.6267 or come to City Hall and ask to speak to a planner about your event.

### Questions?

We appreciate you contacting the City in advance and look forward to working with you to create a safe and successful event!

### For more information contact

Phone 425.744.6267

[PermitSpecialist@ci.mt.wa.us](mailto:PermitSpecialist@ci.mt.wa.us)

[www.cityofmlt.com](http://www.cityofmlt.com)



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*This brochure is not intended to cover all situations nor to replace any code provision that may apply and may differ or conflict with this information. Contact City staff to discuss your specific project.*

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