

# Town of Morrisville Special Event Permits

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Thank you for expressing interest in hosting a special event in the Town of Morrisville. In addition to a morrisville special event permit, you may also need additional permits based on the key features of your event.

Applications for special events permits should be submitted as early as possible to allow time for permit review and adequate preparation. most permit applications undergo several reviews prior to approval.

## BEFORE YOU APPLY

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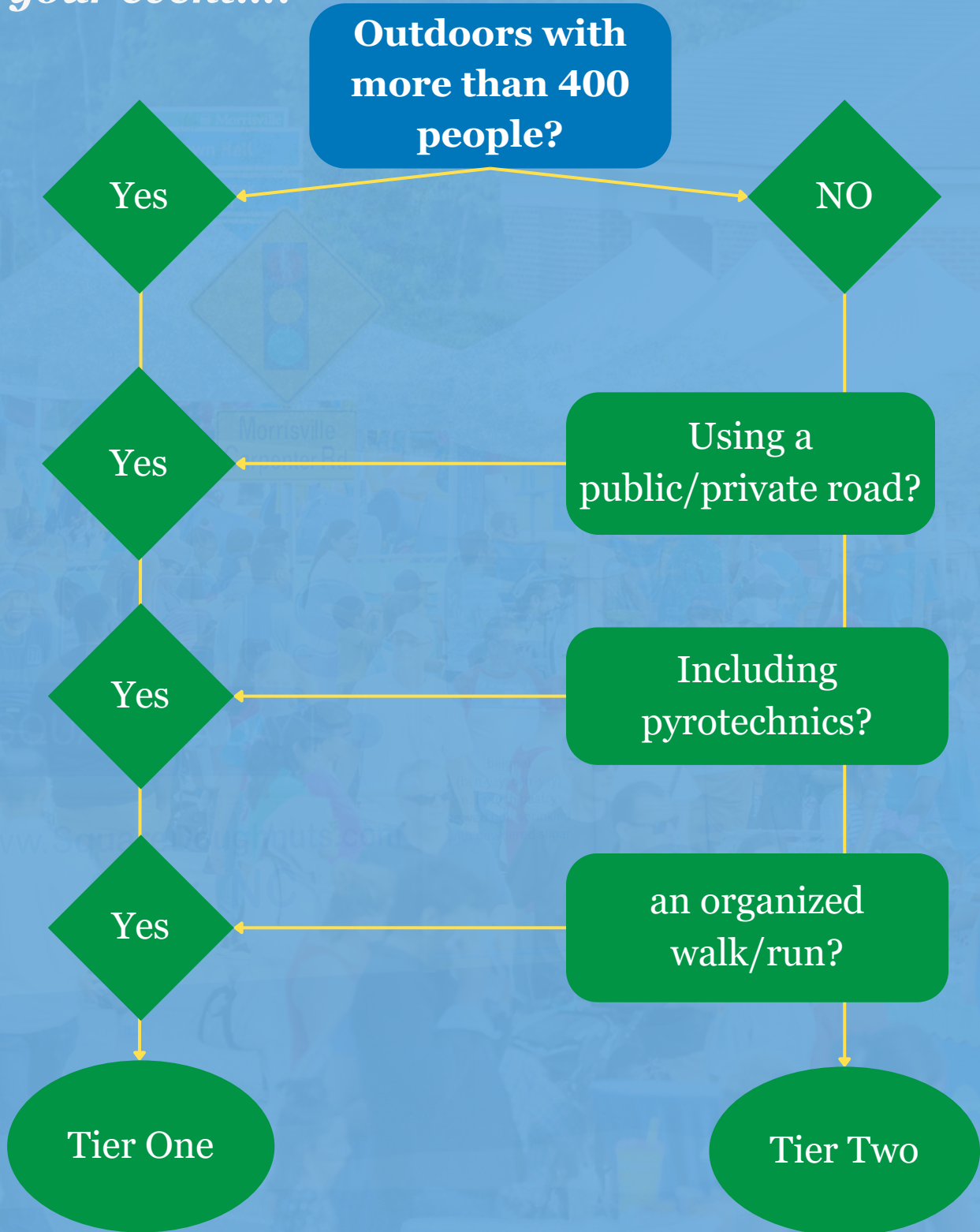
To obtain a Morrisville special event permit, you must provide documents verifying that you have properly notified the Town and Community of the upcoming event and prepared for the event's impact on the surrounding area. You will need:

- A Signed Morrisville Special Event Liability Waiver
- A Detailed site plan indicating:
  - All available parking areas for the event, tents/temporary structures, inflatable structures, performance spaces, restroom facilities, and vendors - including dimensions for these features.
- A document or image that serves as Proof of notification to the property owners adjacent to the event space
  - This can be a notification through social media, notice, letter, or other written notification.

# BEFORE YOU APPLY

Determine your event tier

*Is your event...?*



*Please keep in mind that if your event is a Tier One, a pre-meeting will be required.*

# APPLYING ONLINE WITH ENERGOV

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- 1 Visit [WWW.TOWNOFMORRISVILLE.ORG/PERMITPORTAL](http://WWW.TOWNOFMORRISVILLE.ORG/PERMITPORTAL) and log in to your Customer Self-Service Portal (CSS) account. If you don't have one, create one. Then, click on the Login box to sign in.
- 2 Click "apply" and enter "special event permit" into the search bar.
- 3 When you reach the location page, choose "add a location" and type in where your event will be. When typing the address, only type the first few letters/numbers of the street name. Do not use the road/street type.
- 4 On the type page, give your event a name and describe it briefly, including any important features. This helps the town staff decide which tier your event falls into.
- 5 On the contacts page, share the property owner's contact details for the event location and any other contacts who should receive permit updates.
- 6 On the "More Info" page, fill out all the required questions. If you answer "yes" to questions needing extra details, provide dimensions, vendor names, and any other necessary information.
  - If your event involves structures, vendors, pyrotechnics, or other elements marked "yes," check the permit glossary at the end to see if additional permits are needed.
- 7 On the "Attachments" page, upload PDFs of your signed Event Space Release & Liability Waiver, a special event map, and proof that you've notified adjacent property owners about the event as instructed earlier.
- 8 On the "Review and Submit" page, carefully go through all your materials using the Special Event Checklist. Only hit "submit" on your permit application once you've reviewed everything.

Following the submission of your permit, a Town employee will perform an initial review of your application to confirm the submission.

## ARE THERE ANY OTHER PERMITS OR FEES NEEDED?

- Temporary Structure Permit: Required for temporary structures meeting certain size criteria, including stages and membrane structures.
- Tent Permit: A building permit is needed for open-aired tents exceeding 800 square feet.
- Inspections: Fire Marshal inspection is required for open-air tents over 700 square feet and enclosed tents over 400 square feet. Other temporary structures like bounce houses and stages may also need inspection.
- Off-Duty Police Application: Organizers might need to hire off-duty police officers for crowd, noise, and traffic management.
- Alcoholic Beverage Control (ABC) Permit: Needed for events serving alcohol.
- Pyrotechnics: To comply with the North Carolina Fire Code, obtain a permit from Wake County for firework displays or pyrotechnics. According to NFPA Codes & Standards 1123, company stand-by is mandatory for all pyrotechnics, with a \$200 per hour fee. The Town Fire Marshal handles permitting, site inspection, and coordination.
- Drones: Drone usage in Morrisville may need an FAA waiver due to proximity to RDU Airport. For info, contact the Police Department at (919) 463-1600.
- Food Truck Permit Application: Required for all food trucks operating within Morrisville.
- Wake County Health Department Temporary Food Permit: Necessary for events involving food sale or preparation.
- NCDOT Special Event Request Form: Permission is needed from N.C. Department of Transportation for proposed road closings.

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Contact the Morrisville planning department with  
any additional questions at 919-463-6210

**Thank you for applying!**

