

DCASE Permit Frequently Asked Questions

When do I need to complete a DCASE Special Event Permit Application?

When the event has one or more of the following components:

1. Will close City Streets (street closures are not allowed for private events)
2. Will prepare Food on a public street/sidewalk or private property (event open to the public)
3. Will serve Alcohol
4. Will sell Merchandise
5. Will have Tent(s) larger than 20' X 20' (400 sq. ft.)
6. Will have Stage(s) over 24" tall (2 ft.)

Bar Crawls: If the event will:

1. Expected to exceed 500 participants.
Includes 5 or more stops/participating establishments, OR
- 2.
3. Includes 3 or more stops/participating establishments located within the same block.

When do I need a Park District Permit?

Events taking place on park property (most green space and lakefront trail) require a permit from the Chicago Park District:

<https://www.chicagoparkdistrict.com/permits-rentals/special-event-permit-application-process>

Do I need a letter of No Objection from the Alderman of the Ward?

No. A No Objection Letter are not required as part of the Special Event Permit Application. Organizers are asked to send a letter to the Alderman's office with a brief description outlining the planned activities (stage, food, beer wine-spirit sales...) for awareness. Aldermen can formerly object to an event by sending written notice to the Department of Cultural Affairs & Special Events. In addition, a Community Outreach Plan should be created and implemented to notify residences and businesses and feedback from residents and businesses should be incorporated into the event.

Do I need a Police Commander Review Letter from the Police Commander of the District?

Yes. A Commander Review Letter is required before a Special Event Permit can be issued. However, event organizers will no longer reach out to the Police Districts directly; event information will be communicated through DCASE and the City review process.

What are the costs associated with producing an event in the City of Chicago?

- DCASE Processing Fee: Applications may be submitted up to 180 days prior to the event and must be submitted at least 21 days prior to the start of the event.

NEW Timeline

- \$100, if the application is submitted more than 60 days prior to the event
 - \$200, if the application is submitted between 59 and 45 days prior to the event
 - \$500, if the application is submitted 44 to 37 days prior to the event
 - \$1,000, if the application is submitted between 36 and 29 days prior to the event
 - \$2,000, if the application is submitted between 28 and 21 days prior to the event
 - Applications are **not accepted less than 21 days prior to the event**
 - Processing fees are generated based on when the application is complete and ready for DCASE review
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- Food: Special Event Food License Fee - \$75
 - Pop-Up Retail User Application (selling merchandise): \$25 per vendor
 - Liquor:
 - For profit
 - State Liquor License Fee - \$150 (1 day) OR \$250 (2-15 days)
 - City Fee - \$150 (if received 20 days before event)
 - Non-for-profit
 - State Liquor License Fee - \$25
 - City Fee N/A
 - CDOT: There are fees from CDOT if streets will be closed/used.
 - Traffic Management:
 - Event Organizers cannot manage traffic. Volunteers/private security companies do not have jurisdiction to manage traffic this must be done by TMAs or Police.
 - If TMAs/Police are not at the event - resources were not available or the City did not feel resources were needed.
 - There is cost associated with TMAs assigned to events - how many are assigned and for how long depends on roads affected.
 - Park District: Permitting and fees for Chicago Park District property are separate from the City of Chicago.

Who can I reach out to for help? DCASE Permits Team: SEPermits@cityofchicago.org