

# QUICK GUIDE: HOW TO OBTAIN A SPECIAL EVENTS PERMIT IN ATLANTA

Thanks for choosing Atlanta for your outdoor event! We're glad to have you. This guide will walk you through the process of obtaining a special events permit.

## THINGS TO KNOW

Applications are primarily denied due to insufficient processing time. Please make sure that you allot sufficient processing time for your event.

### SUGGESTED LEAD TIMES:

- 30 days for assemblies and large gatherings
- 90 days for outdoor festivals

Submitting an application is not a guarantee of being issued a permit or securing your desired location. It is simply the first step in the process. There are still costs of time and resources being used to process applications, whether or not they are approved, which is why **application fees are non-refundable.**

### CITY OF ATLANTA RESOURCES

[Mayor's Office of Special Events](#)  
[Office of Buildings](#)  
[Office of Revenue](#)  
[Department of Public Works](#)  
[Atlanta Police Department](#)



## APPLY

- Begin by visiting [this page](#) to determine whether or not your event actually needs a permit, or if you may hold your event legally without a permit
- If you need a permit, make sure that you allot adequate time to obtain your permit
- Have all the details of your event handy when you sit down to fill out the online application. You will be able to save your progress, so don't worry if you cannot complete the whole application in one sitting.
- At the end of the application, you will be asked to pay your application fee online. Please have your credit card handy. **Application fees are non-refundable.**
- Please print a copy of your application, as well as confirmation of payment, for your records

## SUPPORT

- You will receive confirmation of your application within 24-48 hours.
- Submit any supporting documents requested by MOSE as soon as possible to expedite the process
- Notify the NPU and community members of your event details
- Submit proof of notification to MOSE
- The length of time needed to process your application is dependent upon the complexity of your event

## ISSUE

- Once all requirements are met, you will be asked to pay your permit fee
- Once fees are paid in full, you will be issued your special events permit
- You're all set! Be sure to keep a copy of your permit with you on-site during your event.

This guide is brought to you by the Mayor's Office of Special Events. For additional questions on the process, please contact the office directly at **404.330.6780** or [visit their website](#).