



Department of Public Works

500 S Grand Central Pky | Box 554000 | Las Vegas NV 89155-4000
(702) 455-6000 | Fax (702) 380-7262
www.ClarkCountyNV.gov/PubWorks

Special Event Permit Information

Pursuant to Clark County Code - Chapter 16.06, a Clark County Public Works (CCPW) Special Event Permit is required to conduct an event when the activity impacts the normal flow of traffic of any public street or right-of-way within unincorporated Clark County. Public right-of-way includes sidewalks, medians and trails. A Special Event Permit Package must be completed and submitted to Clark County Public Works, in its entirety, **as early as 120 days but no less than 30 calendar days prior to the event.**

Special Event Permit (SEP) Package includes the following:

1. **Special Events Permit application,**
2. **Hold Harmless Agreement,**
3. **Traffic Control Plan (TCP) provided by a barricade company AND**
4. **Copy of Insurance listing Clark County and the Las Vegas Metropolitan Police Department (METRO) as additional insured with the minimum amounts required by Clark County Code 16.06.070.**

It is the responsibility of the Special Event applicant to apply for a separate encroachment permit with the Nevada Department of Transportation (NDOT) for events impacting highways under the jurisdiction of NDOT.

All required documents in the Special Event Permit Package must be complete and submitted via EMAIL to InTheWorks@ClarkCountyNV.gov or in person to Clark County Public Works.

Applicant is responsible for all costs incurred by METRO and CCPW for the approved special event, including, but not limited to, staffing by METRO and/or CCPW.

NOTE:

- Clark County Public Works does not provide traffic control services. Applicants are responsible for all traffic control required by CCPW as a condition of the permit. A SPECIAL EVENT PERMIT WILL NOT BE ISSUED UNTIL THE TRAFFIC CONTROL PLAN (TCP) IS APPROVED BY CCPW AND THE PERMIT IS SIGNED BY BOTH METRO AND CCPW.
- The applicant is responsible for providing the approved TCP to the barricade company. All traffic control set-ups may require inspection at an additional cost to the applicant.
- If required, scheduling and billing of Public Works staffing must be coordinated directly with Clark County Public Works, Traffic Management Division at (702) 455-6000. There is a 3-hour minimum payable for each Public Works employee required for staffing a special event. An estimate of staffing costs will be provided and must be paid prior to permit being approved. A final billing statement will be issued after the event to reconcile all costs.
- 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 APPROVED, applicant will be issued a Permit # and copy of SEP application with approval signatures. If DENIED, applicant will receive a letter indicating reasons for denial. Submittal of a SEP Package less than 30 calendar days prior to the event or failure to provide the above required documents may cause delay or denial of the permit application.

For questions about the SEP process or to check the status of your application, please contact Clark County Public Works, Traffic Management Division at (702) 455-6000 | InTheWorks@ClarkCountyNV.gov .