



**Ada County Highway District  
Special Event Permit (SEP) – Type A (Non-Profit)  
ACHD Code Section 5105.2**



I, \_\_\_\_\_, hereby request a Special Event Permit for the purpose stated below, within the limits of Ada County, Idaho:

Event Name: \_\_\_\_\_  
(non-profit parade, block party, walk, run, bike race, parking, street dance, theatrical play or event, marketing booth, etc.)

Location (provide map as a separate attachment): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time (From): \_\_\_\_\_ (To): \_\_\_\_\_  
(set up and tear down included)

Approx. Number of Participants: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Floats: \_\_\_\_\_ Other: \_\_\_\_\_

Contact Person (at event): \_\_\_\_\_ Organization: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Insurance:**

We agree to indemnify, defend, and hold harmless, ACHD, its officers, agents, and employees from and against any and all claims for damages to property and or bodily injury which may result from or in connection with any of the operations carried on by us under the permit. We hereby agree to satisfactorily replace the premises to the original condition after our event. We shall not hold the Ada County Highway District, the City, the County or the State of Idaho responsible for any damages or expenses caused by, or in connection with, the use of said property. We also acknowledge that the cost of returning premises to the original condition will be ours, the event organizer, and not the Ada County Highway District, the City, Ada County or the State of Idaho.

A liability policy (**block parties excepted**) shall be in effect prior to permit approval and cannot be less than \$500,000 per claim and \$1,000,000 aggregate per occurrence and each naming the Ada County Highway District as a certificate holder and as an additional insured. Insurance requirements may be increased upon demand by the District’s Legal Department or designated Risk Manager.

**Application Fee:**

The application permit and fee shall be submitted to the District a minimum of thirty (30) days prior to the event to allow for sufficient staff review time. The application shall also include a diagram, map or similar site sketch depicting the site location and the rights of way involved in addition to a temporary traffic control plan (in conformance with Section 6007.11 of ACHD Code).

Type A (Non-Profit) Permit Application Fee: **\$30** (include with application)

**Applicant Assurances:**

I have read and fully understand the requirements and responsibilities set forth in this permit.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Special Event Permit Application Instructions**

- **Timeline** - A complete permit application and fee shall be submitted to the Ada County Highway District a minimum of 30 days prior to the event. Application submission 60 days prior to the event is preferred. Failure to submit the application 30 days or more prior to the event may result in denial of the application.
- **Fee** - The Type A Permit Application fee is \$30.00. All application and processing fees are due at time of submission via check by mail or in person, or credit card by phone. Application materials will not be reviewed until all fees are paid by the applicant.
- **Insurance** - The applicant shall provide liability insurance and attach a copy of the policy to this application. The Ada County Highway District must be listed as a certificate holder and additional named insured.
- **Certified Flaggers and Course Marshals** - The applicant is responsible for securing a licensed and bonded traffic control company, escort service and/or security service to assist with event and traffic management. It is the applicant's responsibility to ensure that there is adequate temporary traffic control, escort and/or security guards during the event. All temporary traffic control, escort and/or security services shall be in place at the event location prior to the event start and until all traffic obstructions have been removed and spectators have been safely dispersed.
- **A complete permit application** includes:
  - Completed Event Information sheet
  - A diagram or map of the event location and/or route
  - Event schedule or itinerary (if applicable)
  - Temporary traffic control plan addressing vehicle and pedestrian facilities (in conformance with ACHD Policy 6007.11) (except Block Parties)
  - Certificate of liability insurance (except Block Parties)
  - Application fee.
- **Submittal** - Complete Type A Permit applications should be submitted to:
  - If you are returning the application materials electronically, please submit it to:  
[SpecialEvents@achdidaho.org](mailto:SpecialEvents@achdidaho.org).
  - If you wish to submit a hard copy, please mail or deliver completed forms and payment to:  
**Ada County Highway District**  
**Attn: Special Event Permits**  
**5800 N Meeker Ave**  
**Boise, Idaho 83713**
- **Questions** - Question about the Special Event permit process can be directed via email to:
  - [SpecialEvents@achdidaho.org](mailto:SpecialEvents@achdidaho.org) or by phone at (208) 387-6280.
  - A Highway District representative can offer direction and/or assistance with the location or route of the event in conjunction with other partner agencies.
- **References** - ACHD Policy Section 5105 provides the framework and guidance for issuing Special Events Permits. The full Policy can be viewed online at: <http://www.achdidaho.org/AboutACHD/policyManual.aspx>

**NOTE:** Applicant is responsible for contacting all other affected agencies and obtaining necessary permits.