

Special Events Permit Manual



One Stop Shop
811 Texas Ave. El Paso, TX 79901
www.elpasotexas.gov/SpecialEvents
SpecialEvents@elpasotexas.gov
915.212.1506

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Frequently Asked Questions:

How do I know if I need to submit an event application with the City of El Paso Special Events office?

- If your event uses public streets or sidewalks and disrupts the normal flow of traffic, you will need to apply for an event permit with us. Some examples include: You are having a moving event such as a walk, run, parade, march, procession or bike event anywhere inside the City of El Paso limits, including Downtown.
- You are closing the street with barricades or fences on City streets, except Downtown El Paso.

Although the City of El Paso's Special Events Office, located at the One-Stop-Shop, 811 Texas Ave. permits most types of events, there are a few exceptions. To determine where you submit your application for an event, please see below.

If your event is happening in Downtown El Paso and you are closing the street for the event using barricades or fences, who do you need to contact?

- Downtown Management District, at 915-400-2294. 201 E. Main St. 1st Floor, Suite 107, El Texas 79901.
- See pages 10-12 for more information.

If your event is happening in a City Park, who do you need to contact?

- City of El Paso Parks and Recreation at 915-212-0092. City 3, 801 Texas Ave., 3rd floor, El Paso, Texas 79901.
- See page 19 for more information.

If your event is happening on County of El Paso property you need to contact:

- County of El Paso at 915-546-2000. 500 E. San Antonio Ave., El Paso, Texas 79901.
- Examples of County Property: Ascarate Park, El Paso County Coliseum, or streets or sidewalks outside of the City.

If your event is happening on private property inside the City of El Paso limits, who do you need to contact?

- Contact City of El Paso One-Stop-Shop at 915-212-0104. City 4, One-Stop-Shop, 811 Texas Ave., El Paso, Texas 79901.

If what you are planning to do is a picket or protest, who do you need to contact?

- Contact the El Paso Police Department at 915-212-4008. 911 N. Raynor St. El Paso, Texas 79903.

What if you are planning to close the street to record a commercial or video?

- You need to apply for a Film Permit with Destination El Paso. Contact them at 915-534-0698. One Civic Center Plaza, El Paso, Texas 79901.

What if you are renting an event venue?

- You will need to contact the venue directly to make arrangements for the rental.

Applying for a Permit

City Special Events coordinates the permitting process to host events on City streets.

Who needs to apply for a City Event Permit?

All events that take place on City right of way, including: streets, sidewalks and alleys, require a special event permit.

What is a Special Event Permit?

A special event permit allows the applicants, to use City Right-of-Way (ROW) to host and facilitate events. The event permit application is used for all event types: Parades, Temporary Events and Special Events. You will continue to need to obtain all health/food and park permits individually.

Application Process

The application is distributed to different City Departments, in order to receive their approval. This procedure makes the application process easier and faster for the applicant. To name a few, the following are departments that need to approve your application in order to move forward with issuing a permit:

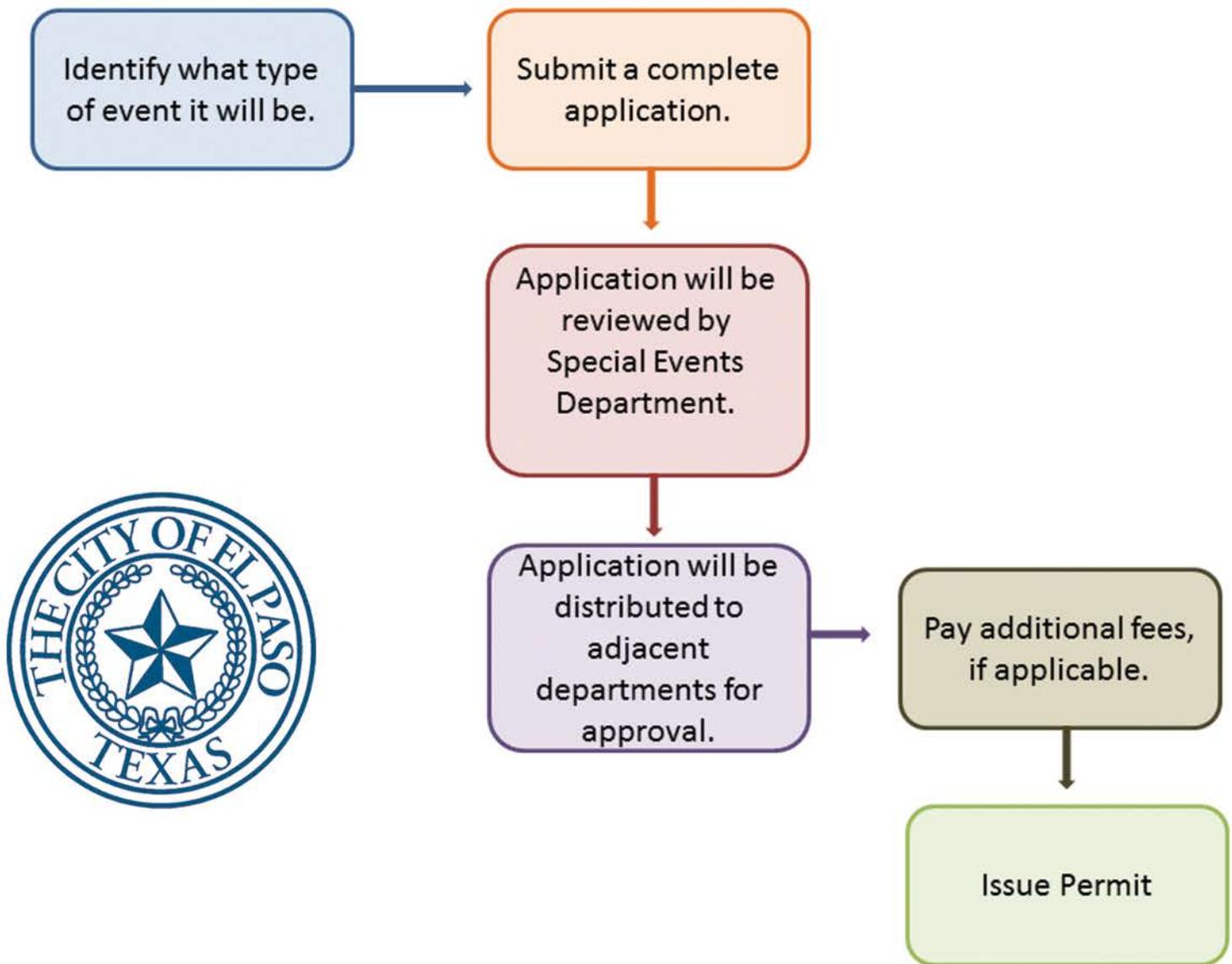
Police Department
Fire Department
Sun Metro
Parks & Recreation
Streets and Maintenance

*All applications must be complete before submittal.
Incomplete applications will not be accepted.*

Applying For a Permit

Permit Process Overview

When your application is submitted, we will contact you with any updates. In order for your application to be processed, it needs to be complete with all the additional documentation it requires. We will follow up with you, if your application needs any changes done, such as a different route, or time change. Once your application is approved by all departments, your issued permit will be sent to you.



How to Apply for an Event Permit:

- **STEP 1:** Determine if your event uses public streets or sidewalks and will disrupt the normal flow of traffic, such as through the use of barricades or peace officers.
- **STEP 2:** Check the last page on the application to see what type of event your event falls under and/or continue reading this event manual for more details. Your event can be a Parade (any type of moving event), a Temporary Event (a one block closure lasting less than 24 hours in a residential area) or a Special Event (with street closures lasting more than 24 hours and/or closing more than one street).
- **STEP 3:** Once you have determined what type of event your event falls under, check the last page on the application or this manual to see the list of requirements you need to submit along with the application.
- **STEP 4:** Fill out the event application. You can download it from our website www.elpasotexas.gov/SpecialEvents
- **STEP 5:** Gather all documents that need to be submitted along with the application. Incomplete applications will not be accepted.
- **STEP 6:** Submit your event application and documents at least 30 days before your event. You can do it in person to the One-Stop-Shop located at 811 Texas Ave. El Paso, TX 79901, or send it via email at SpecialEvents@elpasotexas.gov . LATE APPLICATIONS WILL NOT BE ACCEPTED.
- **STEP 7:** Make payment for the application fee and street closures fees (check the Fees page for more details). Payment must be received the same day you are submitting your event application, if not your application will be considered incomplete and will not be distributed to the departments for review.
- **STEP 8:** Our office will distribute your event application to all departments that need to review your event. In most cases you will be contacted directly by a department representative if arrangements or revisions are required. For example, the El Paso Police Department will contact you for details regarding traffic control or required security, the El Paso Fire Department will contact you if you plan on having large structures, fireworks or other unique pyrotechnics that may be a fire hazard, and Streets and Maintenance will contact you in case of a conflict with ongoing or upcoming construction. The first round of review by all departments takes approximately two weeks.
- **STEP 9:** If approved, we will contact you for payment of pending fees, such as traffic control fees, street closure fees, or fire license fees. Once payment is received, we will send you your event permit via email, or if requested, we can print it and you can pick it up at our office.

Deadlines & Fees

Submission Deadlines

Processing takes a minimum of four weeks. To ensure your event is permitted on time, we do not accept applications after 30 days before the event.

- 180 days in advance to submit your application
- 30 days minimum before your event to submit your application.

Items needed to be approved by City Council may require up to 6 additional weeks of processing, this includes TXDot if you are closing a road for more than 4 hours.

EVENT FEES FY2017	
FEE DESCRIPTION	AMOUNT
PARADE PERMIT	\$64.00
TEMPORARY EVENT PERMIT	\$64.00
SPECIAL EVENT PERMIT	\$371.00
SPECIAL EVENT PERMIT- STREET CLOSURE IN A RESIDENCIAL/ APARTMENT ZONE	\$53.00 per 12 hr period
SPECIAL PERMIT- STREET CLOSURE IN A COMMERCIAL/ MANUFACTURING ZONE	\$106.00 per 12 hr period
DOWNTOWN SPECIAL EVENT	\$212.00
DOWNTOWN SPECIAL PRIVILEGE- STREET CLOSURE	\$53.00 per 12 hr period
TECHNOLOGY FEE	\$2.00

Additional Fees

Applicant is responsible for paying all costs associated with services performed by the City, including police and cleaning services, and additional permits.



Type of Events



Parade

A parade permit is required for any procession, athletic event, march, demonstration, pageant, race/walk or other similar moving event taking place on City right-of-way (street, alley or sidewalk). On a case by case scenario, you may be required to close or barricade streets, in order for the event to occur safely. Most parades require the Police Departments involvement, in order to conduct traffic or to assure participants safety. After the application is submitted, the applicant is responsible for covering any additional fees from the PD department.

Requirements

- **Complete application**
- **Route Description** - Application must include a written turn-by-turn description of the route.
- **Route Map** - Application must include a clear copy of a map outlining the proposed route. If the event footprint includes private property, a letter of authorization from the property owner is required.



Type of Events

Temporary Event

A temporary event permit is required for any block party, bazaar, carnival, street display, street dance, street festival, special event, athletic event or any similar event that meets all of the following:

- Lasts 24 hours or less.
- Takes place on City right-of-way (street, alley or sidewalk).
- Does NOT exceed one city block or intersection.
- The proposed closure is in a residential zone.
- Closure request is made by residents or property owners adjacent to the proposed closure OR by a neighborhood association.

Requirements

- **Complete Application**
- **Signatures** - You must collect the signatures of all property owners or residents adjacent to the proposed closure. If there are multiple residents in a single building, you may elect to collect either one signature from the PROPERTY OWNER or one signature from EACH RESIDENT OR TENANT. Form is included in the application packet.
- **Traffic Control Plan** - A traffic control plan must be submitted. It must demonstrate all traffic re-routing and appropriate barricades and signs must be included. You can contract a traffic control company to draft a traffic control plan for you. Barricades must be provided and placed by a traffic control company.



Type of Events

Special Event

A special event permit is required for any block party, bazaar, carnival, street display, street dance, street festival, special event, athletic event or any similar event that takes place on a City street, alley or sidewalk and meets any of the following:

- Lasts more than 24 hours.
- Exceeds one city block or intersection.
- The proposed closure is not in a residential zone.



Requirements

- **Complete Application.**
- **Signature** - You must collect the signatures of all property owners or residents adjacent to the proposed closure.
- **Traffic Control Application** - A complete traffic control application must be submitted with the application.
- **Insurance** - Insurance is required for all Special Event applications. The certificate of insurance must be included with the application upon submission. The City of El Paso must be listed as a Named Insured on the certificate. (See Page 11).
- **Temporary Structures**- If you plan on having booths, tents, stages or any other temporary structures, the application must include quantity, sizes and a site plan (See page 15 for example).
- **Emergency Access** - At least one lane (20 ft) of the street to be utilized; must be capable of being opened at all times for access.
- **Site Plan** - A map must be submitted illustrating the footprint of the event.
- **Vendors** - All food and non-food vendors will need to obtain appropriate licensing.

Downtown Management District

Event Permitting Program

The City of El Paso has partnered with the DMD to provide a clear and an efficient permitting process to bring more visibility and attractions to downtown. Event planners or organizations interested in organizing a downtown event that involves street closures, can now benefit from the streamlined processing and issuance of special privilege permits.

Before you start the application to obtain a DMD Permit it is important for you to have the following information and documentation:

Traffic Control Plan

The objective of each traffic control plan (TCP) is to permit the contractor to work within the public right of way efficiently and effectively while maintaining a safe, uniform flow of traffic during a street closure. Below you will find a list of companies that can create a traffic control plan for your event.

Site Plan

A site plan is a clear drawing or graphical representation of the event footprint. It should depict where everything will be located. It must include location of vendors, stages, porta potties, trash cans, dumpsters, emergency vehicle access, entrances/exits, fire protection, emergency medical service areas, public assembly areas, and vehicle parking. The site plan can be created by anyone, so long as it is neat and legible.

Notice of Street Closure

This process has recently changed, please contact Frank Hernandez with the DMD at 915-400-2294 x103 for more information. Applicant must sign the mail out affidavit.

Cleaning & Sanitation

- Cleaning the event footprint after the event is a requirement.
- DMD has available resources for a fee.
- Not complying with this requirement compromises our ability to approve future events submitted by the applicant.



**DOWNTOWN
EL PASO**

Downtown Management District

Event Certificate of Insurance

You will be asked to upload proof of insurance before submitting your application. If the insurance does not comply with the requirements, your application will be rejected. Below are the requirements:

Certificate of Insurance by a Texas licensed provider must be submitted and meet the following coverage limits:

\$1,000,000 General Commercial Liability for personal injury/death per occurrence.

\$1,000,000 General aggregate.

\$1,000,000 Property damage.

City of El Paso needs to be additional insured and be the certificate holder. Use the following address to place under certificate holder box:

**City of El Paso
811 Texas Ave.
El Paso, TX 79901**

Fees

Daily Fee –cost for closing the right of way \$53 for every 12 hours.

Example: You must pay \$53 for any street closure lasting up to 12 hours. If the street closure exceeds 12 hours, for example 8 a.m. to 11 p.m., you would have to pay \$106.00.

Special Privilege Application processing fee \$212

All checks must be made payable to City of El Paso and mailed to:

**Downtown Management District
Operations Manager
201 E. Main St. Suite 107
El Paso, TX 79901**

Once you submit the application you will be contacted by DMD to advise you on what additional requirements must be submitted. Per Title 15 Section 15.08.120 you must submit a complete application AT LEAST 30 days before the event. There are no exceptions.

Downtown Management District

Online Application

For DMD events you will apply on their website

<http://downtownelpaso.com/special-event-permitting/>

The screenshot shows the 'Event Information' page of the Downtown El Paso online application system. The page features a header with the 'DTP EP DOWNTOWN EL PASO' logo and navigation links for 'LIST EVENTS', 'ADD EVENT', and 'LOGOUT'. A sidebar on the left contains a menu of application categories, with 'Event Information' selected. The main content area includes a warning: 'If you are submitting this application LESS THAN 30 DAYS prior to the event start date. This application WILL NOT BE PROCESSED!'. Below this is the 'Event Information' section, which contains several required fields: 'Official Name of Event' (text input), 'Event Type' (radio button selection with options: Street Festival, Concert, Street Dance, Celebration, Other (Explain), Street Display / Exhibition, Carnival Bazaar, Block Party), 'Event Purpose' (radio button selection with options: Community Activity, Private Event, School Activity, Other (Explain), Fundraiser, Religious Activity), and 'Number of days' (dropdown menu). A 'SAVE CHANGES' button is located at the bottom of the form. A red warning message at the very bottom states: 'You must submit a complete application AT LEAST 30 DAYS BEFORE the event. THERE ARE NO EXCEPTIONS!'.

Time-Saving Tips

Begin work on application BEFORE the 30-day deadline. Contact DMD with questions about your footprint, construction updates, available resources.

Frank Hernandez
DMD Operations Manager
fernandez@elpasodmd.org 915-400-2294.

Notice of Proposed Closure

According to City Code, you will need to provide proof that a notice of the proposed closure has been issued to each property owner or business owner located within and adjacent to the event's footprint, as well as to neighborhood associations. Notice may be provided via signature if your event is a Temporary Event or via Mailout for Special Events.

16 TEMPORARY EVENT PERMIT *Not Applicable for Parade Applications

NOTICE OF PROPOSED CLOSURE
Temporary Use of City Right-of-Way

I (We), _____, will be holding an event on _____
on _____ from _____ to _____. I am (We are) asking for your
consent to temporarily block off _____ for _____.

Please print your name, address, indicate owner or occupant of the property and check off either Consent or Object with your signature below.

NAME	OWNER OR OCCUPANT	ADDRESS	CONSENT	OBJECT	SIGNATURE

Temporary Event

For a temporary event the applicant must request signatures from neighbors and affected properties; asking for consent or objection of the proposed street closure. This is done by going door to door and requesting resident's signatures.

Special Event- Signed Affidavit

A mail out notice is required to be sent to all affected persons located near the event footprint. The notice must state the type of event, the date(s) of the event, the location of the event, the specific street closures and the time the streets will be closed.

Our office can provide additional information, a map of adjacent properties and their mailing addresses. The Notification Affidavit must be notarized certifying that you have received the mailing list and that you will be responsible of doing the mailout notice.

Notice must be mailed out a minimum of 30 days prior to event date.

Failure of a property owner to return written comments within fourteen (14) days shall be considered as non-opposition to the proposed Special Event.

*Not Applicable for Parades or Temporary Events Applications

SPECIAL EVENT NOTIFICATION AFFIDAVIT
Special Event Permit Application Notice of Proposed Closure Requirements

Pursuant to §13.38.040(D)(3) of the El Paso City Code, the special event permit applicant must provide proof that notice of the proposed closure has been issued to each affected person and neighborhood association, if applicable, whose boundaries are included within, either wholly or partially, or whose property abuts the proposed closure area. Such notice shall be provided on a form prescribed by the Permit Official containing the name and address of each affected person, and a space in which the affected person or authorized representative of the neighborhood association may indicate with an original signature whether the affected person or neighborhood association opposes the closure.

Notice may be provided using the City of El Paso notice form and mailed by the United States mail. The notice must state the type of event, the date(s) of the event, the location of the event, the specific street closures and the time the streets will be closed. The applicant for a special event permit shall provide written notice, at applicant's expense to all affected persons defined in 13.38.020(A) of the El Paso City Code as the property owner, property manager or tenant of each property abutting the portion of a public right-of-way to be closed, and to the City of El Paso Event Permit Coordinator at One-Stop-Shop, c/o Event Permit Coordinator, 811 Texas Ave, El Paso, TX 79901.

_____ Notice must be mailed out a minimum of 30 days prior to event date.
Date of Mail-Out _____

Event Holder is required to include the following language on the notice:
Failure of a property owner to return written comments within fourteen (14) days shall be considered as non-opposition to the proposed Special Event.

I certify that I have received the mailing list and have sent notification to all affected persons and neighborhood association included on the list on a form prescribed by the City as per §13.38.040(D)(3) of the El Paso City Code.

Applicant Signature _____ Print Name _____ Date _____

Office Use Only

Date Event Notification Received: _____ Reviewed by: _____

STATE OF TEXAS §
COUNTY OF EL PASO §

This instrument was acknowledged before me this _____ day of _____, 20____.

My Commission Expires: _____

NOTARY PUBLIC, Signature

Neighborhood Associations

Depending on the footprint of your event, other neighborhood associations require notice. The purpose of the notice is to allow the neighborhood opportunity to provide feedback to ensure your event is a success, while those impacted by the event are also considered.

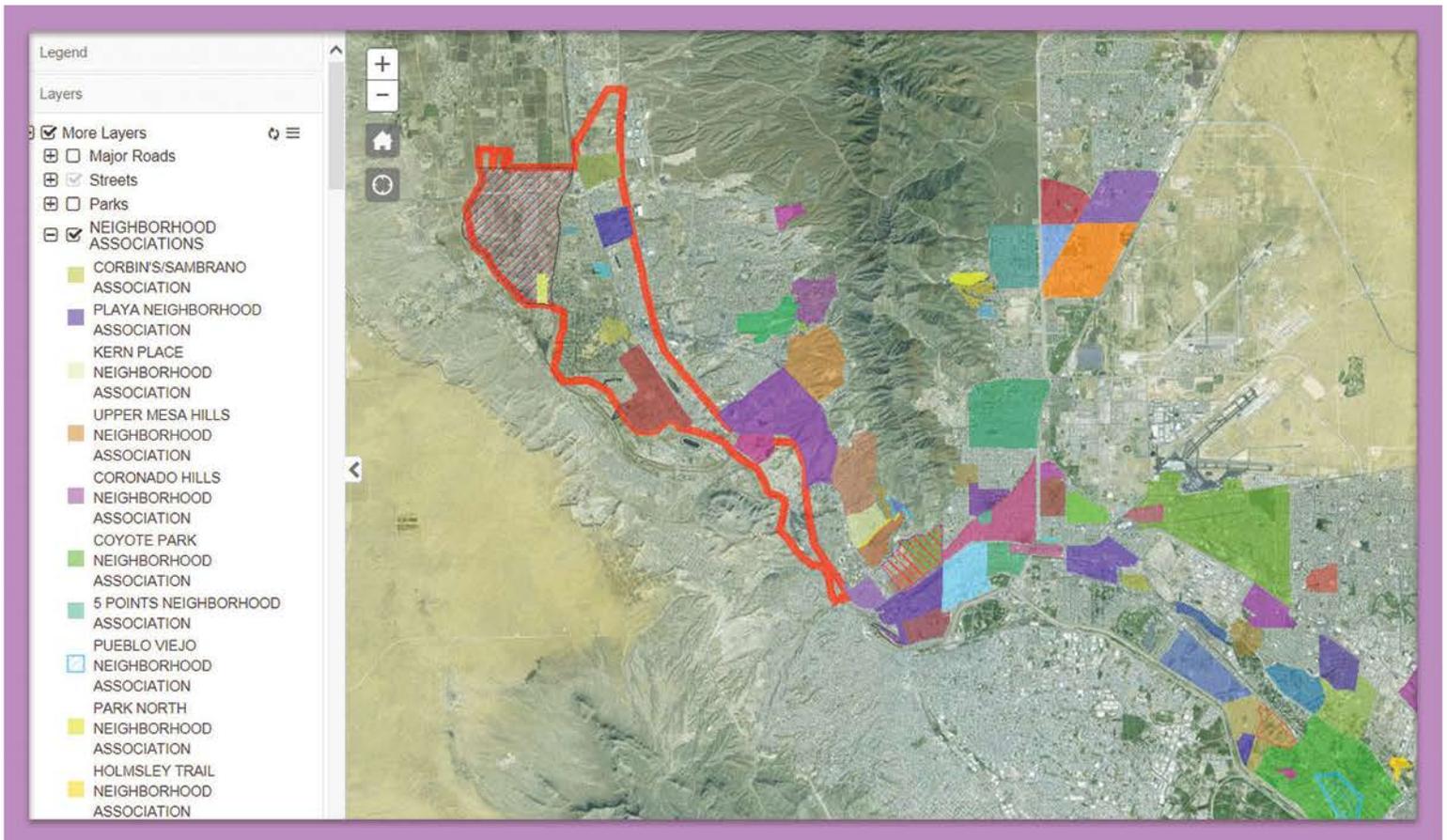
To determine whether any other associations are located within or adjacent to the boundary of your event, please use the Neighborhood Associations Interactive Map.

You must email a notice to the primary contact for that neighborhood association.

Online Neighborhood Associations Interactive Map

To find the neighborhood association that pertains to you, visit City of El Paso's Community & Human Development website at :

<http://gis.elpasotexas.gov/neighborhoodassociations>



TXDOT Roads



Below you can find a list of TXDOT Roads. If you plan on using any of the mentioned streets for proposed closure for more than 4 hours, City Council approval will be required. When using a TXDOT road your application has to be submitted 6 weeks before the event day.

TXDot Right-of-Way	
Alameda Ave.	Montana Ave.
Americas Ave.	North Loop Dr.
Artcraft Rd	Paisano Dr.
Canutillo La Union Ave.	Paisano Dr.
Cesar Chavez Border Highway	Patriot Freeway
Clark Dr.	Pershing Dr.
Copia St.	Purple Heart Memorial Hwy
Doniphan Dr.	San Elizario Rd
Dyer St.	Socorro Rd
Dyer St.	Spur 601
El Paso Natural Gas Co.	Stan Roberts Sr. Ave/McCombs St.
El Paso St.	Stanton St.
Fabens St	Talbot Ave.
Horizon Blvd	Talbot Ave. (Canutillo)
Hueco Tanks Rd	Texas Ave.
Hueco Tanks Rd	Transmountain/Woodrow Bean
IH 10	Vinton Rd.
IH 110	Washington St/Franklin St.
Joe Battle Blvd.	Wildcat Dr.
Lower Island Rd.	Wyoming Ave.
Martin Luther King Blvd.	Yandell Dr
McRae Blvd	Zaragoza Rd
Mesa St.	

Traffic Control & Barricades

Any event that will have any type of street closure or barricade on city right-of-way, will require a Traffic Control Map. It must be submitted with the application. The map must demonstrate all traffic re-routing and appropriate barricades & signs must be included.

You may contract a traffic control company to draft a traffic control plan for you.

The City does not offer barricade services.

The applicant must hire a traffic control company to barricade the streets.



Fire & Safety



The El Paso Fire Department requires a Site Plan Map to be submitted along with the application. Its purpose is to illustrate the footprint of the event. It must include the locations of :

- Temporary Structures
- Entrances/Exits
- Portable Restrooms
- Fencing
- Emergency Access Points
- Dumpsters
- Trash Cans
- Public Assembly Areas
- Parking

Use the site plan below as a reference.



Emergency access: It must be at least one lane (20 ft) of the street that must remain opened at all times for access to the property by police, fire and other emergency vehicles, in case of an emergency.

Stages & other structures: Application must include the exact sizes of of any stage or temporary structure that will be erected on the footprint. Additional permits may be required for tents larger than 10 x 10 or for multiple tents. NO STAKING on City property. Please use sandbags or water barrels.

Fences & barriers: Application must include location and the exact size of any fence or temporary barriers that will be erected on the footprint. When serving alcohol, it is not required to fence off the perimeter, however TABC will require control of the premises. Use of caution tape or belt barriers around the area is encouraged.

Police & Security



When submitting your application, you will need to indicate if you will need EPPD officers or if you are hiring security to conduct traffic. If you choose to use any other agency for traffic enforcement, other than EPPD, the agency or officer must submit a signed letter on letter head paper, stating they will be providing these services.

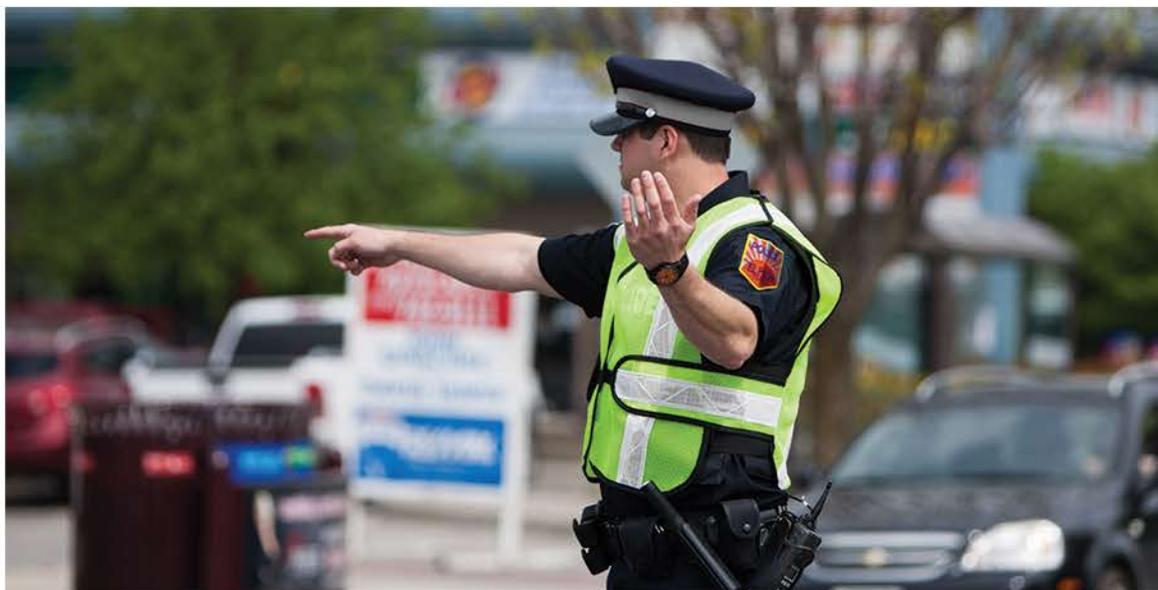
When the El Paso Police Department is rendering their services, the applicant will be required to pay the extra fees. To receive an estimate on these fees, we will require an estimate of spectators, participants and volunteers that will be attending the event. This information is to be mentioned on the Peak Hour Attendance section of the application.

The estimate will consider the following:

- Amount of officers needed
- Number of vehicles
- Amount of time they will be working.

After the estimate has been created, PD will contact you or send an invoice. In order for the event permit to be issued, 50% deposit of the PD estimate needs to be paid at least 2 days before your event. After the event, you will be responsible to pay the remainder of the fees.

To make a payment, have your case number ready and call (915) 212- 0204.



TABC: Alcohol Sales & Consumption

If alcohol is to be served, sold or consumed during the event, insurance and other provisions may be required. Without exception, all alcohol sales or consumption require a Texas Alcoholic Beverage Commission (TABC) license and a Certificate of Insurance (See page 9). When serving alcohol it is not required to fence off the perimeter, however TABC will require control of the premises. Use of caution tape or belt barriers around the area is encouraged.

To apply for a license you can contact the department at
(915) 351-3697 or visit <http://www.tabc.state.tx.us>



Parks & Recreation

An area or park can be reserved for a special event. A park rental application is required along with a site plan for the event. Application is to be submitted 30 days before the event date. Additional fees apply.

Call (915) 212-1723 or (915) 212-1700 for more details.

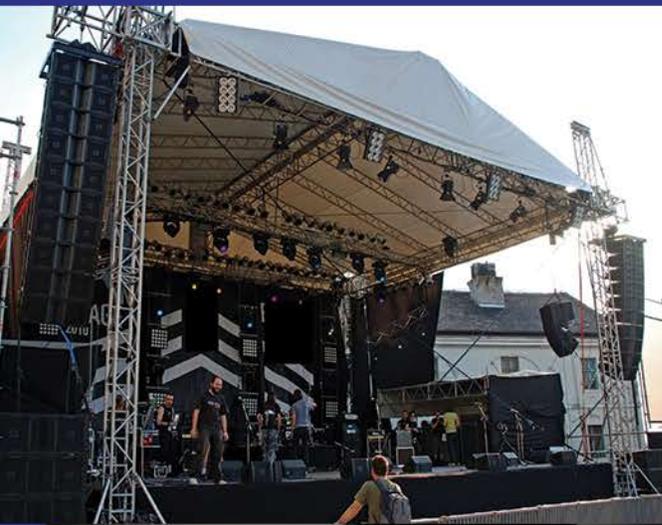


Parking Meters



If your event requires parking meters to be reserved, in the application you need to provide the names of the streets where they are located and the full meter number. All parking meters requested for use will be bagged at 6 a.m on the start date selected.
Additional fees apply.

Amplification



Microphones, Instruments, Speakers.
The applicant is required to comply with the Noise Ordinance. Under the Code of Ordinance in Chapter 9.40 and 13.28 you will be able to find in more detail requirements on sound level, violations and penalty.

You can view the City's Code at www.municode.com

Animals



Events that feature animals require that the applicant keeps the footprint clean of animal droppings.

Event Clean-Up



Cleaning the event footprint after the event, is a requirement. Not complying with this requirement compromises our ability to approve future events submitted by the applicant. The DMD has available resources, for a fee, to ensure that our Downtown is always clean.

Food Sales



All food and non-food vendors will need to obtain appropriate licensing. Food vendors will be required to have their food license plus their temporary health permit for the event. Each vendor will need to contact the City of El Paso Health Department to get their licenses and permits. Please have the number of vendors available upon submission of the application.

The El Paso Health Department is located at 5115 El Paso Dr, El Paso, TX 79905, 915-212-0200.

For more information you can visit <https://www.elpasotexas.gov/public-health>

Internet Access



The City of El Paso offers internet access for events, you only have to request it on the application and the Information Technology team will make the arrange to provide you with the service. Keep in mind this may incur and extra cost.

Internet access can be utilized for cashiering, communications, presentations, etc. If requested, please submit a site plan that indicates the area in which WIFI is needed and specify any areas that may need a secured connection.

Moving Event Sponsorship Program

In recognition of the important contribution events make to the City of El Paso's overall image, the City offers a number of event support programs, including the Moving Event Sponsorship Program.

The purpose of this program is to support, and provide incentive for, all-inclusive mobile community events, such as parades, runs or walks, held in El Paso that contribute to a diverse, vibrant and strategically balanced City events program that promotes health, culture and art awareness; celebrates our unique diversity, history and heritage; and enhances our pride and sense of community

The program provides non-profit organizations the opportunity to apply once each fiscal year for City funds to cover all or a portion of City-related costs associated with producing the event. Typically the largest of these costs comes from traffic control assistance provided by the El Paso Police Department along the event route. Other costs that may be covered include: other public safety, street cleaning and solid waste removal services.

For more information and to obtain the applications, visit our website:
<http://www.elpasotexas.gov/planning-and-inspections/special-events/moving-event-guidelines>



Contact Us

To submit your application and other supporting documents, or to make a payment, email us at:

SpecialEvents@elpasotexas.gov

Or visit our office located at:

**One Stop Shop
City 4, 811 Texas Ave.
El Paso, TX 79901**

Hours of Operation:
Monday-Thursday, 7:00 a.m. - 6:00 p.m.
Friday, 8:00 a.m. - 12:00 p.m.

For more information, feel free to visit our website or give us a call at:

915.212.1506

www.elpasotexas.gov/SpecialEvents

