



CITY OF CHICAGO
 Department of Transportation
 121 North La Salle Street, City Hall - Room #905
 Chicago, Illinois 60602
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DATA COLLECTION FORM FOR A PERMIT TO HOLD A BLOCK PARTY
 (Recreational Street Closing)

Date of Application: _____ Ward: _____

Please note: A block party permit cannot be used to close any thoroughway of Federal Aid Urban Street, to close a street with a bus route, to close any street prior to 8:00 A.M. or past 10:00 P.M., to close any street for more then one (1) day in succession, or to close any street for commercial purposes.

Applicant Information:

Permit Issued to: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Emergency Contacts:

Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Please answer the following questions:

Even Location (i.e., State Street from 1100 N. to 1199 N.) – request can only be one (1) block long (street intersection to street intersection).

Street: _____ From: _____ To: _____

Purpose: _____

What is the date of the event: _____ Start time: _____ End time: _____

For a block party to be approved and issued by the Chicago Department of Transportation the permit request must be entered by the Aldermanic Office in which the block party is taking place in the Service Request (CSR) system.

Entry of the request constitutes the Aldermanic request for a recreational street closing in accordance with the provisions of Section 9-12-040 of the Municipal Code of the City of Chicago.



COVID-19 Safety Affirmation Form

The COVID Captain must sign this COVID-19 safety affirmation form with the permit application that attests they will:

- Recommend vaccinations for all who attend

- Communicate that unvaccinated individuals, including children not eligible for the vaccine, wear masks and maintain social distancing

- Ensure ready access to hand sanitizer throughout the block party

Print name: _____ Signature: _____ Date: _____

Block Party Permit Information

This is to inform you of the good news that starting on June 6, the CDOT Permit Office will resume accepting Block Party applications for events scheduled for July 5 or later in the year. This decision has been made in close consultation with the Chicago Department of Public Health (CDPH) and based on guidance from the CDC.

We want to advise you that CDPH has informed us that they are continuing to closely monitor health metrics and the decision is subject to reversal or revision if the metrics show it is no longer safe to permit block parties.

As always, the application process should begin with contacting the Alderman's Office and block parties cannot extend for more than two blocks. After the application is reviewed and approved by the Alderman's office, Aldermanic staff will enter the request into the online permitting system for approval and release by CDOT.

Rules Regarding Block Party Permits Requests

1. Requests for Block Party Permits from the Aldermanic Offices must be received by the Department of Transportation within three (3) business days prior to event to insure the permit is issued for the event. Permits are issued on a first come, first served basis.
2. Block Party Permits will not be issued on any Federal Aid Urban Streets (i.e., arterial streets) or on a bus route.
3. Block Party Permits will not be issued for more than one (1) day in succession or to close any street for a commercial purpose.
4. A block party permit will only be issued for a single block (intersection to intersection).
5. Access to any parking spaces controlled by meters or pay boxes must be maintained at all times.
6. In addition to the rules listed above, Block Party Permit requests may be denied by the Department of Transportation for the following reasons:
 - Incomplete application (missing information)
 - Traffic control issues
 - Issues related to other permits issued in the vicinity of the event
 - Public safety concerns
7. Block party planners must notify neighbors and recommend vaccinations for all who attend. As before, applicants must provide evidence that a majority of the residents on the affected block(s) approve of the block party.
8. While there are no capacity limits, residents applying for a block party permit must volunteer as a COVID Captain to help communicate safety protocols.
9. The COVID Captain must sign a COVID-19 safety affirmation form with the permit application that attests they will:
 - recommend vaccinations for all who attend
 - communicate that unvaccinated individuals, including children not eligible for the vaccine, wear masks and maintain social distancing
 - ensure ready access to hand sanitizer throughout the block party
10. No Jumping Jacks or Bouncy Houses will be permitted.