

Submitting an ACE Special Event Application: <https://abc.austintexas.gov/web/permit/index>

10/4/2019

1. Enter your email address and password then click *Login* or create an account. If you are a first time user you will need to click *Register Now*. View our **Austin Build + Connect Registration Guide** for assistance creating an account.

* required field [Return to the first view](#)

REGISTERED USER

→ Your email address *

→ Your password *

Login

FIRST TIME USER

Register Now

FORGOT PASSWORD

If you are a registered user but forgot your password, please click here.

Reset Password

2. Once logged in, click *Apply for Right of Way Permits / Special Events*.

Home

Public Search

Issued Construction Permits

Apply for Permits/Cases

Apply for Right Of Way Permits / Special Events

Assign Permit

My Permits/Cases

My Applications

My Bills

My Licenses

My Inspections

My Escrow Account

My Reports

My Profile

Austin Build + Connect

[Return to the first view](#)

MY PERMITS

Currently, there are no permits/cases linked with this profile.

If you feel this is incorrect, or have not yet called to link a business account to this profile, please call (512) 978-4000.

If attempting to view or pay for Excavation or Right-of-Way permits not related to a Street Event, please contact the Right-of-Way Management division at (512) 974 -1150 or rightofway@austintexas.gov

If attempting to view or pay for a Street Event or Parking Permit related to a Street Event please contact the Office of Special Events at TransportationSpecialEvents@austintexas.gov

4. Click *Special Events*.

The screenshot shows the Austin Build + Connect website interface. On the left is a navigation menu with links such as Home, Public Search, Issued Construction Permits, Apply for Permits/Cases, Apply for Right Of Way Permits / Special Events, Assign Permit, My Permits/Cases, My Applications, My Bills, My Licenses, My Inspections, My Escrow Account, My Reports, My Profile, External Reviewers Search, Web Help, Logout, Online Survey, and DevelopmentATX.com Home. The main content area features a header image of a city skyline with the text 'Austin Build + Connect' and a 'Return to the first view' link. Below the header is a section titled 'SELECT APPLICATION TYPE' with the following text: 'The following screens will walk you through submitting a permit application to use the public Right of Way. For helpful information, click the Blue (?) next to the permit type you are requesting.' A list of application types is provided, each with a '+' icon: Banner Permits, Driveway / Sidewalks, Excavation, Land Management, Public Space Management, Right of Way, Small Cell Permit, **Special Events (?)** (highlighted with a red box), and Utility Coordination. At the bottom of this section, it says 'Please call 512-974-1150 to discuss the types of permits you may request through the ROWMAN system'.

5. You will be taken to the Acknowledgements page. Check all of the boxes then click *Continue - Apply Online*.

The screenshot shows the 'ACKNOWLEDGEMENT' page. The title is 'ACKNOWLEDGEMENT' and the text reads: 'You must acknowledge the following statements before submitting a permit request using this system.' There are eight statements, each with a red arrow pointing to a checked checkbox: 1. 'I understand that no guarantee of approval is implied by the acceptance of this application, and that in order for this application to be completed I must provide additional information in time frames set under Chapters 4-20 and 14-8 of the City of Austin Code and that failure to provide the additional information will result in denial of the application.' 2. 'I understand incomplete or untimely applications will not be reviewed.' 3. 'Upon submitting this application, I grant permission to the City of Austin to copy and perform minor edits to promotional information from the event application, marketing or website material for use in posting short publicly viewable information about this event on the City's website.' 4. 'I also agree to pay the City for all costs of repairing any and all damage to City property, including but not limited to any structures or plant life, caused by activities or by any act during the event, or event employees, agents or invitees, including the patrons of the attraction or function for which I plan to use the property.' 5. 'I agree that the City of Austin shall determine whether any such damage has occurred, the extent and amount of damage and the cost of repairing the damages.' 6. 'I certify that I have not conducted a prior special event in a manner that failed to substantially comply with City Code requirements.' 7. 'Upon submitting this application, I acknowledge responsibility for all permit requirements and fees.' 8. 'I certify that the information contained in this application is true and correct to the best of my knowledge.' At the bottom of the page are three buttons: 'Back', 'Cancel - I do not meet these criteria', and 'Continue - Apply Online' (highlighted with a red box).

6. Enter the name and a description of your event then click *Continue*. These cannot be changed after clicking *Continue*.

PROJECT / EVENT NAME

Name of event cannot be changed after this step. Do not use trademarked or copyrighted identifiers in Event Name if this event is not officially associated with the organization.

▶ **Name of Event ***

Description of event cannot be changed after this step. Please provide a brief summary of the activities involved in the event.

▶ **Description of Event ***

7. Please read and follow the instructions provided in the application for entering the property address correctly, then click *Search*. Once you find your desired property, click *Add* next to the address or block. The property will then appear under Selected Properties. After all desired properties have been selected, click *Continue*.

Note: See next three screenshots below.

PROPERTY SEARCH

TEXT SEARCH

Identify Properties

You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address prefix or suffix. Please do not enter any spaces in the street name block, either before or after the street name.

For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.

Note: For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

▶ **House Number:**

▶ **Street Name:**

SEARCH RESULT BLOCKS			
From Block	To Block	Street Address	Add Block
100	199	E 2ND ST	Add Block
900	999	S 2ND ST	Add Block
100	199	W 2ND ST	Add Block
100	199	S 2ND ST	Add Block
100	199	N 2ND ST	Add Block
10800	10899	2ND ST	Add Block
600	699	2ND ST	Add Block
2200	2299	E 2ND HALF ST	Add Block

Page 1 / 1 - Total 9 rows returned.

SEARCH RESULTS			
Property Type	Street Address	Zip Code	Add
Address	301 N 2ND ST	78660	Add
Address	301 W 2ND ST	78701	Add
Address	3010 E 2ND ST	78702	Add
Unit	301 W 2ND ST UNIT 100	78701	Add
Unit	301 W 2ND ST UNIT 200	78701	Add
Unit	301 W 2ND ST UNIT 2006	78701	Add
Unit	301 W 2ND ST UNIT A	78701	Add
Unit	301 W 2ND ST UNIT B	78701	Add
Unit	301 W 2ND ST UNIT C	78701	Add

Page 1 / 1 - Total 9 rows returned.

PRO TIPS

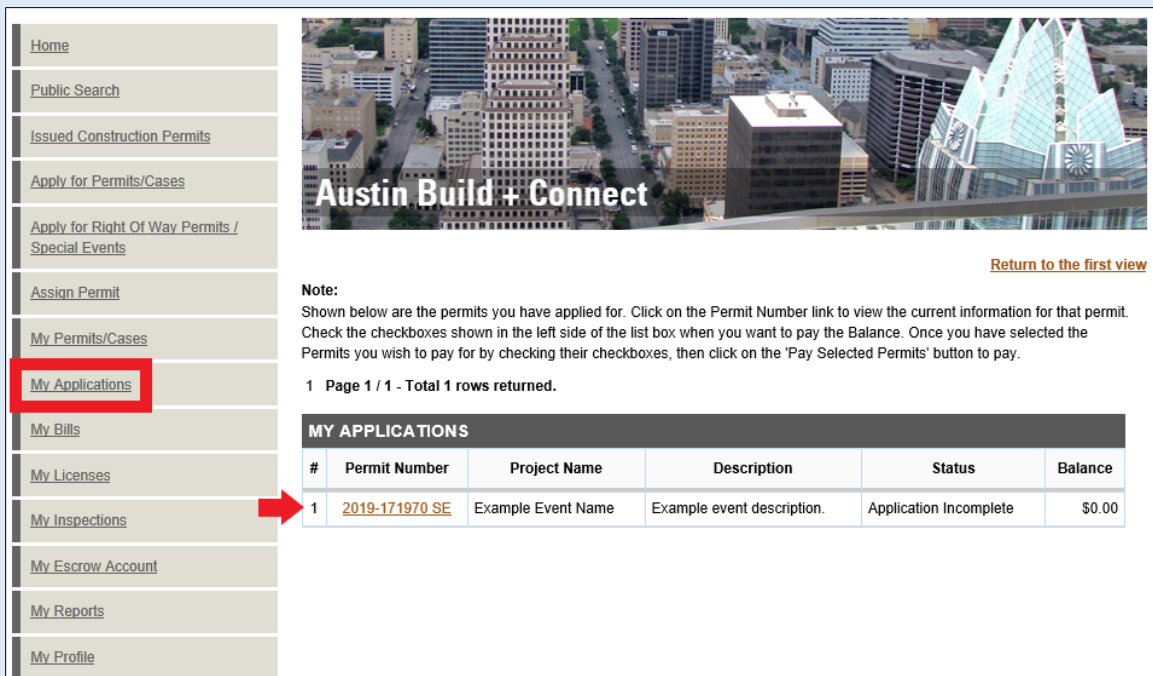
If at any point during the application process you decide to close and complete your application later, click *Save - Finish Later* at the bottom of the application webpage.



It's also a good idea to periodically save your application as you fill it out because if you leave a page open too long without activity, you may be timed out and lose progress on the particular page you're working on. Once you're done with a page and click *Continue* to move on, that page's content has been saved.

To access incomplete applications:

Login to your Austin Build + Connect account, click *My Applications* from the side menu, and then select the application you want to continue working on.



The screenshot shows the Austin Build + Connect user interface. On the left is a navigation menu with items like Home, Public Search, Issued Construction Permits, Apply for Permits/Cases, Assign Permit, My Permits/Cases, My Applications (highlighted with a red box), My Bills, My Licenses, My Inspections, My Escrow Account, My Reports, and My Profile. A red arrow points from the 'My Applications' menu item to a table of application details.

Austin Build + Connect

[Return to the first view](#)

Note:
Shown below are the permits you have applied for. Click on the Permit Number link to view the current information for that permit. Check the checkboxes shown in the left side of the list box when you want to pay the Balance. Once you have selected the Permits you wish to pay for by checking their checkboxes, then click on the 'Pay Selected Permits' button to pay.

1 Page 1 / 1 - Total 1 rows returned.

MY APPLICATIONS					
#	Permit Number	Project Name	Description	Status	Balance
1	2019-171970 SE	Example Event Name	Example event description.	Application Incomplete	\$0.00

8. Enter your Event Start/End information and Event Details then click *Continue*.

- Download and fill out the Event Schedule template to be uploaded later on in the application process.
- Event times must be entered in a 24-hr. format. For example, this sample event is applying for Jan. 18, 2020 from 2:00 p.m. to 5:00 p.m. so the event times are entered as 14:00 to 17:00.

Items with an asterisk (*) are required to be filled, as are follow up questions to answers selected Yes.

* required field [Return to the first view](#)

All applicants are required to provide a detailed Production Schedule using this [Event Schedule](#) and upload it on the 'Application Attachments' page (Note: Attachments must be .jpeg or .pdf format only).

EVENT START / END

Event Start Date *

Event Start Time
(Time is in 24-hr format) *

Event End Date *

Event End Time
(Time is in 24-hr format) *

Event Set up Start Date *

Event Tear-down End Date *

Proposed rain date (only if seeking rain date approval)

For 'Proposed rain date', must use the same location(s) and site plan.

EVENT DETAILS

What is the estimated maximum daily attendance? *

Is this a new event? * Yes No

Has this event been held under a different name? * Yes No

If yes, previous name(s) event held under.

Is this an annual event? Yes No

How many years has this event been held?

If the event is taking place on city property, are you charging admission for the event? * Yes No

If yes, how much is the admission fee?

What is the event's website?

Is this event owned by a non-profit? Yes No

Will the event take place at a City of Austin owned property? * Yes No

9. Enter your event's Venue, Building/Structure, Right of Way, Tents/Fire, Food/Beverage/Alcohol, Water/Wastewater/Trash, Event Security, Event Medical, and Sound/Music Details then click *Continue*.

Items with an asterisk (*) are required to be filled, as are follow up questions to answers selected *Yes*.

* required field [Return to the first view](#)

APPLICATION DETAILS

Application Type: Special Events
Application Number: 11780978
Application Date: Sep 20, 2019

VENUE DETAILS

Venue/Location Name

➔ Will the event take place in a City of Austin park/recreation center/museum/theater? * Yes No

For a list of all PARD properties [click here](#).

★ If yes, select the park/recreation center/museum/theater event will occur.

★ If other park/recreation center/museum/theater, please describe.

➔ Will the event take place on a City of Austin waterway or lake? * Yes No

★ If yes, select the city waterway where the event will occur. a) Walter E. Long Lake b) Lady Bird Lake (Colorado River) c) Lake Austin d) Other

★ If other waterway or lake, please describe.

➔ If on city property, will any activity related to the event impact or affect trees? * Yes No

BUILDING/STRUCTURE DETAILS

➔ Will the event take place in or on any type of building? * Yes No

What is the structure/building currently used as?

➔ Will the event include temporary structures? * Yes No

Building(s)/equipment: Please check all that apply. a) Electrical b) Plumbing c) Lighting installation(s) d) Signs/banners e) Stage(s)/scaffolding f) Other

★ If other building(s)/equipment, please describe.

➔ Will the event take place in a parking lot or open space that is not a park? * Yes No

➔ Will the event include any fenced or confined areas? * Yes No

RIGHT OF WAY DETAILS

Will the event require the reservation of on-street parking spaces? * Yes No

Any event requiring the use of City of Austin Right of Way (streets, sidewalks, parking spaces, bridges, alleys and any public easements) will need to submit a SEPARATE [Right of Way](#) Application for permitting purposes.

If yes, please provide details for purpose of parking.

Will the event include Charters and/or Shuttles? * Yes No

Is the event a moving event (parade, run, race, procession, etc.)? * Yes No

If yes, what type of moving event? a) Rally b) March c) Procession d) Parade e) Other

If other moving event, please describe.

Does the event require a bubble police escort? * Yes No

Will the event take place or generate crowds in the street, sidewalk and/or alley? * Yes No

For example, line queueing, running/walking, crowd overflow, standing, sitting, etc.

If yes, please provide details of activity.

Please email TransportationSpecialEvents@austintexas.gov for any questions about this section.

TENTS/FIRE DETAILS

Will the event include any type of tents? * Yes No

Tent placement and dimensions should be reflected on the siteplan to the best of your knowledge. Please refer to the link for [additional requirements](#).

Will either tents or temporary structures be set up within the street and/or sidewalk? * Yes No

Will tents be erected on any type of building, platform or other structure (s)? * Yes No

What is the quantity of tent(s) expected?

What are the tent(s) dimensions?

Will the tent(s) have sides or walls? Please explain briefly for each tent

Will the event include any fuel type generators? * Yes No

Please refer to the link for [additional requirements](#).

Will the event include propane? * Yes No

Will the event include any fireworks, pyrotechnics, open flame, flame effect? * Yes No

Please refer to the link for [additional requirements](#).

If yes, select the type(s) of fireworks, pyrotechnics, open flame, flame effect. a) Fireworks/pyrotechnics b) Open flame c) Flame/Special effects d) Theatrical performance with open flames

Pyrotechnic Vendor Contact

FOOD/BEVERAGE/ALCOHOL DETAILS

➔ Will the event include food and/or beverages? *

Yes No

If the event has food or food vendors, separate permits from Austin Public Health may be required. Styrofoam, glass or single-use carryout bags are prohibited. [Review Temporary Food Establishment Application](#) online.

★ If yes, select the type(s) of food/vendors the event will have. a) Prepackaged Food b) Unpackaged/Open Food c) Prepackaged Beverages d) Unpackaged/Open Beverages e) Food Vendors f) Caterer g) Mobile Food Truck

Please refer to the link for [Mobile Food Vending Unit checklist](#).

How many food/beverage related booths will the event have?

➔ Will the event have alcohol? *

Yes No

Please select all that apply to alcohol at the event.

Alcohol served indoors Alcohol served outdoors Alcohol sold indoors Alcohol sold outdoors BYOB

Events that plan to serve alcohol are required to coordinate with the [Texas Alcoholic Beverage Commission\(TABC\)](#). Prior TABC approval does not supersede City of Austin permit requirements or ordinances.

BYOB must follow [City Code 4-11](#).

Please email ehsd.service@austintexas.gov for questions about this section.

WATER/WASTEWATER/TRASH DETAILS

➔ Will the event use any temporary water services, wastewater services and/or any hauled liquid waste services? *

Yes No

Please email awcrossconnection@austintexas.gov for any questions about this section.

Hauler Contact - Waste Water

[City approved Waste Water haulers](#)

Hauler Contact - Industrial Waste

➔ Select all Trash and Waste Services the Event will have. *

a) Composting b) Landfill Trash c) Recycling

Each event is required to develop and submit a waste management plan. This also includes surrounding areas leading to the event, during setup, and post event cleaning. Review waste requirements and zero waste event rebate opportunities at [Green Events](#).

Please email ARRspecialevents@austintexas.gov for any questions about this section.

➔ Hauler Contact - Dumpster(s) *

Contact information

➔ Hauler Contact - Collection Bin(s) *

Contact information

➔ Hauler Contact - Litter Control Crew *

Contact information

EVENT SECURITY

➔ Will the event use the APD Special Events Unit for security? * Yes No

All applications will require a security review. Events and closures in the right of way require APD-Special Events to review. APD-Special Events supervisors reserve the right to establish security levels and personnel.

APD Special Events On-site Contact

A person's name, phone number and email address are required for all contracting agencies and/or the APD Special Events Unit. It is the applicant's responsibility to provide this information to the appropriate contact person of the affiliated department.

➔ Describe all contracting agencies if using APD Special Events Unit and/or other agencies. *

For example, AISD PD, Local Sheriff's dept; Texas Department of Public Safety etc.

Provide contact name, number and email information for each agency described.

Please email APDSpecialEvents@austintexas.gov for any questions about this section.

EVENT MEDICAL

➔ Is the event an athletic event, or an event that requires medical or first aid planning? * Yes No

Such events may require a medical review. Please click on the link for more information [Austin-Travis County Emergency Medical Services Special Events](#)

Number of Fixed Medical Locations

Number of Responders at each Location (EMT)

Number of Other Responders

For example RN, MD, First Aid Volunteers, etc.

Please choose the Medical Provider (s) for the event.

Private Medical On-Site Contact

Austin-Travis County EMS may require stand-by personnel or equipment at the event's expense. Private medical contractors may treat on-site only and are prohibited from transporting patients.

AED with Provider

BLS with Provider

ALS with Provider

Number of one person Mobile Responders

For example bicycle/motorcycle/cart.

Number of other one person Mobile Responders

For example RN, MD, First Aid Volunteers, etc.

One person Mobile AED

One person Mobile BLS

One person Mobile ALS

Number of two person Mobile Responders

For example cart/gator etc.

Number of other two person Mobile Responders

For example RN, MD, First Aid Volunteers, etc.

Two person Mobile AED

Two person Mobile BLS

Two person Mobile ALS

Please email ATCEMS.SpecialEvents@austintexas.gov for questions about this section.

SOUND/MUSIC DETAILS

Does the Venue have an Outdoor Music Venue Permit? * Yes No

Establishments that have ongoing outdoor amplified sound throughout the year can obtain an Outdoor Music Venue Permit. If your venue has a permit select YES.

Will the event have outdoor amplified sound? * Yes No

If yes, how many days of Amplified Sound will the event have?

If yes, select all types of Amplified Sound at the event. a) Bullhorn/Megaphone b) Live Music c) DJ d) Starter Pistol e) Speaker System/Public Address System (PA)

Select the largest Talent Category for the Event.

Category A Performers - Bands/Artists who currently play Stadiums/Arenas/Amphitheaters
Category B Performers - Bands/Artists who currently play Large Clubs/Theaters
Category C Performers - Bands/Artists who currently play Small Clubs

Please list all anticipated and/or confirmed talent at event.

Please list current PA specs for the event.

Please provide the sound system details including the total number and size of all speakers, and the brand and model if available.

On-site Sound Contact

10. Select either *Yes* or *No* regarding on-site contact and billing responsible information then click *Continue*. If *No*, enter the relevant required information in one continuous line without pressing the “Enter” key to create additional lines.

required field [Return to the first view](#)

EVENT CONTACTS

The applicant, unless otherwise noted, is the person that will be legally responsible for all permitting fees, requirements and ordinance violations, permit agents, producers or on-site supervisors.

Are you the primary on-site contact? *

Yes No

Are you the billing responsible party? *

Yes No

BILLING RESPONSIBLE PARTY

Full Name, Address, Contact Number, Email Information

Billing responsible party *

Please provide full name, address, contact number and email information.

Cancel this Application
Save - Finish Later
Continue

Back

11. In the dropdown menu, select what kind of attachment you are uploading. Click *Choose File* and select your item to attach, then click *Add Attachment*. Your attachment should then appear under the Attachment List. Once you’ve uploaded all required documentation, click *Continue*.

- All applicants are required to provide a **detailed Site Plan** and **Production Schedule** in .jpeg or .pdf format.

ATTACHMENT LIST

Attachment Description	Attachment Details	Delete
Inserted through Internet	Site Plan ←	Delete

UPLOAD NEW ATTACHMENT

Attachment Details Site Plan ▼

Note: Attachments must be .jpeg or .pdf format only.

Detailed site plans are required for your application to be considered complete. Incomplete applications will not be reviewed. While site plans are not required to be professionally drawn, they must be legible, close to scale and provide sufficient detail to paint a picture of what your event will look like. For detailed site plan requirements [click here](#).

Choose File No file chosen

Add Attachment

All applicants are required to provide a detailed Production Schedule using this [Event Schedule](#) and upload it on the 'Application Attachments' page (Note: Attachments must be .jpeg or .pdf format only). Be sure to communicate any revisions to these documents via email to specialevents@austintexas.gov.

Cancel this Application
Continue

12. Click *Submit* to finalize your application.

NEW APPLICATIONS SUMMARY		
Permit Number	Address	Fee Amount
2019-171970 SE	301 W 2ND ST	\$0.00

Number of Application(s): 1

Your application is not considered submitted until you click the 'Submit' button on this page.

Submit **Save - Finish Later**

13. You should then see this webpage and receive the below email. Your application is now waiting to be reviewed by ACE staff.

NOTE: You do not have any invoice to pay for now. [Return to the first view](#)

FEES
Fees due to this point are \$0.00

PERMITS IN QUEUE
The following permit(s) have been placed in a queue and are waiting for a review.
2019-171970 SE Example Event Name

CREDIT CARD AND CHECK PAYMENT

Attention: No more than 25 invoices are allowed per payment transaction. Total amount must be between \$10 and \$99,999.99. Clicking the "Pay Now" button will redirect you to JP Morgan Chase Bank's secure website to complete the payment process.

Payments made on Chase may take a few minutes to reflect on the Austin Build + Connect website. ACH payments take 24 hours to be processed. Once on the Chase site ONLY use the "Exit" link located towards the top right of the page to return to Austin Build + Connect. If you exit before the payment is confirmed your payment will be cancelled.

Return to My Permits/Cases

Hello ACE Applicant,

Notice: This is an automated e-mail generated from the City of Austin's electronic system informing you that your Special Event permit application was submitted successfully. Below is the case number for reference.

SE permit Case Number: [REDACTED]
Address: 301 [W 2ND ST, AUSTIN TX 78701](#)

Please be aware that:

1. ACE staff will review the application for acceptance. As part of the review process, ACE staff will contact you for additional information and/or to coordinate a planning meeting.
2. Any revisions to the application attachments must be communicated to ACE via email. Send email to specialevents@austintexas.gov.
3. Withdrawal or cancellation of application must be submitted in writing to ACE via email. Send email to specialevents@austintexas.gov.
4. To check the status of your application log back into your account at:
<https://abc.austintexas.gov/web/permit/login?reset=true>

Regards,
Austin Center for Events

To check the status of your application and permits, click *My Permits/Cases* from the side menu and then select the application you want to view.

Austin Build + Connect

[Return to the first view](#)

Note:
Shown are permits and cases associated with your account(s). Expired or Final permits are not listed. Use the Search button to select other permit status types. You can view the permit or case details by clicking the Permit/Case Number link. Permits eligible for payment online will have a checkbox available for selection. Click the checkbox for each permit or case you wish to pay and then click on the 'Pay Selected' button located at the bottom of the page.

TIP: The My Bills link on the left menu bar only displays permits and cases eligible for payment.

Click on the Permit Number for further details:

Search

1 Page 1 / 1 - Total 1 rows returned.

VIEW STATUS OF MY PERMITS/CASES								
#	Check	Permit/Case Number	Project Name	Description	Application Date	Status (Expiration Date)	Related Folders	Balance
1	<input checked="" type="checkbox"/>	2019-171970 SE	Example Event Name	Example event description.	09/19/19	Internet Pending	No	\$0.00

1 Page 1 / 1 - Total 1 rows returned.

For questions related to your Austin Build + Connect account or your ACE Special Event Application, please contact the Austin Center for Events at 512-974-1000 or SpecialEvents@austintexas.gov.