



CITY OF NEW HAVEN- DEPT. PUBLIC WORKS
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NEW HAVEN, CT 06513
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Jeffrey Pescosolido
Director

Permit & License Center - Contractors Division
200 Orange Street, Room 501
Phone: 203-946-5758 Fax: 203-946-8049

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. Application must include Ward #'s in which event will take place.
Permits shall not be granted to close principal arterials, with the exception of Temple Street between Elm Street and Chapel Street adjacent to the New Haven Green, without approval of the board of aldermen.
3. A Petition from 50% of the residents/business on any closed streets
(This is not required if you are doing a rolling closure)
4. A drawing of the event layout. If you are doing a walk/race please provide a detailed layout of the route. *Include any tables, stages, or food areas.*
5. **If you are serving food contact the Health Dept.: 203-946-8174**
If you are inviting Food Vendors or Peddlers contact the Permit & License Center – Vendor Division 203-946-8388, YRivera@newhavenct.gov
6. A Special Event Permit Fee: **Effective July 1, 2018**

Parades/Processions/Street Closures- \$25.00 Per Intersection Closure

**This includes Rolling Closures # of Intersections: _____*

Outdoor Market(s)- \$25.00 Per Location

Amusement/Block Party/Festival- \$50 Per Day

**New Haven Residents hosting Block Parties on the Street in which they reside are free! (ID Required for Address Verification)*

Church Services/Prayer Vigils - \$25.00 Per day

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.