

Neighborhood Procession Permit

Section 12-5 General City Code, 2017

Purpose

A registered non-profit or Community/Neighborhood Association organizing an event where vehicles (cars, floats, etc.) proceed along a set route.

Timeline

1. Submit application: 15 business days prior to event
2. Application processing at City Hall: up to 10 business days
 - a. Applications must be approved by BDOT and BPD
3. Receive permit

Fees

None

General Information

1. The route cannot be longer than one mile.
2. A map of the intended route must be included with the application.
3. The application will NOT be approved if...
 - a. The route includes a major roadway
 - b. The route includes any street where traffic flow would be negatively affected
 - c. The requested location, date, or time conflict with any other approved events
4. The permit will only be valid for the time and date listed on the permit.
5. If the event will have amplified sound, a noise permit will be required as well.
6. Only two permits will be issued per year to any organization requesting a neighborhood procession.
7. If the event must be rescheduled for bad weather, the new date must be approved by BDOT to make sure there is no conflict with other events.
 - a. A "rain date" cannot be reserved in advance unless a separate application is filed.

Payment of Fees

1. The applicant should wait to receive approval from BDOT before paying any fees.
2. All fees should be paid to the Cashier on the 1st Floor of City Hall.
3. Once you have paid, bring the receipt to the Department of Transportation (9th Floor) to issue the permit.
 - a. The permit can be issued the next business day; or
 - b. You can schedule an appointment beforehand to ensure that your permit will be issued at that time.



CITY OF BIRMINGHAM
REQUEST FOR NEIGHBORHOOD PROCESSION PERMIT

Application Date:

Organization:

Person in Charge of Procession:

Day/Date of Procession:

Start Time:

Estimated Number of Participants: _____ Persons _____ Bands _____ Animals

 _____ Vehicles (floats, cars, etc.) _____ Other (please specify): _____

Purpose of Procession:

Starting Point:

Route:

Disband Point:

Special Restrictions: Police can limit and/or reroute group as necessary. Police may also cancel any event that does not begin on time.

Applicant's Name:

Address:

Daytime Phone:

Email Address: