



Event Permits

PW

Department of Public Works

Overview

This brochure serves as a guide for when an Event Permit is necessary.

When is an Event Permit Necessary

Any event that uses Spokane County right of way or roads. This includes private events that wish to place temporary signs on Spokane County Right of Way. Examples of events include walks, runs, bicycle races, block parties, etc.

What is necessary to obtain an Event Permit

- Completed Event Permit Application –found online at www.spokanecounty.org/3266/Permits
- A Certificate of Liability Insurance is required with “Spokane County” named as the Additional Insured.
- If the event alters traffic, the applicant shall submit a traffic control plan indicating where flaggers and/or devices will be positioned. If the event does not alter traffic, participants shall follow the “Rules of the Road” and a traffic control plan is not required.
- Detailed map attached (illustrating route(s), road names, start/end points, assembly appoints, etc.)
- Permit Fee of \$50.00

Traffic Control Plans

Refer to the Spokane County Guidelines for Temporary Traffic Control on our website at www.spokanecounty.org for assistance with Traffic.

When an Event Permit is not required

Private events on private property that do not use, impede, or interfere with Spokane County Roads and/or Right of Way do not require an Event Permit from Spokane County Public Works.

Additional Permits

Additional permits may be necessary when planning your event. If your event:

- Includes **alcohol**, you may need a banquet permit from the [WA Liquor and Cannabis Board](#)
- Uses or impacts a **park shelter or other event space** within a County Park, please check availability by calling 509-477-2188
- Includes serving **food or beverage** to the public, contact: [Spokane Regional Health District](#) 509-324-1560 EXT - 2
- Will take place on a soccer field portion of Plante's **Ferry Sports Stadium** (aka "Sports Complex"), contact: [Spokane Valley Junior Soccer Association](#)

Important Insurance Requirements

REQUIRED COVERAGE: The insurance shall provide the minimum coverage as set forth below:

1. GENERAL LIABILITY INSURANCE: The User shall have General Liability with limits of \$1,000,000.00 per occurrence, which includes general aggregate, products, completed operation, personal injury, fire damage and medical expense. **2. ADDITIONAL INSURED ENDORSEMENT:** General Liability Insurance must state that Spokane County, it's officers, agents and employees will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims. Language such as the following should be used *“Spokane County, It's Officers, Agents and Employees Are Named Additional Insured.*

When vehicles may be used in conjunction with the provision of services under the contract:

PROOF OF AUTOMOBILE INSURANCE: The Contractor shall carry, for the duration of this Agreement, comprehensive automobile liability coverage of \$1,000,000.00 for any vehicle used in conjunction with the provision of services under the terms of this Contract. Said policy shall provide that it shall not be canceled, materially changed, or renewed without forty five (45) days written notice prior thereto to Spokane County.

When considering Contractor employees other than sole proprietorship or partnership business:

WORKERS COMPENSATION: When the Contractor has employees of the company, the Contractor shall carry Worker's Compensation Industrial Injury Insurance coverage and effective in Washington State. Proof of insurance shall be reflected on the Contractor's Certificate of Insurance or by providing the Contractor's State Industrial Account Identification Number.

When considering Agreements/Contracts involving alcohol:

LIQUOR LIABILITY INSURANCE: The User/Lessee/Vendor shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The County is to be named as an additional insured on Liquor Liability insurance. HOST LIQUOR LIABILITY INSURANCE coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the County.

Note: Alcohol - available for consumption on premises, whether sold or not.



Event Permits Foot Race Policy

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Minimum criteria for foot races on Spokane County roadways that are not closed for the event.

1. Speed Limits > 45 mph
 - a. No foot races will be allowed.
2. Speed Limits = 45 mph
 - a. No foot races will be allowed on roadways with narrow shoulders, unless the road has an ADT < 1000. (ADT = Average Daily Traffic)
 - b. No foot races will be allowed on roadways with very high volumes or high collision rates as identified by Spokane County Public Works.
 - c. For allowed foot races, "Runners on Roadway" signage (36"x36") will be required at the following locations:
 - i. Required prior to the starting point on each roadway.
 - ii. Required after each intersection, in the direction of the runners, or every mile if there is a high density of intersections.
 - iii. Required at locations with poor sight distance for approaching vehicles if the location is more than 1 mile from a prior sign.
3. Speed Limits < 45 mph
 - a. Foot races will be allowed at the discretion of Spokane County Public Works, which will include the consideration of ADT and availability of pedestrian facilities.
 - b. "Runners on Roadway" signage (36"x36") will be required at the following locations:
 - i. Required prior to the starting point on each roadway.
 - ii. Required after each major intersection, in the direction of the runners.
 - iii. Required at locations with poor sight distance for approaching vehicles.
4. Runners shall follow all pedestrian laws including RCW 46.61.250, unless temporary traffic control is provided.
5. If traffic control that uses flaggers is deemed necessary, only Washington State Certified Flaggers or Law Enforcement may direct traffic within the roadway.



EVENT PERMIT APPLICATION

Spokane County Public Works
1026 W Broadway Avenue | Spokane, Washington 99260
509-477-7151 or publicworkspermits@spokanecounty.org

Today's Date: _____ Event Location: _____
(Address/Parcel #)

Event Title: _____ Event Date & Time: _____

Type of Event (Bike/Run/Walk, etc.): _____

EVENT COORDINATOR CONTACT INFORMATION

Applicant Name: _____
Last First Title

Address: _____
Street Address City, State, Zip

Phone: _____ Email: _____

EVENT PERMIT REQUIREMENTS

Required: A Certificate of Liability Insurance is required with Spokane County named as the Additional Insured. This application cannot be processed without a copy of the insurance paperwork.

Permit Fee: \$50.00 Check #: _____

Will any county roads need to be closed or lane/shoulder restrictions be needed? Yes No

Will flaggers, traffic cones, barricades or signs be used? Yes No

Required: If a road closure is scheduled to last in excess of 12 hours, the applicant shall publish notice in a local newspaper and post onsite a minimum of 3 days prior to the closure in accordance with [RCW 47.48](#).

If the event does not alter traffic, participants shall follow the "Rules of the Road" and a traffic control plan is not required. If the event alters traffic, the applicant shall submit a traffic control plan indicating where flaggers and/or devices will be positioned. Refer to the [Spokane County Guidelines for Temporary Traffic Control](#) on our website.

Please check one: Rules of the Road Only or Traffic Control Plan

Describe below, all proposed routes on county right-of-way, including start and end points, assembly points and parking areas.

Will event use roads outside of Spokane County’s jurisdiction? Yes No

List Other Jurisdiction(s) and/or Property Owners:

If event route involves other jurisdictions, please attach verification.

- Signed and dated Event Permit Application
- Copy of Certificate of Liability Insurance naming Spokane County as Additional Insured. **Please check all that applies.**
 - WORKERS COMPENSATION
 - LIQUOR LIABILITY INSURANCE
 - PROOF OF AUTOMOBILE INSURANCE
- Verification from other jurisdictions
- Traffic Control Plan (TCP), if necessary
- Detailed map attached (illustrating route(s), road names, start/end points, assembly appoints, etc.)
- Permit Fee \$50.00

Submit Application and Attachments by Mail to:

Spokane County Public Works
Attention: Permit Staff
1026 W. Broadway Avenue
Spokane, Washington 99260-0170

Submit Application and Attachments by Email to: publicworkspermits@spokanecounty.org

Questions or requests for additional information can be direct to:

Spokane County Public Works
1026 W. Broadway Avenue | Spokane, Washington 99260
509-477-7151 Phone or by email to:
publicworkspermits@spokanecounty.org

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. By signing below, applicant agrees to indemnify, hold harmless and assume the defense of Spokane County from and against all claims, demands, actions for injuries or damages resulting from the issuance of an event planned, including claims of event participants, pedestrians or other roadway users.

Signature: _____ **Date:** _____