

Instructions for Submitting a Special Event Permit Application

To use Arizona Department of Transportation Right-of-Way for a Special Event, a [Special Event permit](#) is required. The following instructions will assist you in the completion of your permit application.

Please fill in the following information of the Special Event Application:

1. Name of the event and give a brief description of what the event entails.
2. Enter the State Route or Highway to be used (i.e. I-10, B-19, SR-84, etc.)
3. Beginning milepost (or kilometer post) and ending milepost (or kilometer post). A milepost (or kilometer post) is a green and white sign panel with the word "MILE" (or "KM") at the top and the associated mile (or kilometer) displayed beneath it.
4. In the "In or near" section, enter the closest town or city to where the special event will take place.
5. Date and time the event will start and the time the event will end. Time should include when traffic control will be set up and removed.
6. Name of responsible individual applying for permit (Applicant). If you are applying on behalf of an organization you shall have signature authority for that organization.
7. Applicant's title and phone number.
8. Name of the organization that is hosting the event.
9. Applicant's address and email address.
10. All signatures shall be a "wet" or a digitally traceable electronic signature which shall be unique to the person using it.
11. Signature of the applicant, and the date signed.
12. Traffic Control Company Name, and phone number.
13. Traffic Control Company Representative Name and Email address.
14. Traffic Control Company Representative Signature.

Please provide the following information along with your permit application:

1. Completed Special Event Checklist Questionnaire.
2. A Certificate of Insurance with required endorsements, and completed Insurance Checklist.



3. A map or plan showing the route of the event, noting rest stops, judges station, officer locations, Emergency Medical Responders, and turnaround points (if applicable).
4. Temporary Traffic Control Plan(s) and Law Enforcement letter (if applicable).
5. Completed and signed Banner and Holiday Lights attachment (if applicable).

Submit the completed application with the required documents to the District's general email address where your event will take place. See the list below for permit office contact information. See page three for a map with the District Boundaries to assist you in finding the appropriate District to send your permit application to.

Central District Permits Office 2140 W. Hilton Avenue Phoenix, AZ 85009 Phone: 602.712.6954 centralpermit@azdot.gov	North Central District Permits Office 1959 S. Woodlands Village Boulevard Suite B Flagstaff, AZ 86001 Phone: 928.774.1491 northcentralpermit@azdot.gov
Southeast District Permits Office 2082 US Highway 70 Safford, AZ 85546 Phone: 928.432.4916 southeastpermit@azdot.gov	Northeast District Permits Office 2407 Navajo Blvd. Holbrook, AZ 86025 Phone: 928.524.5455 northeastpermit@azdot.gov
South Central District Permits Office 1221 S. Second Avenue Tucson, AZ 85713 Phone: 520.388.4200 southcentralpermit@azdot.gov	Northwest District Permits Office 1109 E. Commerce Drive Prescott, AZ 86305 or 3660 E. Andy Devine Avenue Kingman, AZ 86401 Phone: 928.777.5861 northwestpermit@azdot.gov
Southwest District Permits Office 2243 E. Gila Ridge Road Yuma, AZ 85365 Phone: 928.317.2100 southwestpermit@azdot.gov	

For additional permit requirements, questions, or to schedule a pre-application meeting, please contact the appropriate District Permit Office.

Arizona Department of Transportation Engineering and Maintenance Districts

