

Frequently Requested Numbers for Community Events:

Streets Department Information
Customer Affairs Unit
(215) 686-5560

Block Captain Registration, Clean Streets
Streets Department
Philadelphia More Beautiful Committee (PMBC)
2601 Glenwood Avenue
(215) 685-3981

Play Street — Lunch Program
Department of Recreation
MLK Center — 2200 Cecil B. Moore Avenue
(215) 685-2726/2727

Special Events & Parades
Managing Director's Office • (215) 686-3488

Permit for Fire Hydrant Sprinklers
Fire Department • (215) 686-1391

Philadelphia Green Program
Pennsylvania Horticultural Society
(215) 988-8800

Park Picnics & Special Events
Fairmount Park • Memorial Hall
42nd Street & Parkside Avenue
(215) 685-0060

Abandoned Cars
Police Department • (215) 685-9500

All City Services
Phone: 3-1-1

Streets Department Internet site:
www.philadelphiastreet.com
Twitter/Facebook @PhilaStreets

Streets Department Customer Service
Phone: (215) 686-5560
On Cellular phones: *FIX
Language interpretation services available.



JAMES F. KENNEY
Mayor

MICHAEL DiBERARDINIS
Managing Director

MICHAEL A. CARROLL, P.E.
Deputy Managing Director of
Infrastructure & Transportation

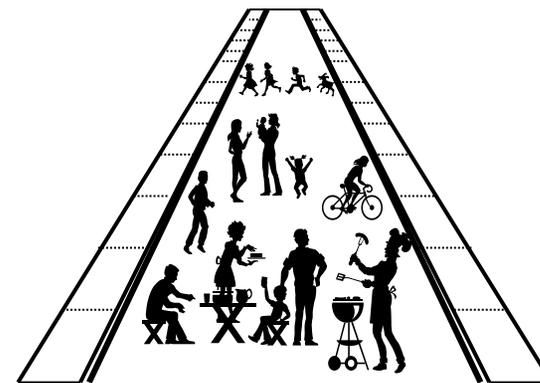


CARLTON WILLIAMS
Streets Commissioner

PATRICK O'DONNELL
Right of Way Manager

Prepared by the Streets Department
Planning and Public Affairs Office
Revised January 2017

BLOCK PARTY PERMITS GUIDE



City of Philadelphia
STREETS DEPARTMENT
HIGHWAY DIVISION
RIGHT-OF-WAY UNIT

960 Municipal Services Building
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102
(215) 686-5500

<http://secure.phila.gov/Streets/BlockParty>

Interpreter services available. | خدمات الترجمة الشفهية متوفرة لدينا. | සහජවශයෙන්ම ආසන්නතම ආකාරයට | 提供口译服务 | Services d'interprétation disponibles. | 통역이 제공됩니다. | Предоставляются услуги устного переводчика. | Se brindan servicios de interpretación. | Có sẵn dịch vụ thông dịch.

BLOCK PARTY PERMIT APPLICATION PROCESS

1. Obtain an application:
 - **By mail**, contact (8:00AM -5:00PM) Streets Department Customer Affairs Unit at **(215) 686-5560**.
 - **In person**, visit the **Block Party Drop Box** Concourse Level of MSB (8:00AM - 5:00 PM) or go to Room 960 (9AM – 2PM), MSB, 1401 John F. Kennedy Boulevard.
 - **Online** – Download @ <http://secure.phila.gov/Streets/BlockParty/> or visit <http://www.philadelphiestreets.com/highways/street-event-application-guide>
2. Fill out the application and obtain all necessary petition signatures. Photocopies and faxes of the signatures are **not accepted**. Incomplete forms will be returned to the applicant, unprocessed.
3. Mail or drop off the application and petition along with a check or money order (**NO CASH**) for \$25.00 per block, per day in the Block Party Drop Box located in the Concourse of the MSB.
4. There will be an increased fee of \$60 if a block party request is made less than 21 days before event.
5. If approved, block parties held on weekday are \$150.
6. You should receive your permit within two (2) weeks prior to the event. If the permit is not received by this time, please call **(215) 686-5500** to inquire.
7. No applications will be processed within 4 days of event, since SEPTA, Police need to be informed.
8. Rain Dates: Indicate next day (if following day is a Sunday) or following weekend. Rain date should occur within one (1) week. No rain dates on Holidays. **No refunds for cancellation.**
9. If application is rejected, please return rejection letter along with any and all requested information within five (5) business days prior to the date of the event. The Streets Department must receive an application **at least 21 calendar days** before the event.

HINTS:

Avoid the Rush — Don't Wait Submit Early

Early submission of block party applications enables the Streets Department to quickly process forms and to notify the Fire and Police Departments of all block party street closures in their districts.

One application may be submitted with **multiple** dates. An original petition, stating each and every date must accompany each application. One check or money order for all dates is sufficient.

Block parties will only be approved for five (5) dates a year, per block.

A petition for *each* street to be closed, including any “T” streets, must accompany the application.

Any fraudulent signatures will result in banning the block from having a block party for the coming year.

If any businesses are located on the block, the applicant is responsible to inform the Right of Way Unit to make sure that closing the block does not affect the businesses. A signature and a phone number for each business is required.

Block party permits will be approved only for **Saturdays, Sundays**, and the following holidays: Memorial Day, Independence Day, and Labor Day

If you plan to have rides or a carnival, to raise money by selling merchandise and/or services, or to charge admission, please contact the Department of Licenses & Inspections, (215) 686-2489, for permits.

Religious Events:

Submit a completed Block Party Application to the Streets Department. Follow the application process listed in this guide.

Special Events:

For events planned on main streets in business corridors, please contact the Managing Director's Office, (215) 686-3488.

A Special Event application is \$50 per day per block. There will be an increased fee for special events held on a weekday.

CONDITIONS OF PERMIT

- For the street to be closed, the **approval of 75%** of the households residing on each block involved is required (including 75% of any apartment complex). Each applicant signing the petition must be **an adult representative and reside on the block** that is being closed. Only one signature per household will be accepted.
- Yellow caution tape may be used to block off the street for the event. Signs must be posted the day before. However, vehicles may not be used to block off the street. **NOTE:** Emergency vehicles may need to enter the street.
- It is not mandatory to move vehicles from the block. Please refer to **Police Dept.** if motorists are fined for not moving their vehicles.
- Commercial vehicles should be admitted for deliveries, along with the vehicles of persons who must enter the street, in order to conduct their normal daily activities. Also, physically challenged motorists must have access to the street.
- Residents will assume responsibility for the proper disposal of all trash and recycling associated with the event and setting out collections for pick up on their **next regularly scheduled** collection day. At the conclusion of the event, the street must be left in a clean and safe condition and opened to traffic no later than 8:30 PM. Arrangements to have these items collected in advance of the regular collection day by the Streets Dept. can be made by calling 215-686-5500. A five (5) day advance notice and a fee of \$50.00 will apply.
- Alcoholic beverages may **not** be sold nor will any organized gaming devices/tables be permitted.
- The applicant will be responsible for any sound devices so that the **noise/music level** will not interfere with City Codes, which are **enforceable by Police. Applicants who do not follow the codes will not be granted future permits.**