



CITY OF PITTSFIELD

DEPARTMENT OF COMMUNITY DEVELOPMENT, CITY HALL, 70 ALLEN STREET, RM 205, PITTSFIELD, MA 01201

Special Event Application Process for Parks Event Requests

Thank you for considering a Pittsfield Park as the venue for your organization's special event. The application process ensures that all City departments involved in special event permitting have an opportunity to review the event and provide guidance on additional permits and licenses that may be needed.

The City of Pittsfield has online permitting for the submittal of Special Event Permit Applications. There is a non-refundable application fee of **\$25.00**.

Because your event will be in a park, you will need to appear before the Parks Commission for approval in addition to submitting an application. To get on a meeting agenda, you will need to submit the application online at least **45 days** prior to your event. The Parks Commission meets the third Tuesday of every month at 7:00 p.m. in room 203 at City Hall. *A representative from the event organization must be present at the meeting.*

- Applicants will not have to obtain signatures from other departments when submitting a permit application, as this process will be done internally between departments. However, should a department need to meet in person with the applicant; an email or chat will be sent to the applicant with the pertinent information.
- Applicants can pay for their permit online with their *Visa, Master Card, Discover, Amex, or debit from a checking account.*

Applicants who register, (takes less than 5 minutes) will benefit by the following:

- Much of the information will *auto-fill* on the permit application after your original registration.
- Applicants have the ability to view the status of their application and comments from other departments, including whether additional information is required.
- Edit an application before the permit is issued.
- Add attachments (plans, pictures, specs, license(s), certificates of insurance, etc.) to the application.
- The capability of "chatting" online directly with the any City of Pittsfield department staff involved in the application process.
- Track all permitting history.

STEPS TO FOLLOW

Step 1) *Pop up blockers:* Pop up blockers in Windows **must** be shutdown.

Step 2) Register with Full Circle Technologies, Inc. **Note: If you currently have a user id for the Clerk's program you may use your login and password. If you have never used the Clerk's program, you must create a new user account.**

Step 3) Apply for a permit by visiting the [online permitting page](https://www.cityofpittsfield.org/departments/community_development/online_permitting_page.php), at https://www.cityofpittsfield.org/departments/community_development/online_permitting_page.php

FILLING OUT A SPECIAL EVENT PERMIT APPLICATION, (after you have logged onto the online permitting website).

- Click on "**Apply for New Permit**" located at the upper left hand side of the home page.
- Choose the street of the event location from the drop down menu.
- Choose the street number of the event location from the pulldown menu.
- Complete the remaining fields
- Note: fields with a red * are required fields.
- Select "*Special Event Permit Application*" from the Type of Application dropdown menu.
- Select Next
- Complete the fields
- Once fields have been completed, click on the Submit button (which should have appeared)
- The Special Event Permit Application Checklist will then need to be read and filled out with any pertinent information pertaining to your event. When finished, click submit.

You will be notified via email regarding the status of your application.

All vendors must have a [Hawker & Peddler](#) license issued by the Commonwealth of Massachusetts and then register that license with the Licensing Board in order to participate in your Special Event.

The approval sign off from the Parks Commission will be contingent upon approval from the other departments involved in the process.

Please note that all departments will work with you to achieve a safe and enjoyable event. Any department may deny the event if the application is not compliant with regulations.

The authorized special event permit must be posted in a visible location at your event.

If you have any questions, please call the Recreation & Special Events Coordinator at 413-499-9371.