



Department of Public Works

Traffic Management Division

500 S Grand Central Pkwy • PO Box 554000 • Las Vegas NV 89155-4000
(702) 455-6100 • Fax (702) 384-3019

Special Event Applicant

A Clark County SPECIAL EVENTS permit is required to conduct your event when such event effects the normal flow of vehicular and/or pedestrian traffic on public rights-of-ways within unincorporated Clark County. This also includes the sidewalks. To complete the process, the attached forms must be completed and all submitted as a complete permit application no less than 30 calender days prior to your event:

- **Completed Special Events Permit application.**
- **Completed Hold Harmless Agreement.**
- **Copy of the County Accepted Traffic Control Plan (TCP) provided by your chosen barricade company.**
- **Copy of Insurance listing Clark County and the Las Vegas Metropolitan Police Department (METRO) as additional certificate holders with the minimum amounts required by Clark County Code 16.06.070.**

All permit application documents and forms must be submitted at the same time.

- All but the TCP must be faxed to (702) 828-2769.

- The TCP must be faxed to (702) 384-3019.

METRO will review the permit application package and, if approved by them, will forward the permit application package to Clark County Public Works (CCPW) for review. At this time, the TCP will be reviewed. If the permit application is approved by CCPW, a complete permit package will be faxed by to the applicant and a copy of the accepted TCP will be sent to the barricade company. **Clark County does not provide for traffic control for your event. You are responsible for the all traffic control as required by the County as a condition of the permit. Applicant is also responsible for all cost incurred by METRO and the County for this event, including, but not limited to, staffing by METRO and/or County staff.**

Events effecting highways under the jurisdiction of the Nevada Department of Transportation (NDOT) will also require an approved NDOT encroachment permit submitted with your application.

After the permit is approved:

If required, as indicated on the permit, scheduling and billing for police officers must be handled directly with the Las Vegas Metropolitan Police Department's Special Events Section at (702) 828-3442.

If required, as indicated on the permit, scheduling and billing for Public Works staffing must be handled directly with the Clark County Public Works Traffic Management Division at (702) 455-6100.

Submittal of permit applications less than 30 calender days prior to the event or failure to provide the above required documents will cause delay or non-processing of the permit.

THE SPECIAL EVENT PERMIT IS NOT APPROVED UNTIL THE TRAFFIC CONTROL PLAN IS ACCEPTED BY CLARK COUNTY PUBLIC WORK TRAFFIC MANAGEMENT DIVISION AND THE PERMIT IS SIGNED BY BOTH THE LAS VEGAS METROPOLITAN POLICE DEPARTMENT AND CLARK COUNTY PUBLIC WORKS. You will receive an approved or denied copy of the permit back from the Las Vegas Metropolitan Police Department. If you do not receive a copy of the permit, call (702) 828-3442.

If you have any questions or concerns, please give me a call (702) 455-6100.

HERBERT L. ARNOLD, P.E.

*Chief of Traffic Engineering
Traffic Management Division*