



When do you need a Parade Permit

Any person, or entity, planning to hold a parade as defined below in the City of Cleveland is required to obtain a permit by completing the enclosed application and filing it with the Office of Special Events & Marketing.

A "**Parade**" means any formation, march, procession of any kind, or motorcade consisting of persons, animals, or vehicles or combination thereof traveling in unison for a common purpose upon the streets, excluding sidewalks, within the City with an intent of attracting public attention that interferes with the normal flow or regulation of vehicular or pedestrian traffic upon the streets and sidewalks within the City.

Parades to be held with or in conjunction with a "Special Event" under Cleveland Codified Ordinance §131.07, must first go through the Special Events Committee process. It requires a separate special event application and permit. Special events would include, but not be limited to, races, walks, marathons, festivals, motorcycle runs, carnivals and council-matic events.

Parade Permits are issued under Cleveland Codified Ordinance § 411.05. Applicants should review this Code Section before applying for a permit.

This is a single event permit, which expires immediately following the permitted end time of the event.

How to File a Parade Permit application

In Person: Public Auditorium, Office of Special Events & Marketing, 500 Lakeside Avenue, Cleveland, OH 44114. Applications are accepted Monday-Friday, 9:00 am – 5:00 pm

Online: Complete online application by logging onto <https://ca.permitcleveland.org>.

For a Parade that **WILL NOT** be held with a Special Event, the permit application must be filed no later than **ten (10) business days before** the proposed event is to commence.

For a Parade that **WILL** be held with a Special Event, the permit application must be submitted no later than **thirty (30) days before** the proposed special event is to commence. This timeframe does not include the additional reviews and timeline for the Special Events Committee process.

What to Bring or Submit to the Office of Special Events & Marketing

- 1) Fully complete and signed application;
- 2) Route Plan and Map (see attached guide).
 - a. One (1) page typed document on 8½ x 11 sheet that describes the route to be traveled, including the starting point, the identification of and the directions to be followed on all streets, the termination point, and any areas to be used to set up before and disperse after the parade; **AND**
 - b. An aerial street map on 8½ x 11 sheet that clearly shows the route to be traveled. The map must include a legend, a compass, street names, the staging location, the setup location and requested street closures (if applicable.)

Approved Permits are Obtained at the Division of Assessments and Licenses

Once the permit application is approved, the applicant will be notified by email and/or letter. **Upon payment of permit fee of \$25.00**, the applicant can obtain the permit via mail, email or front counter pickup at the Division of Assessments and Licenses, Cleveland City Hall, 601 Lakeside Avenue, Room 122. The fee is payable by cash, check, or credit card. Make all checks payable to the City of Cleveland.

Note: City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.



CITY OF CLEVELAND
Mayor Justin M. Bibb

**APPLICATION
PARADE PERMITS**

**CITY OF CLEVELAND
DEPARTMENT OF PUBLIC WORKS**
Office of Special Events & Marketing
500 Lakeside Avenue
Cleveland, Ohio 44114

Phone: 216.664.2484

Hours of Operation: 9:00 am to 5:00 pm Weekdays

DATE	FEE: \$25.00
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SECTION A - APPLICANT INFORMATION

Event Name			
Applicant Name			
Address			
City	ST	Zip	
Telephone/Mobile Telephone	Email		

SECTION B - ONSITE EVENT CONTACT

Name			
Address			
City	ST	Zip	
Telephone/Mobile Telephone	Email		

SECTION C - ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name			
Contact Name			
Address			
City	ST	Zip	
Telephone/Mobile Telephone	Email		

SECTION D - PRIVATE SECURITY FIRM (IF APPLICABLE)

Private Security Firm Name			
Contact Name			
Address			
City	ST	Zip	
Telephone/Mobile Telephone	Email		

SECTION E - LOCATION INFORMATION

Street number and name	Direction		
Secondary road			
City	ST	Zip	
Location description			
Route Plan and Map attached <input type="checkbox"/> Yes <input type="checkbox"/> No			



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SECTION F - PARADE INFORMATION

Primary date requested					
Primary start time		A.M.		Primary end time	
		P.M.			
A.M.		P.M.		A.M.	
Alternate date requested					
Alternate start time		A.M.		Alternate end time	
		P.M.			
A.M.		P.M.		A.M.	
Set-Up time		A.M.		Teardown time	
P.M.		P.M.		P.M.	
Staging area					
Number of intersection crossings			Number of walking participants		
Number of vehicles		Cars/Trucks		Motorcycles	
		Bicycles		Floats	
				Horses	
				Buses	

SECTION G - SOUND AMPLIFICATION EQUIPMENT (IF APPLICABLE)

Please provide a description of any sound amplification equipment to be used in connection with the parade.

SECTION H - ACKNOWLEDGEMENT

By signing, Applicant acknowledges that they have read and understand Codified Ordinance §411.05, Parade Permits. I certify that the above information I provided is true to the best of my knowledge.

APPLICANT SIGNATURE

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******EXAMPLE******

ROUTE PLAN AND MAP DOCUMENT SUBMISSION GUIDE

Below is a guide that assists in creating and submitting the required route plan and map. Both are required.

Start

- Runners start on E 9th on the east of the street
- Proceed west on Erieside Ave to W 3rd Street
- Turn left on W 3rd Street heading north to Lakeside Avenue
- Turn left on Lakeside Avenue, heading E to 13th Street
- Turn right on E 13th Street heading south to St. Clair Avenue
- Turn right on W 3rd Street heading north to Erieside Avenue
- Turn right on Erieside Avenue heading east to E 9th Street
- Turn left on E 9th Street heading north to Voinovich Park

Finish

