



FARMERS BRANCH
TEXAS

Special Event Permit

Study Session Meeting | Date: July 15, 2025

Requested By: Community Services Department

Special Event

A stylized graphic of a branch with several leaves, rendered in a light blue color, positioned in the bottom-left corner of the dark blue background.

Background

Special events are increasing throughout the city for corporate events and resident events that have requirements from various departments. For example:

- Large tents require fire department approval
- Street closures require fire, police, and public works approval.
- Food distribution or sales requires health approval.

The city lacks a centralized process for permitting special events.

Currently, the only permit available is a special event and temporary sign permit for non-profit organizations.



New Special Event Ordinance and Permit

- 1** One permit application with 3 permit levels.
- 2** Type 1: 1,000 or more attendants
Type 2: 1,000 or fewer attendants
Type 2: 1,000 or less with temp fixtures
- 3** Establishes application timelines for review and approval.
- 4** Establishes a new \$50.00 permit fee

Special Events Permitting

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graph TD; A((Special Events Permitting)) --- B[Centralized Process for customers]; A --- C[Provides a fee for city processing]; A --- D[Streamlines the review and issuance of the permit]; A --- E[Better Collaborations across departments];
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**Centralized Process
for customers**

**Provides a fee for city
processing**

**Better Collaborations
across departments**

**Streamlines the
review and issuance of
the permit**



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Discussion & Direction

