



**CITY OF DULUTH**  
**CITY CLERK'S OFFICE**  
 330 City Hall • 411 West First Street  
 Duluth, Minnesota 55802-1189  
 Phone (218) 730-5500  
 Fax (218) 730-5923

<b>FOR OFFICE USE ONLY</b>	
DATE _____	
LICENSE # _____	

## LICENSE APPLICATION

**GOVERNMENT DATA PRACTICES ACT - CLASSIFICATION WARNING:** The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. Some of the data will be classified as public data if and when the license is granted. Private financial information including a tax identification number and social security number are classified as private data and will be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

<b>LICENSE</b>	<b>FEE</b>
<b>SPECIAL EVENT =</b>	<b>\$116.00</b>

**PARADE**

**COMMUNITY EVENT**  
(CIRCLE ONE)

**RACE**

<b>LICENSEE NAME &amp; BUSINESS ADDRESS</b>  _____  _____  _____  <b>EVENT DIRECTOR:</b>  _____  <b>PHONE:</b> _____	<b>NAME OF EVENT AND EVENT LOCATION ADDR:</b>  _____  _____  <b>DATE OF EVENT:</b> _____  <b>OWNER OF PROPERTY WHERE EVENT IS HELD</b>  _____  _____
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**Miscellaneous Information:**

- Application to be submitted **at least** 30 days prior to event.
- Call Police Traffic 730-5678 or 730-5644.
- Electrical permit may be required – call 730-5167 or 730-5166
- General Liability Insurance certificate required before license can be issued. City of Duluth named as additional insured. Day(s) of event to be listed on certificate. (Section 45-50, City Code)

**I HEREBY STATE THAT ALL INFORMATION HERE IS TRUE AND CORRECT AND THAT I SHALL COMPLY WITH ALL PROVISION OF THE ORDINANCES OF THE CITY OF DULUTH AND LAWS OF THE STATE OF MINNESOTA AND THEIR AMENDMENTS.**

\_\_\_\_\_ Signature Applicant

**MAILING ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY:**  
Date of Application: \_\_\_\_\_  
License Number: \_\_\_\_\_

**CITY OF DULUTH  
SPECIAL EVENT PERMIT REQUEST**

PLEASE PRINT (Black Ink) OR TYPE

**PARADE**

**COMMUNITY EVENT  
(CIRCLE ONE)**

**RACE**

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

Starting Time: \_\_\_\_\_ Approximate Finish Time: \_\_\_\_\_

Starting Location: \_\_\_\_\_

Finish Location: \_\_\_\_\_

ROUTE: Use of Sidewalk \_\_\_\_ Street \_\_\_\_ or Both \_\_\_\_ (Provide a Separate map if needed:)

Sound amplification? Yes \_\_\_\_ No \_\_\_\_ Location: \_\_\_\_\_

Alcohol Expansion applied for: Yes \_\_\_\_ No \_\_\_\_ Electrical Permit required: (see next page) \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_ Approximate number of spectators: \_\_\_\_\_

Event Director Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSON(S) WHO CAN BE CONTACTED DAY OF EVENT IF OTHER THAN EVENT DIRECTOR:**

\_\_\_\_\_ # \_\_\_\_\_

**\*\*\*\*\*TO BE FILLED OUT BY THE POLICE DEPARTMENT\*\*\*\*\***

Police manpower cost (to be determined by Police Dept.): \_\_\_\_\_

Total fee as set by this regulation: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Chief of Police approval: \_\_\_\_\_ Date \_\_\_\_\_

Chief Administrative Officer approval: \_\_\_\_\_ Date \_\_\_\_\_

Request Denied (See attached): \_\_\_\_\_

Special requirements (cones, fence, cleanup, etc.): \_\_\_\_\_

(For Office Use) (Note: Copies to be sent to the following by FAX or interoffice mail, from the City Clerk's Office.)

Chief Administrative Officer  
Chief of Police  
Police Traffic

Public Works  
Engineering  
Gold Cross Ambulance

Fire Dept.  
Parks & Recreation  
DTA

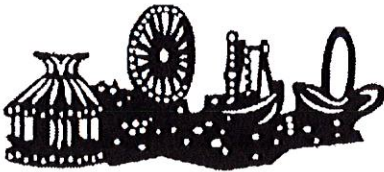
## AN OVERVIEW OF ELECTRICAL CODE REQUIREMENTS for TEMPORARY, TRANSIENT AND PORTABLE WIRING AND EQUIPMENT

*Article 525 of the National Electrical Code covers the installation of portable wiring and equipment for carnivals, circuses, exhibitions, fairs, traveling attractions, and similar functions, including wiring in or on all structures. This includes temporary connection to permanent a permanent power source, such as sidewalk sale kiosks, food trucks hooked up to permanent power, special event tents, etc. It is the responsibility of each exhibitor or user of electrical equipment to make arrangements for hiring electrical contractors who are to obtain electrical permits and electrical inspections.*

**110.3 Electrical Equipment.** All electrical equipment shall be listed and labeled. Equipment shall be installed and used in accordance with that listing. Damaged or defective electrical equipment shall be repaired or replaced.

**525.21 Disconnecting Means.** A means to disconnect each portable structure from all ungrounded conductors shall be provided. The switch shall consist of no more than six enclosed switches or circuit breakers and shall be located within sight of and within 6 feet of the operator's station. Fuse-holders with switches mounted on box covers and switch controlled multi-outlet strips are not acceptable as the required disconnecting means. Enclosures for disconnect switches and circuit breakers installed outdoors must be rainproof unless otherwise protected from the weather by location. Where accessible to unqualified persons, the disconnecting means shall be lockable.

**525.20 Portable Cords.** Portable cords shall be size 12 or larger Type G, PPE, S, SE, SEO, SEOO, SC, SCE, SCT, SO, SOO, ST, STO, STOO, W or other types identified for extra-hard usage, and must be of the grounding type. The cord type is printed or embossed on approved cords. Two-wire cords are not allowed. Cables with a "J" in the type designation (such as Type SJT) are junior-hard-service rated and are not permitted where subject to physical damage. When used outdoors, cords shall be listed for wet locations and be sunlight resistant, unless they are an integral part of listed portable equipment. All cords shall be continuous and contain no splices. Repair of the cord outer jacket only may be done with heavy-wall heat-shrink tubing with proper adhesive or by a vulcanizing process.



**525.6 Mechanical Protection.** Wiring in and on rides, concessions and other units shall be provided with mechanical protection where subject to physical damage. Flexible cords and cables run on the ground shall be approved for extra hard usage and shall be routed and arranged to minimize the tripping hazard. Cords and cables may be covered with approved non-conductive mats. Mats shall be self-weighted to minimize movement and drape over cords and cables.

**525.13 Electrical Wiring.** All permanent wiring installed on or within a structure or concession trailer shall be an approved wiring method installed according to the requirements of the National Electrical Code. Wiring for an amusement ride, attraction, tent, or similar structure shall not be supported by any other ride or structure. Hollow framing spaces within a structure shall not be used as a raceway or as an enclosure for electrical equipment.

**240.20 & 240.22 Overcurrent Protective Devices.** Motors and lighting circuits shall have separate fuses or circuit breakers. Lighting circuits shall be protected at no more than 20 amperes. Motors shall be protected at not over 125% of full load current or shall be thermally protected. All cords, cables and equipment must be protected from overcurrent by properly sized fuses or circuit breakers.

**535.30 Equipment Bonding.** The following equipment connected to the same source shall be bonded: 1) Metal raceways and metal-sheathed cable, 2) Metal enclosures of electrical equipment, 3) Metal frames and metal parts of portable structures, trailers, trucks, or other equipment that contain or support electrical equipment. The equipment grounding conductor of the circuit supplying the equipment in items 1, 2 or 3 that is likely to energize the metal frame or part shall be permitted to serve as the bonding means.

**525.31 Equipment Grounding.** Equipment grounding conductors shall be run with all feeders and branch circuits. Exposed metal parts of electrical equipment shall be bonded, and if cord connected, the cord shall have a grounding conductor and grounding type attachment plug. Equipment that is listed and labeled as double insulated is permitted. All grounding conductors in an enclosure shall terminate in a common grounding bus or lugs. The equipment grounding bar or lug(s) shall be secured to the electrical enclosure with screws or bolts used for no other purpose. Approved means shall be used to connect equipment grounding conductors to enclosures. Equipment grounding conductors shall be isolated from grounded circuit conductors.

**525.11 Multiple Sources of Supply.** Where multiple separately derived systems or services or both supply rides, games, attractions or other structures that are separated by less than 12 feet, all sources shall be bonded to the same grounding electrode system.

**525.23 Ground-Fault Circuit-Interrupter Protection.** All 125-volt, single phase, 15- and 20-ampere receptacle outlets that are in use by personnel or readily accessible to the general public shall have listed GFCI protection. Manufactured cord sets incorporating listed ground-fault circuit-interrupter protection for personnel shall be permitted. Egress lighting shall not be connected to the load side of a ground-fault circuit-interrupter device.

**525.3 Attractions Using Contained Volumes of Water.** Attractions utilizing pools, fountains and similar installations with contained volumes of water shall be installed per applicable the requirements of NEC Article 680.

**525.3 Audio Signal and Amplification Equipment.** The requirements of NEC Article 640 shall apply to the wiring and installation of audio signal processing, amplification and reproduction equipment.

**525.21 Portable Wiring Inside Tents.** Wiring for temporary lighting, where installed inside tents and concessions, shall be securely installed and shall be protected from accidental breakage by a suitable fixture or lamp-holder with a guard. Overhead lighting may be installed with approved Type SO cord sets. Festoon lighting or cord sets shall be installed at least 10 feet above ground where accessible to the public.

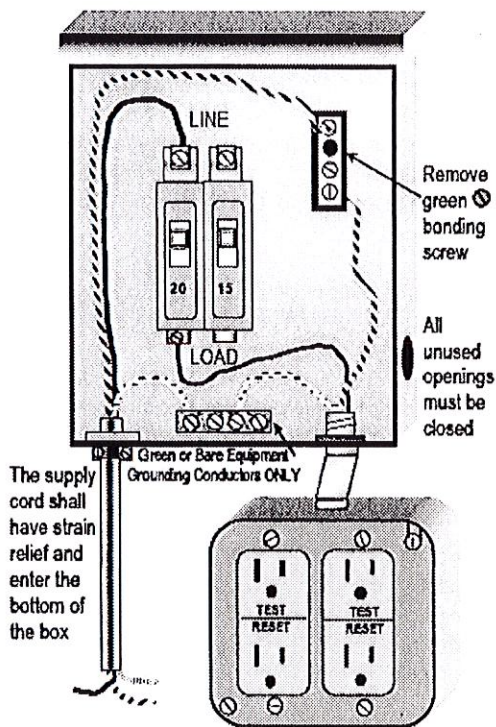
**525.5 Overhead Clearances.** A clearance of 15 feet in any direction shall be maintained from overhead conductors operating at 600 volts or less and any portion of an amusement ride or attraction. No portion of an amusement ride or attraction may be located under or within 15 feet horizontally of conductors operating at over 600 volts.



**525.22 Receptacles.** Receptacle outlets shall have the proper rating for the circuit amperes, voltage, and number of phases. All receptacles shall be grounded by an equipment grounding conductor installed with the circuit conductors. Unless otherwise protected from the weather, receptacles and switches used outdoors must have weatherproof covers. The grounding prong shall only be used for grounding. Cord and cable plugs and receptacles shall not lie on the ground. Where single-pole separable connectors are used, they shall comply with 530.22.

**445.13 Generators.** Generators or other power supply units and the associated electrical distribution cords and panel boards must be inspected at each engagement during the season. The conductors from the generator terminals to the first overcurrent device shall not be less than 115 percent of the nameplate rating of the generator. To establish ground, the neutral terminal in the service equipment, transformer truck, or generator shall be connected to an approved grounding electrode system with a stranded copper grounding electrode conductor sized not smaller than 4 AWG.

This diagram shows an example of an acceptable disconnecting switch for a typical concession unit.



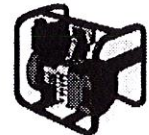
The disconnect may be permanently installed within a concession stand or mounted to a portable backboard.

The disconnect switch must be mounted in the upright position and shall be rainproof if exposed to weather.

The 120 volt, 15 and 20 amp receptacles have ground-fault circuit-interrupter protection for personnel.

This conductor shall be installed without splice from the grounding terminal to the grounding electrode shall be connected with approved clamps. Generators that supply only loads connected directly to receptacle outlets mounted on the generator and where the equipment grounding terminals of the receptacles are bonded to the generator frame shall not be required to be connected to a grounding electrode system. All 125-volt, single phase, 15- and 20-ampere receptacles shall be GFCI-protected.

*NOTE: This information is not intended to be your only electrical information resource. Additional information and knowledge are necessary for an electrical installation that complies with the National Electrical Code and is free from fire and electric shock hazards.*



- The Division has the responsibility for inspection of all electrical wiring and equipment for transient events such as carnivals, circuses, festivals, and production sites. Portable generators and distribution shall be inspected at each setup. Each ride, concession or similar unit shall be inspected at or before its initial operation. Equipment shall be in compliance before it is energized and put into use.
- Users of portable power systems are responsible for notifying the Division or the inspector sufficiently in advance, at least 24 hours, to permit completion of the inspection, the correction of code violations, and re-inspection if necessary.
- Equipment shall not be energized until it has been inspected and approved.
- To request an electrical inspection, call Construction Services at 218-730-5300.
- An initial inspection is required at or before the first setup each season. Portable generators with distribution shall be inspected at each setup.
- Inspections of concession trailers can be arranged in advance by contacting the inspector. Inspections can be made at any mutually agreeable time and location.
- Code violations will be identified by the inspector and must be approved and in compliance before it is energized and put into use.
- The installation, repair and correction of code violations of all on-site electrical wiring shall be done by licensed electrical contractors. Owners are not allowed to do any electrical wiring once the equipment is on-site. Persons other than licensed employees of electrical contractors are limited to plugging portable equipment into receptacle outlets.
- *Permit fees are based on valuation and are available at the Construction Services and Inspections website at:*

<http://www.duluthmn.gov/construction-services-inspections/permits/>



**City of Duluth  
Construction Services & Inspections Division**

411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194  
218-730-5300 • Fax: 218-730-5901 • [www.duluthmn.gov/onestop/](http://www.duluthmn.gov/onestop/)

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