

# Special Event Permit Application User Guide

City of Indianapolis Department of Business and Neighborhood Services 200 E. Washington St., Ste. 107 Indianapolis, IN 46204 website: ht

od Services phone: 317-327-4316 email: specialevents@indy.gov website: https://www.indy.gov/activity/special-events-permits

## **Creating a Citizen Access Portal Account**

The Department of Business & Neighborhood Services (BNS) web-based Citizen Access Portal allows applicants to research cases as well as apply for most cases 100% electronically without having to visit BNS's office.

### Citizen Access Portal User Requirements

Internet Browser

The Citizen Access Portal will need one of the following web browsers:Internet Explorer 10Google Chrome 34Mozilla Firefox 29Safari 6

## Navigating to the Citizen's Access Portal

The direct link to the Citizen Access Portal is: <u>https://accela9ca.indy.gov/citizenaccess/</u>

The Citizen Access Portal can be accessed through the <u>BNS website</u> by using the Accela Citizen Access Portal link under Services and Information.

- 1. Account Registration
  - a. On the Citizen Access Portal homepage, click the link labeled "Register for an Account" just below and to the right of the City logo at the top of the page.



b. The next screen contains terms and conditions to create an account. Please read and accept before proceeding by clicking 'Continue Application'.



- 2. Login Information
  - a. On the next screen, create a user name and password.
  - b. The user name and password created will be used to gain access into the portal.

Account Registration Step 2 Enter/Confirm Your Account	Information	* indicates a required field.
Login Information		
* User Name:	0	
* E-mail Address:		
lucy.west@indy.gov		
* Password:		
* Type Password Again:		
*Enter Security Question:	0	
*Answer:	0	

#### 3. Contact Information

- a. Below the Login Information, enter the contact information.
  - i. Click the 'Add New' button to proceed.
  - ii. You will need to select if you are applying as an "Individual" or an "Organization" and then click the 'Continue' button.

Select Contact Type	×
*Type:Select Individual Organization	
Continue Discard Changes	

iii. Input information in the pop-up screen and then click the 'Continue' button.

Contact Infor	mation		
* First:	Middle:	* Last:	
Name of Business:			
* Address Line 1:			
* City:	* State:		*Zip:
* Primary Phone:	Selec	Alternate Phone	
Fax:		*E-mail:	

Note: The email address entered will be used to verify the account in the next step.

- 4. Continue Registration & Verification
  - a. After reviewing the contact information entered, click the 'Continue Registration' button to submit the new account request.
  - b. To complete the account creation, check your email for an email from <u>bns.noreply@indy.gov</u>. Click the link in the email to verify the account email address and be directed back to the Citizen Access login screen. Your account cannot be used until this email verification link is clicked.
    - i. If you do not see the email in your Inbox, please check the junk or spam folders of your email account.
- 5. Applicants can now log in with the user name and password.

#### Submitting a Special Event Permit Application

Applications for Special Event Permits and the required documentation that must accompany them can be submitted online through the Citizen Access Portal.

- 1. Log in to your Citizen Access Portal account.
- 2. Navigating to the 'Permits and Contractors' Tab.
  - a. On the Citizen Access Portal home page, click the link for 'Permits and Contractors'.

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Announcements Logged in as:	Folders (0)	📜 Cart (0) Repo	orts (4) 🔻	Account Mar	nagement Logo
tructions an ACA User Account equently Asked Questions tructions for Uploading Documents the Permits and Contractors Enform Dashboard My Records My Account	cement Plan Advanced	nning / Historic Pr Search <del>–</del>	eservatior	n more 🔻	,
Saved in Cart (0)	View Cart	My Collection (0)			View Collection
					View Collections
There are no items in you shopping cart right now.	r	You d	o not ha rigi	ive any col ht now.	lections

#### 3. Create an Application

a. On the 'Permits and Contractors' page, click the 'Create an Application' link.

Home	Permits and Co	ontractors Enforce	ement Planı	ning / Historic Preserv	ation more	•		
Create a	n Application	Search Cases Sc	hedule an Inspe	ection				
Perm	its	$\searrow$						
Showing 0	-0 of 0							
Date	Case Number	Case Type	Status	Address	Action	Short Notes		
No recor	ds found.							
Searc	h Permit	Cases						
Welcome	to the Permit and	Contractor research	page. You will	be able to search the (	City's database for	current		
informatio	on on permit-rela	ted cases. Please clic	k <u>here</u> for addit	ional information.				
On this pa	age, information v	vill be displayed for th	e following:					
• Per Plu	<ul> <li>Permits, including: Drainage, Driveway, Electrical, Flood, Heating &amp; Cooling, Improvement Location, Master, Plumbing, Right of Way, Sewer Connection, Sewer Construction, Sign, Street Construction, Structural, and Wrecking</li> </ul>							
• Cas	Cases, including: Notification, State Variance, Research, and Self Certification Tags							
Permits a	Permits and Cases can be searched by General Search or Site Address.							
Use the d	ropdown menu to	change the Search t	ype.					
Genera	Il Search			c	eneral Search	•		

- b. The next screen contains terms and conditions to apply for a permit. Please read and accept before proceeding by clicking 'Continue Application'.
- 4. Select the Permit Type
  - a. Select the radial button next to 'Special Event Permit'.
  - b. Click 'Continue Application' button.

Select a Permits Type							
Not sure what permit/case type you need? Click	on the link(s) below for more information.						
Drainage Info Page: Electrical Info Page: Improvement Location Info Page Structural Info Page:	Driveway Info Page: Heating & Cooling Info Page: Right of Way Info Page: Wrecking:						
NOTE: The list of permit types displayed here will	l vary based on your contractor license type (if any).						
Please select Research from the options below if Search  Drainage Permit-1-2 Family Drainage Permit-Non-Residential Fee Appeal Case Improvement Location Permit-1-2 Family Improvement Location Permit-Non-Residential On-Premises-Building Sign On-Premises-Preestanding Sign On-Premises-Protruding Sign On-Premises-Portruding Sign Right of Way Permit-Oversize-Overweight Right of Way Permit-Use	f you are requesting an Administrative Fee Appeal Request.						
Structural - Multi-Family     Structural - Non-Residential     Structural - One or Two Family     Wrecking Permit-1-2 Family     Wrecking Permit-Multi-Family     Wrecking Permit-Non-Residential							

- 5. Applicant Information
  - a. Please note that the information entered in this step will be the email address that all electronic notices will be sent to. It is very important that the information in this section be accurate for the applicant.
  - b. Click the 'Select from Account' button.

Special Event Permit									
1 Applicant	2 Event Location	3 Event Details	4 Step 4	5 Review	6				
Step 1: Applicant > Applicant * indicates a required field.									
Applicant									
If you are the applicant, click	on Select from Account to	add your contact information.	Click Create New, if someon	e else is the applicant.					
Select from Account Add New									
Continue Applicatio	n »			Save and resume la	ter				

c. In the pop-up window, add an alternate phone number if one was not already on your contact information. Make any other necessary changes to the information and then click 'Continue'.

Contact Ir	nformatio	n		×
* First:	Middle:		*Last:	
George			Washington	
Name of Busine	SS:			
* Address Line 1				
1200 Madison Ave	nue, Suite 100			
* City:	* Sta	te:	*Zip:	
Indianapolis	IN	•	46225-	
* Primary Phone	1		* Alternate Phone: (?)	
317-327-4316			317-327-8700	
Fax:		* 6	-mail:	
		s	ecialevents@indy.gov	
Continue	Discard Change	S		

- d. Back on the "Applicant" screen, you will see confirmation that the contact information was added successfully.
- e. Click the 'Continue Application' button.
- 6. Event Location
  - a. Type in the street number and street name of the event address.

Special Event Permit									
1 Applicant	2 Event Location	3 Event Details	4 Step 4	5 Review	6				
Step 2: Event Location > Event Location Enter the address of the event and click search.									
Event Location									
Enter an address closest to	the primary event area. If you	do not know the exact addres	s, please estimate the address	s and click Continue Applica	tion.				
* Street No.:	Direction:	* Street Name:	Street Type:						
1	Select 🔻	monument	Select	•					
Unit Type: Select	Unit No.:		1						
City:	State:	Zip:							
	Select 🔻								
MUST CLICK HERE TO SEARCH Clear									
Continue Applicat	ion »			Save and resume la	iter				

- b. Click the 'MUST CLICK HERE TO SEARCH' button.
- c. In the pop-up screen, select the parcel number.
  - i. If there is more than one parcel number listed, select the correct parcel number if you know it or select the first listed if you don't know the parcel number.
- d. Click the 'Select' button.

Ado	Address Search Result List							
Add	Iresses							
Show	ing 1-1 of 1							
	Address				City	State	Zip	
۲	1 MONUMENT CIR, INDI	ANAPOLIS IN	46204		INDIANAPOLIS	IN	46204	
Ass	ociated Parcels							
Show	ing 1-2 of 2							
	Parcel Number	Lot	Block	Subdivision				
۲	1075318							
$\bigcirc$	1097668							
Asse	Associated Owners Showing 1-1 of 1							
	Name			Address				
۲	INDIANAPOLIS POWER 8	LIGHT CO		PO BOX 159	95 INDIANAPOLIS	IN 4620	06-1595	
Se	lect Cancel							

e. Once the pop-up closes, click 'Continue Application'.

#### 7. Event Details

- a. Event Description
  - i. Enter the name of the event.
  - ii. Provide as detailed a description of the event as possible.

Event Description	
SEV DESCRIPTION SEV Description	
Enter the name of the event here: * Please provide a detailed description of the event: *	Previous Application No.: (?)

- b. Event Details
  - i. Provide the requested information specific to your event.
- c. No. of Meters
  - i. If you will be blocking any metered parking spaces or closing a street that has metered parking spaces, please list the total number of meters that will be blocked.
- d. Click 'Continue Application'.
- 8. Meter and Street Closings
  - a. If you are not blocking any meters or closing any streets, skip past steps *b* and *c* below and go directly to step *d*.
  - b. Meters
    - i. If you will be blocking any metered parking spaces, you will need to click 'Add a Row'. If you will be blocking multiple sets of meters, you can click the white arrow on the 'Add a Row' button and select multiple rows.

Step 3: Event Details > Meter and Street Closings *indicates a required field								
Meters								
METERS	METERS							
Showing 0-0 o	of 0							
	Meter #	Street Name	Start Date	Start Time (Military Time)	End Date	End Time (Military Time)		
No records found.								
Add a Row	•	Edit Selected	Delete Selecte	1				

ii. A pop-up window will open for you to input the meter information and then click 'Submit'.

METERS		×
* Meter #:	* Street Name:	* Start Date:
Start Time (Military Time): 🕐	* End Date:	End Time (Military Time): 🕐
Submit Cancel		

METERS				×	
* Meter #:	* Street Nan	ne:	* Start Date:		
Start Time (Military Time): (?)	* End Date:		End Time (M	lilitary Time): (?)	
*Meter #:	* Street Nam	ne:	* Start Date:		
			5 IT: (M		
Start Time (Military Time): (/)	* End Date:		End Time (M	ilitary Time): (/)	
Submit Cancel					
1. If you have a range	e of mete	rs, they can be	entered in	the format shown	below.
METERS					×
* Meter #:		* Street Name:		* Start Date:	
7468-7472					
Start Time (Military Time)	: ⑦	* End Date:	_	End Time (Military Time):	0
Submit Cancel					

- c. Street Closings
  - i. If you will be closing any streets, either a full or partial closure, you will need to click 'Add a Row'. If you will be blocking multiple streets, you can click the white arrow on the 'Add a Row' button and select multiple rows.
  - ii. A pop-up window will open for you to input the street closure information.

Type: (?)	* Street Names:	Location: (?)	
		~	
Start Date:	* Start Time (Military Time): 🕧	spell check * End Date:	
End Time (Military Time): (?)	# of Days:	# of Weeks:	

iii. You will need to select the type of closure that will be necessary. The "(RC)" next to some of the options is for a closure within the City's Regional Center in the downtown area.

*Type: (?)	* Street Names:	Location: (?)	
Salart			
Banner		^	
Container Placement Container Placement (RC)		~	
Partial Closure Other Partial Closure Other (RC)			
Partial Closure Thouroughfare		spell check	
Sidewalk Use	* Start Time (Military Time): 🕧	*End Date:	
Total Closure Other Total Closure Other (RC)			
Total Closure Thoroughfare Total Closure Thoroughfare (RC)			
End fine (military fine).	# of Days:	# of Weeks:	
Submit			
Cancel			
$\mathbf{T}$			
the Location box, explai	in where the closure will occ	cur.	
i the location box, explai		cur.	
AREA AFFECTED		cur.	
AREA AFFECTED	* Street Names:	Location:	
AREA AFFECTED *Type:	* Street Names:	Location: (?)	
AREA AFFECTED *Type: ? Total Closure Thoroughf	*Street Names:	Location: (?) BETWEEN MADISON AVE. AND TALBOTT	
AREA AFFECTED  Total Closure Thoroughf	*Street Names:	Location: (?) BETWEEN MADISON AVE, AND TALBOTT ST.	
AREA AFFECTED *Type: (?) Total Closure Thoroughf.	* Street Names:	Location: (?) BETWEEN MADISON AVE. AND TALBOTT ST.	
AREA AFFECTED *Type: (?) Total Closure Thoroughf.	* Street Names: ORANGE	Location: (?) BETWEEN MADISON AVE. AND TALBOTT ST.	
AREA AFFECTED *Type: (2) Total Closure Thoroughf.	* Street Names:	Location: (?) BETWEEN MADISON AVE. AND TALBOTT ST. spell check	
AREA AFFECTED *Type: (2) Total Closure Thoroughf *Start Date:	Street Names:     ORANGE     Start Time (Military Time): (2)	Location: (?) BETWEEN MADISON AVE, AND TALBOTT ST. spell check * End Date:	
AREA AFFECTED *Type: ? Total Closure Thoroughf *Start Date:	Street Names:     ORANGE     Start Time (Military Time): (7)	Location: (?) BETWEEN MADISON AVE. AND TALBOTT ST. spell check * End Date:	
AREA AFFECTED  Type:  Total Closure Thoroughf  Start Date:	* Street Names: ORANGE  * Start Time (Military Time): (2	Location: (?) BETWEEN MADISON AVE. AND TALBOTT ST. spell check * End Date:	
AREA AFFECTED *Type: (?) Total Closure Thoroughf. *Start Date: End Time (Military Time): (?)	* Street Names: ORANGE * Start Time (Military Time): (3 # of Days:	Location: (?) BETWEEN MADISON AVE. AND TALBOTT ST. spell check * End Date: # of Weeks:	
AREA AFFECTED *Type: (2) Total Closure Thoroughf. *Start Date: End Time (Military Time): (2)	Street Names:     ORANGE      Start Time (Military Time): (     # of Days:	CUIT.	
AREA AFFECTED *Type: (2) Total Closure Thoroughf. *Start Date: End Time (Military Time): (2)	Street Names:     ORANGE     Start Time (Military Time): (3     # of Days:	CUIT.	
AREA AFFECTED Total Closure Thoroughf Start Date: End Time (Military Time): ?	Street Names:     ORANGE     Start Time (Military Time): (     # of Days:	Location: ? BETWEEN MADISON AVE. AND TALBOTT ST. spell check * End Date: # of Weeks:	

- v. Once the street closure information has been entered, click 'Submit'.
- d. Click 'Continue Application'.

#### 9. Event Documents

- a. This is the section where you would add any of the required documentation that is needed along with your application. If you do not have any documents to add, skip to item **b**.
  - i. To add a document, click the 'Add' button.

Special Eve	ent Permit				
1 2 Ev	ent Location	3 Event Details	4 Step 4	5 Review	6 Application Submittal
Step 4:S	tep 4>Event	Documents			<ul> <li>indicates a required field.</li> </ul>
You may at formal even The maximun html;htm;mh types to uploa	tach relative do nt description, e n file size allowed is t;mhtml;dwf;png;g id.	cuments such as certi mergency action plan 150 MB. if;xls;csv;txt;zip;xlsx;exe;ci	ificate of insurance, a, structural measur md;tmp;doc;xls;pub;do	parade, walk/run routes, o ement, site plans, etc. ex:docm;dotx;dotm;docb;jpeg;	leanup plan, medical plan, xls;xlsx;ppt;pptx are disallowed file
You may at formal even The maximun html;htm;mh types to uplow Name No record	tach relative do nt description, e n file size allowed is ;;;mhtml;dwf;png;g d. Type s found.	cuments such as certi mergency action plan 150 MB. if;xls;csv;txt;zip;xlsx;exe;ci Size	ficate of insurance, , structural measur md;tmp;doc;xls;pub;do Latest Update	parade, walk/run routes, o rment, site plans, etc. cx;docm;dotx;dotm;docb;jpeg; Action	cleanup plan, medical plan,

- ii. A pop-up window will appear.
- iii. Click the 'Add' button and then select the file(s) you need to attach to your application.
- iv. Once all of your documents have been added, click 'Continue'. The pop-up window will close.

100%	
Domovo All	
Remove All	

- b. Once you have added the documents to the application, or if you had no documents to add, click 'Continue Application'.
- 10. Review
  - a. Review the information for your application.
    - i. If anything needs to be corrected/edited, click the 'Edit' button for that section.
    - ii. If everything is correct, click 'Continue Application'.
- 11. Receipt/Record Issuance
  - a. Once the application is submitted, this message will appear on the screen.

1 Select ite	m to pay	<sup>2</sup> Payment information	3 Receipt/Record issuance	
Step 3:R	eceipt/	Record issuance	e	
Receipt				
$\oslash$	Your sub confirma	mittal has been proce ation.	essed. If payment was a	oplied, you should receive an email with your payment
-	Still Hav Permits: Permit or call 3: Right of Row@ or call 3: Infrastru Infrastru Notificas	e Questions? Structural, Electrical, tQuestions@in I.7-327-8700. Way & Encroachment I.ndy.gov I.7-327-8700. Icture Permits – Drain tructure@indy 17-327-8700. Itions and Inspections: ructionService	Heating & Cooling, Plu (dy.gov ): Permits – Right-of-W nage, Flood, Street Con .gov : Please email :s@Indy.gov	nbing, Improvement Location & Wrecking permits email ay and Encroachments permits email struction, Driveway email
	Licenses Addition Contr or call 32	, Landlord Registratio al Assistance: Contac actors@indy.go 17-327-8700.	n, Lobbyist Registratio t OV	n, Contractor Licensing, Fees/Payments and other Questions or

- 12. You will receive an email confirmation from <u>SpecialEvents@indy.gov</u>. If you do not receive the email, please check your Junk or Spam folders.
- 13. You will receive an email from one of our staff members with instructions on your next steps.