

Kane County  
Division Of Transportation  
Permit Regulations  
And  
Access Control Regulations

SECTION 6

SPECIAL EVENTS PERMIT

January 1, 2004

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SPECIAL EVENTS PERMIT

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## I. SPECIAL EVENTS POLICY

### A. Purpose

The purpose of these regulations is to establish policies and procedures for accommodating special events in the right-of-way of the County Highway System, which will provide public benefits consistent with the preservation of the integrity, safety, and visual qualities of the County Highway System. These regulations apply to all special events in highway right-of-way in which the County has interest.

### B. Definitions

**Bike Events** – bike events or bicycle races for speed and time along County highways. The events may require closure of County highways to allow safe travel to the cyclists. The highways shall not be closed any longer than a 12-hour period.

**Block Parties** – An organized party or gathering that is taking place where the County highway is closed to the motoring traffic. To be an authorized party or gathering proper detour and closure signage shall be up and in compliance with the Illinois Highway Code and IDOT Highway Standards.

**Club Events** – An organized gathering of motorized vehicles or bicycles participating in a sanctioned club or sponsored event along the County Highway System.

**Filming** - An organized gathering for the purpose of filming movies, commercials or documentaries along public highways. The filming may require closure of public highways to allow safe working conditions to the participants.

**Illinois Highway Code** – The Illinois Compiled Statutes, 605 ILCS 5/1-101 *et. seq.*

**Parades** - An organized procession, march, or moving display along the County highway where the highway is closed to the motoring traffic.

**Walking / Running Events** - An event where participants compete for time or walk to raise money for organizations along County highways. The event may require closure of County highways to allow safe travel to the participants.

### C. Permit Application Requirements

A Special Events Permit will be required for any proposed use of the County right-of-way. The following is a list of the most common events in the right-of-way.

1. Block parties
2. Bike events or races
3. Club events
4. Walk/running events

5. Parades
6. Filming

A permit is required for the occurrence of any of the above listed events in the County right-of-way. A permit will not be required if the event takes place outside the County right-of-way.

**D. General Requirements**

**Authority of County**

A “permit” from the County Engineer grants permission only to undertake certain activities in accordance with these regulations in a County right-of-way and does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is by grant of an easement, an owner of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or adjacent to County right-of-way or highway easements.

**Written Consent**

Only a permit issued by the County Engineer under this policy will satisfy the “written consent” requirements of the Illinois Highway Code.

**Compliance**

The Applicant shall comply with all other applicable laws. The issuance of Special Events Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the requirements of other local, state, or federal agencies.

**Compliance by Other Agencies**

State, County, township, municipalities, and other local units of government are subject to all the requirements of this policy.

**Bike Events**

Bike events or races shall not be set up sooner than one (1) hour before sunrise and must be completed and the County right-of-way cleaned up and opened to the motoring public one (1) hour before sunset. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day’s events. The bike event or organizer shall be responsible for all traffic control required to hold the event or close the County highway for the event. Bike events shall not be allowed on County Highways with an Average Daily Traffic (ADT) greater than 5000.

### **Block Parties**

Block Parties shall not be set up sooner than one (1) hour before sunrise on the day of the event, and the event must be completed and the County right-of-way cleaned up and opened to the motoring public by 11:00 pm the night of the event. The block party shall go no longer than 18 hours and no alcoholic beverages shall be sold or consumed in the County right-of-way. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day's events. The block party organizer shall be responsible for all detours and road closures for the event.

### **Club Events**

Club events shall not cause the motoring traffic to be delayed, disrupted or detoured due to the collecting, distributing, dropping off, transferring or exchanging items amongst club members, pedestrians, and other motor vehicles within the County right-of-way. The event shall not cause the participants of the event to cruise the same County highway more than one (1) time in a 24-hour period.

### **Walking/Running Events**

Walking and/or running events shall not be set up sooner than one (1) hour before sunrise and must be completed and the County right-of-way cleaned up and opened to the motoring public one (1) hour before sunset. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day's events.

### **Parades**

Parades shall not close the County highways to the motoring traffic until one-half (½) hour before the parade is to begin. No parade shall begin before 9:00 am and all parades shall be over before sunset. All detours shall be picked up and the County right-of-way opened to the motoring traffic within two (2) hours of the finish of the parade.

### **Filming**

Requirements for the filming of movies, commercials or documentaries will be need to be determined on a case-by-case basis by the County Engineer. All items placed in the County right-of-way by the organizer must be removed promptly at the end of the filming event. The filming organizer shall be responsible for all signage, detours and road closures required for the event. If completion of this item requires more than one (1) day, a schedule showing the time line of the various events will be submitted for approval with the permit application.

### **Damage to County Right-of-Way**

Those facilities and highway structures and appurtenances (i.e.: guardrails, street lights, etc.) within the highway right-of-way that are damaged as a result of the permit work shall be immediately reported to KDOT. Damaged items shall be replaced or repaired by the Applicant to KDOT's satisfaction in a reasonable length of time as established by KDOT. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. . The occurrence shall be immediately reported to KDOT.

### **Stop-Work Order/Revocation of Permit**

The County Engineer may issue a Stop-Work Order or suspend or revoke a permit on the following grounds:

- The event or activity was started without a valid permit. In addition to the permit fee, a fine will be assessed in the amount equal to the appropriate permit fee.
- A material provision or condition of the permit was substantially breached.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance.
- The Applicant failed to complete the project work within the time specified in the permit, unless the failure to complete the work is due to reasons beyond the Applicant's control.
- The Applicant failed, in a timely manner, to correct work that does not conform to applicable standards, conditions, or federal, state, or local laws, rules or regulations.
- An evasion or attempt to evade any material provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The event poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety, or welfare.

If the Applicant does not correct any deficiencies or, at a minimum, contact the County Engineer to discuss the deficiencies within fourteen (14) calendar days, the County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

**All conditions that pose a hazardous situation or constitute a public nuisance, public emergency, or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.**



### **Lifting of Stop-Work Order/Reinstatement of Permit**

The County Engineer may lift a Stop-Work Order, suspension or reinstate a permit if:

- A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- An amended application is submitted correcting any misrepresentations included in the original permit application.
- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the County Engineer, the Applicant submits a revised schedule and completion date that is acceptable to the County Engineer.
- The Applicant corrects the situation that does not conform to applicable standards, conditions, or federal, state, or local laws.
- The Applicant agrees to follow all provisions of the permit and makes any reparations for the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

### **Advance Public Notification**

Advance public notification will be required prior to commencing of the event. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic involved. With issuance of the Special Event Permit, the advanced notification shall be posted at least 72 hours prior to commencing of the event. The message will be as specified by the County Engineer.

## II. PERMIT APPLICATION AND FEES

**Special Events Permit** – The Kane County Division of Transportation will charge an application fee for these events. The standard application fee for this permit is \$50.00.

**Permit Renewal or Extension** – The Kane County Division of Transportation will charge a fee for the renewal or extension of any permit. The standard fee is \$100.

Fees in the form of a check made payable to the Kane County Division of Transportation shall be included with all application.

**Fines** – In addition to the permit application fee, a fine will be assessed when an event or activity within the County right-of-way has commenced without a permit. The fine will be assessed in the amount equal to the applicable permit fee.

### **III. SPECIAL EVENTS PERMIT REVIEW PROCESS**

1. The process begins with the Applicant submitting the application and fees to the Permit Section Staff.
2. The Permit Section Staff reviews the application for completeness.
3. The application will then be logged into a master spreadsheet.
4. The Permit Section Staff shall review other County projects and other permit events for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects or events is required.
5. The Applicant shall submit the required items to the Permit Section Staff, including the application form signed by the Applicant.
6. The Permit Section Staff will review the submittal for completeness and forward it to other appropriate KDOT departments for review.
7. KDOT Staff will review the submittal and return it with written comments to the Permit Section Staff.
8. The Permit Section Staff shall review all comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
9. The Applicant shall furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from KDOT staff, which is signed by the Applicant.
10. Once the Applicant meets or exceeds the requirements of these KDOT Permit Regulations, the County Engineer shall be responsible for the issuance of the Special Events Permit.

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**IV. SPECIAL EVENTS PERMIT APPLICATION**



**Kane County Division of Transportation**

41W011 Burlington Road, St. Charles, IL 60175  
Phone (630) 584-1171 Fax (630) 584-5239

**SPECIAL EVENT PERMIT APPLICATION**  
THIS FORM MUST BE SUBMITTED 60 DAYS PRIOR TO THE EVENT

For Office Use Only  
Special Event Permit #: \_\_\_\_\_  
Application Fee: \$50.00 Non-Refundable

**GENERAL EVENT INFORMATION**

Please Type or Print Information

Name of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Rain Date: \_\_\_\_\_ Start Up Time \_\_\_\_\_

Finish Time: \_\_\_\_\_

Type of Activity (check one):  Bike event  Racing event  Walkathon  Other

Describe the Event: \_\_\_\_\_

\_\_\_\_\_

Will there be a need for a road closure:  Yes  No

If yes please explain: \_\_\_\_\_

\_\_\_\_\_

Proposed Assembly Area: \_\_\_\_\_

\_\_\_\_\_

Proposed Rest Stop Areas: \_\_\_\_\_

\_\_\_\_\_

Proposed Disbanding Area: \_\_\_\_\_

\_\_\_\_\_

Estimated attendance at the event: \_\_\_\_\_ Estimated number of vehicles: \_\_\_\_\_  
Estimated number of participants: \_\_\_\_\_  
Name of Sponsoring Organization: \_\_\_\_\_  
Address / Zip Code: \_\_\_\_\_  
Name of Organizer / Coordinator: \_\_\_\_\_  
Address / Zip Code: \_\_\_\_\_  
Day Time Phone Number: \_\_\_\_\_ Pager / Mobile Number: \_\_\_\_\_  
Facsimile (fax) Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

---

Name of Contact Person for Day of the Event: \_\_\_\_\_  
Address / Zip Code: \_\_\_\_\_  
Day Time Phone Number: \_\_\_\_\_ Pager / Mobile Number: \_\_\_\_\_  
Facsimile (fax) Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

**Road Routes for Event**

Attach to this sheet a copy of the proposed route map to be used for the special event and / or detour route if required route.

Have you sent notification of the event to the Illinois Department of Transportation?

Yes  No

If no please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you sent notification to the Township Highway Commissioners whose roads you are using?

Yes  No

If no please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you sent notification to the Cities and Villages whose roads you are using?

Yes  No

If no please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Roads will be closed down for this event if any:

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Set-up time for road closure: \_\_\_\_\_  am  pm

Length of closure: \_\_\_\_\_ hours

Time road to be opened to traffic \_\_\_\_\_  am  pm

What roads will be used as a detour route:

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Has the permittee obtained all appropriate approvals for the proposed detour route:

Yes  No

Please explain: \_\_\_\_\_

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**Traffic Control**

**(Route Marker Signs)**

If Applicable

Name of Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address / Zip Code: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_ Pager Number: \_\_\_\_\_

Facsimile (fax) Number: \_\_\_\_\_ 24 Hour Number: \_\_\_\_\_

**(Traffic Signs)**

If Applicable

Name of Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address / Zip Code: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_ Pager Number: \_\_\_\_\_

Facsimile (fax) Number: \_\_\_\_\_ 24 Hour Number: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_ Pager Number: \_\_\_\_\_

Facsimile (fax) Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

These items shall be at the sole expense of the Permittee.

## Terms and Conditions

1. All Special events involving bicycles shall follow the laws as set forth in the latest edition of the Illinois Vehicle Code **Article XV. BICYCLES**. Section 5/11 –208 (A) subsection 8 may be implemented at the discretion of the Kane County Division of Transportation when and if it is deemed necessary.
2. Permittee will only be allowed to go in one direction and use one side of the highway(s), unless highway(s) are closed to the motoring public. And the event shall follow all traffic laws as written in the Illinois Vehicle Code.
3. Permittee shall have a safety marshal at all major intersections along the event route as directed by the Kane County Division of Transportation. Along with the safety marshal, traffic control signs giving advance warning at all major intersections shall be erected. Illinois Department of Transportation standards shall be followed at all times for traffic control. The safety marshals are to assist the Permittee's Invitee's safely without obstructing, delaying or stopping the motoring traffic intersection. The safety marshals at no time are to direct traffic; only assist the safe passage of the Permittee's Invitee's. The safety marshal shall wear the proper attire while flagging the event. The safety marshal shall be an adult over the age of eighteen (18) and have a valid drivers license.
4. Permittee will not start the event until 30 minutes after sunrise and shall be completed 30 minutes before sunset. Setup time shall start no sooner than 2 hours before the start of the event. And at no time shall setup be before sunrise unless pre-authorization is obtained in advance for the event. There shall be no road closures for an event during a federal holiday or 3 day holiday weekend unless prior approval is granted.
5. Permittee shall stagger starts to insure the compliance of Article XV BICYCLES in the Illinois Vehicle Code. No more than 2 bicycles shall ride side by side at any one time.
6. Permittee shall obtain all additional permits, from any unit of local or State government, which may be required. If minors are involved in the event, the Permittee shall obtain a parental release for each minor under the age of 18, prior to commencement of the event. Where permit will not be issued by local or State authority, certified notification is required. Before the road closure will be approved, all governmental agencies involved must approve in writing their acceptance of their roads to be used for the event's proposed detour.
7. Permittee shall prepare a press release for the event and submit it to the Kane County Division of Transportation for review. Once approved by the County the Permittee shall submit the press release to the governmental agencies, local newspapers and radio stations for advance notification alerting the motorists to the upcoming event. The approval notice shall be placed at least 5 days prior to the event taking place. If there will be rain dates they also should be included in the notification.
8. Permittee shall defend, indemnify and save harmless the County of Kane, its officers, employees, agents, successors and assigns from all claims, damages, litigation or liability asserted against them or against any of them, including any and all costs, attorney fees incidental thereto, on account of any property damage, or on account of any injury or death to any person or persons whomsoever, caused by or to the Permittee, the Permittee's invitee's, participants, or by their use of Kane County. If the permit extends to a location owned by an entity other than the County of Kane, the protections afforded under this paragraph and the insurance provisions of **Paragraph 9** shall also apply to the owner. The Permittee shall also submit to the County a copy of all other governmental agencies certificate of insurances before a permit will be issued.
9. Permittee shall purchase and maintain at the cost of the Permittee comprehensive general liability insurance in the following amounts: a) \$1,000,000.00 for bodily injury or death to any one person as a result of any one person as a result of any one occurrence; and b) \$1,000,000.00 for loss of or damage to buildings, structures, or any tangible property.
10. The Permittee shall furnish to the County of Kane through the Kane County Engineer or his duly authorized representative, Certificate of Insurance, evidencing the above described insurance policy or policies shall remain in effect for the duration of said special use. The County of Kane shall be included as an "additional insured" under the above described insurance policy or policies.
11. Permittee and Permittee's Invitees shall not, except as provided herein, trim, cut, or in any way disturb any trees or shrubs on or along the Kane County or adjacent property, nor shall Permittee alter in any way, any portion or portions of the County including all appurtenances attached thereto.
12. Permittee shall supply sufficient personnel to supervise Permittee's Invitee's, and safety marshals to provide proper traffic control to insure the safety of all persons using the County of Kane. Permittee shall also provide sufficient temporary traffic control signing at major intersections and road closures (when needed) to insure safe and orderly use of the County of Kane and all signage shall be removed within 2 hours of the expiration of this permit.



13. Permittee shall not allow any employee, volunteers, or invitees to block, obstruct, or hinder normal passage of bicycles, motorized vehicles, pedestrians, or equestrians.
14. Permittee shall keep the premises free of litter and debris, and at the conclusion of the event, permittee shall empty all trash and debris from the County of Kane within limits described herein above.
15. The Permittee and the Permittee's Invitee's shall not consume, keep, sell or in any way distribute or permit the use of any alcoholic beverage the County right-of-way.
16. This permit may be revoked, modified or canceled at any time by the County Engineer or his duly authorized representative.
17. Permittee shall notify the Kane County Division of Transportation of any changes or modifications to the conditions upon which this permit was granted.
18. The Permittee shall not perform any work or participate in any activity that is beyond the scope of this permit.
19. The Permittee shall be responsible for all damages to the County of Kane arising out of actions caused by the Permittee during the terms of this permit.
20. The Permittee shall comply with all local, state, and federal rules and regulations relating, but not limited to noise pollution standards.
21. Permittee shall **not** place upon the County highways paint of any kind and or permanent markings. All **route marking materials must be pre-approved** by the Kane County Division of Transportation prior to the event. The only materials KDOT will consider for route markings will be aerosol water base temporary chalk, sidewalk chalk, removable tape on the pavement and self-standing temporary route markings. These route markings shall not interfere with the normal traffic flow and shall be removed within 2 hours of the finish of the event.
22. Permittee holding a bike race, parade, block party, theatrical production or any event obstructing normal traffic flow must close highway before event will take place. Pre-approval shall be obtained through all applicable agencies before permit will be issued. All detours and traffic control must be included as part of the initial permit application.

**Penalties**

Violations of any terms and conditions of this permit by the Permittee will result in immediate revocation of the permit. Any no future consideration shall be made by Kane County for future permits. KDOT reserves the right to enforce any further penalties or claims that would otherwise be for non-compliance.

**Signatures**

I have read and agree to all of the above Terms and Conditions set forth in this application.

Petitioner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized County Officer

## Instructions for Completing the Special Event Permit Application

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with this application.

When filling out this form:

- 1) do not use white out on application or attachments
- 2) type or print clearly, using a pen with black ink
- 3) be sure to fill in all blanks on the form

The following must be submitted along with permit application to KDOT before permit will be issued:

- 1) certificate of insurance as outlined in item 9 of the **Terms and Conditions** section of the application.
- 2) copy of all other governmental agencies certificate of insurance.
- 3) approved permits or signed acknowledgement from other agencies as outlined under **Road Routes for Event**.
- 4) list of materials for marking of routes for the event for KDOT approval as explained in item 20 of **Terms and Conditions**.
- 5) a check for \$50.00 (non-refundable) application fee.
- 6) a list of the names, ages and addresses of safety marshal.
- 7) a map of the planned route for the event and / or detour of the event.
- 8) a press release detailing the event. To be reviewed and approved by KDOT before release for publication.

The application shall be completely filled out, all requests materials submitted and application signed before permit will be processed. It will take 2 weeks for processing. The Permittee will be notified by phone of the approval of the permit. Do not assume that the permit will be approved; the Permittee may be asked to revise the route based on information obtained during the reviewing of the permit.

Revised 1-1-04

This form is subject to revisions as deemed necessary\*

**V. REQUIRED INFORMATION CHECKLIST SUMMARY**

1. The following must be submitted along with permit application to the County Engineer before permit will be issued:
  - a. Certificate of insurance as outlined in item 9 of the **Terms and Conditions** section of the application.
  - b. Copy of all other governmental agencies certificate of insurance.
  - c. Approved permits or signed acknowledgement from other agencies as outlined under **Road Routes for Event** section of the application.
  - d. List of materials for marking on routes for the event for KDOT approval as explained in item 20 of **Terms and Conditions** section of the application.
  - e. A check for \$50.00 (non-refundable) application fee.
  - f. A list of the names, ages and addresses of safety marshals.
  - g. A map of the planned route for the event and/or detour of the event.
  - h. A press release detailing the event. To be reviewed and approved by the by KDOT before release for publication.

The application shall be completely filled out. All requested materials submitted and application signed before permit will be processed. It will take 2 weeks for processing. The Applicant will be notified by phone of the approval of the permit. Do not assume that the permit will be approved; The Applicant may be asked to revise the route based on information obtained during the reviewing of the permit.

Careful completion of the form will help to avoid delays in processing. It is important that you follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Administrator

\_\_\_\_\_  
Date