



CHATHAM COUNTY

DEPARTMENT OF BUILDING SAFETY
AND REGULATORY SERVICES

P.O. Box 8161
Savannah, GA 31412-8161
912-201-4300 | Fax 912-201-4301
buildingsafety.chathamcountyga.gov

MEMBER



INTERNATIONAL
CODE COUNCIL®

Gregori S. Anderson, CBO
Director

Clifford Bascombe, CBO
Assistant Director

APPLICATION FOR PARADE OR PUBLIC ASSEMBLY PERMIT

NAME OF ORGANIZATION: _____

NAME OF EVENT: _____

ADDRESS OF EVENT: _____ CITY: _____ ST: _____ ZIP: _____

P.I.N # OF LOCATION: _____ - _____ - _____ - _____

REPRESENTATIVE OF ORGANIZATION: *(COPY OF VALID STATE IDENTIFICATION REQUIRED)*

NAME: _____ PHONE: _____

ORGANIZATION ADDRESS: : _____

CITY: _____ ST: _____ ZIP: _____ EMAIL: _____

I understand it shall be unlawful to conduct any parade or public assembly, either fixed or processional, over, upon, or burdening the public properties of Chatham County, Georgia, or employing facilities thereon, without first receiving a permit from the County Manager after application made and approved according to the requirements set out.

Public assembly means any meeting, demonstration, picket line, rally or gathering of persons for a common purpose as a result of prior planning that interferes with the normal flow or regulation of pedestrian or vehicular traffic or occupies any public area in a place open to the general public.

If the applicant is an association of persons in fact or in law, the application shall contain a description of the entity; the name of said entity, if named; the registered or recognized address of the entity; the name of the person making the application on behalf of the entity; such person's relationship to said entity; and some demonstration or recitation of the authority of the person making the application to act on behalf of the entity and the names, addresses and phone numbers of the Corporate or Executive Officers of said entity.

Where a parade or public assembly is conducted on, over, or upon, or burdening public properties, or employing the facilities thereon, which is also to substantially involve or take place partly or wholly upon private property with the consent of the owner(s) thereof, such owner(s) or their authorized representatives must join as an applicant for any permit for such event.

The person or persons associated in fact, whether or not legally recognized entity, who wish to conduct such parade or public assembly shall apply to the County Manager for a permit. Together with any supplementary information as may be required this application shall be filed with the County Manager not less than 10 days prior to the parade or public assembly to ensure proper processing. The permit will be issued only after approval by the concerned departments listed below.

Event Plan:

A plan must be submitted and must include the following information about the parade or public assembly event (*attach extra sheet as necessary*):

- i. The anticipated number of persons participating on foot, number of units, number and construction of floats; _____
- ii. The date or dates; _____
- iii. The hours of each day the event will be conducted; _____
- iv. The exact location, or, if the parade or public assembly is processional or mobile, the route, the assembly area and the dispersal area. If the parade or public assembly is to pass thru, use or impact the use of any city park or square a separate application must be submitted in addition;
- v. **Location of event:** _____

Route map: (Required for approval)

- vi. Whether sound amplification equipment will be employed, the hours it will be employed, and, if so, applicant must obtain permit pursuant to Chatham County Code, Chapter 24, Article III, "Noise Control Ordinance," as applicable; _____
- vii. Whether artificial lighting will be employed; _____
- viii. Whether temporary static structures will be employed, and if so, a complete description (including measurements) of the structure;

- ix. Whether vehicles will be employed, and if so, a description of each vehicle that will be used and how it will be used (*attach sheet as necessary*);

- x. A description of the anticipated need for safety, police, medical, sanitation, and other required personnel and equipment, with the anticipated needed numbers and posting by location and time of personnel needed;

- xi. A description of provisions necessary to the safety and welfare of the participants in the parade or public assembly and members of the public in the area where the parade or public assembly will be conducted and routes of access thereto and there from;

xii. A description of measures that will be taken to ensure public health and sanitation to;

xiii. Whether the parade or public assembly will require that the public spaces or facilities to be used or burdened, or the routes and means of access thereto and there from, be temporarily diverted from their dedicated or customary uses, or the public or private users thereof by diverted or excluded from, or limited in their use or enjoyment of, or their access to or through, said spaces or facilities, before, during or after the parade or public assembly;

xiv. A disclosure as to whether the applicant or entity for whom the application is being made has in the past conducted or participated in an event of a substantially similar nature to that which is the subject of the application, and, if so, where and when such prior event(s) took place, and whether as a result of such event(s) the applicant or entity became subject, whether or not then operating under the same name, as plaintiff or defendant, of any legal action, civil, criminal or administrative;

xv. A disclosure as to whether applicant or entity for whom the application is made has defaulted upon or is in arrears as to any judgment, civil, criminal, or administrative rendered against applicant or entity, whether or not then operating under the same name, as a result of participation in any prior event(s) of a substantially similar nature to that which is the subject of the instant application, and if so, a description of said judgment or order and an explanation for non-compliance; and

xvi. An indemnification and hold harmless agreement in favor of Chatham County, Georgia, its elected officials, officers, agents, and employees, in a form satisfactory to the County Attorney (**attached**).

PERMISSION IS HEREBY REQUESTED TO HOLD THE ABOVE PARADE OR PUBLIC ASSEMBLY IN CHATHAM COUNTY, GEORGIA OR ON PROPERTY OF CHATHAM COUNTY, GEORGIA:

APPLICANT'S SIGNATURE

DATE SIGNED

APPLICANT'S ADDRESS

City _____ ST _____ ZIP _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Undersigned hereby indemnifies, defends and holds harmless CHATHAM COUNTY, GEORGIA, its Commissioners, officers, employees, agents, successors and assigns, from and against any and all liabilities, damages, costs, expenses, causes of action, suits, demands, judgments and claims of any nature whatsoever arising from, by reason of, or in connection with illness, injury, death or damage to property which occurred, grew out of, was incident to, or was directly or indirectly caused by the Undersigned's use or occupancy of public property or facilities of Chatham County, Georgia. The Undersigned agrees to reimburse or make good any and all losses, damages or costs that Chatham County may have to pay if litigation arises out of said losses or damages to person or property. The Undersigned further accepts responsibility for any and all damage to any person or property which was damaged as a result of the Undersigned's use or occupancy of public property or facilities of Chatham County, Georgia.

The above indemnification and hold harmless agreement has been read and understood by the Undersigned and its contents are fully understood.

IN WITNESS WHEREOF, _____ have hereunto set _____ hand(s) and seal(s), this _____ day of _____, 20_____.

Legal Signature of Undersigned (**Applicant**)

Sworn to and subscribed before me, this _____ day of _____, 20_____.

Notary Public

My Commission Expires:

[S E A L]

SPECIAL EVENT FEES:

PERMIT \$100.00 per day
APPLICATION \$25.00 (NON-REFUNDABLE)

VENDOR FEE:

VENDOR PERMIT \$10.00 per day

SPECIAL EVENT ALCOHOLIC BEVERAGE FEES:

APPLICATION \$25.00 (NON-REFUNDABLE)
AD \$15.00 (NON-REFUNDABLE)
GBI BACKGROUND \$45.00 (NON-REFUNDABLE)
POLICE ADMIN. \$ 5.00 (NON-REFUNDABLE)

Beer \$100.00 per day
Wine \$100.00 per day
Liquor \$100.00 per day

SUBMIT APPLICATION:

In Office: 1117 Eisenhower Drive, Suite D
Savannah, Georgia 31406

***Checks, credit cards or money orders accepted made payable to Chatham County. Cashier closes at 4pm.**
(INCLUDE ALL APPLICABLE FEES)

By Mail: Department of Building Safety & Regulatory Services
Attn: Occupational Tax
P.O. Box 8161
Savannah, GA 31412

APPLICATION REVIEW OF REQUEST TO HOLD THE ABOVE EVENT IN CHATHAM COUNTY, GEORGIA:
YES {} or NO {} IF NO, EXPLAIN _____

THE APPROVED LOCATION / ROUTE OF THE PARADE(explain and/or attach map):

THE EVENT IS TO CONSIST OF: _____

EXTRA DUTY OFFICERS NEEDED: YES {} NO {} HOW MANY? _____

DATE: _____ ARRIVAL TIME: _____ A.M. {} P.M. {}

Beginning Time: _____ A.M. {} P.M. {} Ending Time: _____ A.M. {} P.M. {}

*****FOR OFFICE USE ONLY*****

NOTE: CHATHAM COUNTY POLICE DEPARTMENT EXTRA-DUTY OFFICERS WILL BE PAID THE AMOUNT AGREED UPON PRIOR TO THE EVENT, AND ARE NOT RESPONSIBLE FOR ADVISING DIRECTIONS OR PROVIDING ANY DETAILS OF THE EVENTS TO PARTICIPANTS IN RUNS, WALKS, RACES, ETC.

THE INFORMATION CONTAINED IN THE PERMIT HAS BEEN SUBMITTED TO AND APPROVED BY CHATHAM COUNTY, GEORGIA. ANY CHANGES IN THE DATE, TIME, COMPOSITION, AND/OR ROUTE OF THE PARADE MUST BE APPROVED IN ADVANCE. THIS PERMIT IS TO BE CARRIED BY THE LEAD UNIT OF THE PARADE AND IS TO BE SHOWN UPON REQUEST.

_____ Police Department	_____ Approved	_____ Date
_____ Fire Inspector/Director Building Safety and Regulatory Services	_____ Approved	_____ Date
_____ Public Works	_____ Approved	_____ Date
_____ Parks & Recreation	_____ Approved	_____ Date
_____ County Manager	_____ Approved	_____ Date
_____ Chief of Navigation, Mgmt. Branch	_____ Approved	_____ Date

cc: Police Dept. Public Works
 Southside Fire Dept. Parks and Recs.
 Chief of Navigation Director Building Safety and Regulatory Services
 Applicant



CHATHAM COUNTY

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O.C.G.A. § 50-36-1(E)(2) Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Chatham County Georgia Business/Occupational Tax Certificate, Alcohol License, and Special Event as referred in O.C.G.A. § 50-36-1, from the Department of Building Safety and Regulatory Services, the undersigned applicant verifies ONLY one of the following with respect to my application for public benefit:

- 1) I am a United States citizen: or;
2) I am a legal permanent resident of the United States. or;
3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. *My alien number issued by the Department of Homeland Security or other federal immigration agency is
*(A REQUIRED COPY OF ISSUED IDENTIFICATION NEEDED FOR APPROVAL, FRONT & BACK)

The undersigned applicant also hereby verifies that he or she is 18 years or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can be classified as
(such as: state issued driver's license, state issued identification, passport, etc.)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in (City), (State).

Signature of Applicant:

Date

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS

DAY OF, 20

My Commission Expires:

NOTARY PUBLIC

SEAL



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OCCUPATIONAL TAX DIVISION



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A waiver of fees is typically granted only to non-profit organizations that are defined as organizations that are classified as non-profit by the federal Internal Revenue Service and are exempt from federal income taxes under Internal Revenue Service regulations. Churches are considered non-profit by the Internal Revenue Service, and thus qualify for a waiver. Exemption from registration and payment of business taxes does not exempt any such business from compliance with Chatham County's zoning, building code and other regulations. Any exemption granted shall be subject to revocation in the event that any said organization should fail to maintain its tax-exempt status.

Please provide the following:

1. Name of Applicant: _____

Home Address: _____ City: _____ St: _____ Zip: _____

Telephone: _____ Email: _____

Business Address: _____ City: _____ St: _____ Zip: _____

Business Phone: () _____ Email: _____

2. Please provide the name of organization/corporation, which you represent:

3. List your title, office or position of authority within this group:

4. Explain the activity related to this Request for Waiver Fees:

5. Do you have an active tax-exempt status? Yes { } No { }

(ATTACH PROOF OF STATUS TO AVOID DELAY OF APPROVAL)

I hereby affirm that the statements made herein are true and correct, and that no false pretense or fraudulent purpose exists in giving this information.

Signature of Applicant

Date

FOR OFFICE USE ONLY

THIS REQUEST FOR WAIVER HAS BEEN: ACCEPTED { } DENIED { } DATE: _____

Reason for denial:
