

PROCEDURE FOR OBTAINING A BLOCK PARTY/EVENT PERMIT

Block Party/Event Permits are issued by the Department of Transportation and Public Works, Traffic Engineering Division (DTPW-TED), for temporary closing of residential streets for non-commercial purposes. Commercial events, such as races, are also permitted under this process, however they will have to comply with additional requirements from the Department of Regulatory and Environmental Resources (RER), the Internal Services Department (ISD) as well as State regulations. Commercial Events will need to submit Maintenance of Traffic Plans to the Traffic Engineering Division for review and approval.

The following information is required for processing of the permit.

Name of the Requester:	
Address:	
Phone:	Fax:
E-mail Address:	
Reason for the Request:	
Date of the street closing:	Hours:
Street(s) to be blocked off: (Example: SW 21 Avenue between SW32 Street and SW33 Street.)	
Maintenance of Traffic Plans Review Required:	<input type="checkbox"/> YES <input type="checkbox"/> NOT SURE

Permittee is required to read and comply with the following provisions of this permit, and must secure approval from the Police and Fire Departments listed on the permit.

PROVISION OF PERMIT

1. This permit is not valid without the written approval (signatures on the permit) of the Police and Fire Departments listed on the permit. Please note that the Police Department requires at least 5 working days advance notice.
2. Block Party road closing is not permitted between 11:00 p.m. and 7:00 a.m.
3. The street must be completely barricaded with adequate flashers. Barricades rental contract or receipt is required by M.D.P.D.
4. If the noise level or attendees' conduct becomes objectionable to the area residents, the Miami-Dade Police Department may terminate the event, at their sole discretion.
5. Permittee shall bear all responsibility for any damages in the public right-of-way and clean up the right-of-way following the event.
6. The sale of merchandise or service is expressly forbidden in the public right-of-way.
7. No items such as bounce houses, tables, chairs, etc. shall be placed within the public right of way unless applicant complies with additional requirements of a commercial event.
8. Applicant shall pay a permit fee of \$250 for review and processing. This fee does not guarantee approval but covers only the cost of review. Commercial events might require additional fees based on the need for Maintenance of Traffic Plans review.

Upon approval, each Department will sign the original permit, keep a copy, and return the remaining copies of permit to the Permittee. The executed original becomes the permit to be retained by the Permittee and have available during the event, this executed permit shall be returned to DTPW-TED by mail, fax, or e-mail.