Neighborhood Block Party Permit

Revised May 5, 2009

SDOT issues Street Use permits for any activity that temporarily closes a street or sidewalk, but excludes escorted processions, parades, or any activity in which Police Department personnel are required. The permit process is started by obtaining a permit application at www.Seattle.gov/transportation/stuse_blockparty.htm and submitting it to SDOT at the address shown on this memo. The application must describe your activity and include the following information:

- Date of your event, with beginning and ending times. Neighborhood Block Parties can only be held between 9 a.m. and 10 p.m.
- The estimated number of people you expect to attend.
- The organization or neighborhood group coordinating the event.
- The name, address, and telephone number of the contact person.

Your application must be received by SDOT a minimum of 14 days prior to your planned Neighborhood Block Party. Applications received with less than 14 days notice may not be approved. Traditionally, SDOT has required a $75.00 inspection fee for the permit. However, as of June 2008 the inspection and fee are not required in an effort to strengthen neighborhood spirit and support increased pedestrian use of the right-of-way. Neighborhood Block Party permits do not require insurance.

Block parties are defined as events being held by people living along the street, families and close friends, not larger publicized events open to the general public.

To host a Neighborhood Block Party, you cannot:

- close an arterial street
- close your intersection
- close a street with a bus stop
- apply for more than one block party permit per month
- place non-movable items in the street area

Applicants are responsible for contacting all affected neighbors to share the details of the street closure event and for cleaning up. Applicants are also responsible for providing barricades and street closure signs. Closure signs and sample invitations for a Neighborhood Block Party can be downloaded from SDOT's web site at www.Seattle.gov/transportation/stuse_blockparty.htm and posted on recycling bins or other movable items.

Once a block party permit is issued, you are allowed to close your street during the day and times specified.

If the guidelines listed above are not followed or a complaint is received, a Street Use inspector will be sent to the location and a minimum $75.00 inspection fee will be assessed.

To submit your application:

Mail:
SDOT – Street Use Division, Attn: Annual Permits
P.O. Box # 34996
Seattle, WA 98124-4996

Fax: Attn: Annual Permits
(206) 684-5347

Email: AnnualPermits@Seattle.gov

If you have questions,

Email: AnnualPermits@Seattle.gov or call: (206) 684-5267

This bulletin is for general information. Chapter 15.04 of the Seattle Municipal Code, Use and Occupation Permits, establishes the requirements for Street Use Permits.

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Did you know? Transportation accounts for nearly half of the greenhouse gas emissions in Seattle. Mayor Greg Nickels has challenged Seattleites to reduce their personal driving by 1,000 miles annually – about 20 miles every week. One thousand fewer miles saves 1,000 pounds of climate pollution, and helps us meet our current climate protection goals.

To learn more about what you can do to help visit www.SeattleCAN.org.

Seattle Climate Action NOW