

## Types of Applicants

There are four types of permit applicants. The application fee will be determined based on the group type:

- Group 1 – City of Prior Lake government or city-sponsored events
- Group 2 – Prior Lake civic or non-profit organization
- Group 3 – Prior Lake Resident and Business
- Group 4 – Other

## How to apply for a Community Event Permit

Applications are due **45 calendar days** in advance of the proposed event. Applications should be submitted to the Recreation Department at [abarstad@cityofpriorlake.com](mailto:abarstad@cityofpriorlake.com). City staff is available to meet with permit applicants to review requirements and provide assistance with completing the application. The application will be reviewed by several city departments, including Public Works and Police. Application fee is due at time of application submittal. All other fees and deposit are due when the application is approved before a permit can be issued. (Some fees will not be applicable until 2017.)

## Application Requirements

City staff will help you identify the additional permits and equipment (barricades, port-a-pottys, garbage cans, etc.) that may be required for the event.

Depending on the type of event, the following **city permits** may be required:

- Alcohol
- Outdoor Event

In addition, **state permits** may be necessary:

- Food through the Minnesota Department of Health - [www.health.state.mn.us/divs/eh/food/license](http://www.health.state.mn.us/divs/eh/food/license)
- Electrical through the State Electrical Inspector - [www.dli.mn.gov](http://www.dli.mn.gov)

**Insurance** for all vendors operating on public property is required. The level and amount of insurance required will be determined by city staff. Insurance certificates are required as part of the application process, and the City of Prior Lake should be listed on the policy. Depending on the type of event, an **emergency action plan** and a **crowd/traffic control plan** may be required.

Questions? Please call Angie Barstad at 952-447-9822.

For a complete copy of the ordinance, go to [www.cityofpriorlake.com](http://www.cityofpriorlake.com).