



Frequently Asked Questions (FAQs)

Processions & Public Assemblies

Permit Type	Deadline to Submit Application	Permit Fee	Insurance Requirement	Cost
First Amendment	15 business days before the event	\$0	Encouraged, but not required	Varies
Commercial (Non-First Amendment)	45 business days before the event	\$75	Required	Varies on event

****Applicant will be notified within 3 calendar days to acknowledge receipt of application****

1. How do I obtain an application?

- a. Visit any [San Antonio Branch Library](#) or the CCDO Special Events Division Office for a hardcopy application & FAQ sheet **or**
- b. Print application & FAQ sheet from the website **or**
- c. Use the [online portal](#) to create an account and fill out the online application (only one account needed for any event organizing).

2. How do I submit an application?

Applicant has the following options:

- a. Create an account via the [online portal](#) and fill out an electronic application **or**
- b. Drop off a completed hardcopy with CCDO Special Events Division; 400 N. St. Mary's Suite 100, San Antonio, TX 78205 **or**
- c. Call CCDO at 210-207-3677 to speak with a permitting official who will gather your information and create an application for you.

3. For which types of activities are permits needed?

- a. **Processions:** Street and some sidewalk processions do require permits. A procession that requires a permit is any event of persons moving from one point and ending at another point in such a way that impedes the normal flow or regulation of pedestrian or vehicular traffic.
 - i. For example: (1) a group of people marching in the street to share a political message; (2) A fundraiser 5K or 10K; (3) a group of people walking on the sidewalk sharing a religious message who do not leave room for anyone else unrelated to the event to pass them on the sidewalk; (4) A historical figure parade; etc. These are all examples of the types of events that require a permit. This is not an exclusive list.

b. Assemblies

- I. **Exclusive use of a park facility.** Permits are required to have a public event at a park. Spontaneous public assemblies are allowed at parks and are protected under the U.S. Constitution, and these events do not require a permit. Event organizers, however, do have the option to request a permit and reserve parks and other facilities to ensure exclusive use of a particular area and/ or accessibility to certain amenities depending on the park. First Amendment events may have park rental fees waived.

4. Will I get everything I ask for in my application?

- a. While we do try to accommodate our applicants' requests as much as possible, it is sometimes necessary to offer the applicant different times, locations, or dates for events, due to the volume of requests, conflicting events, or other unforeseen circumstances.

5. We are a non-profit organization. Can the event permit fee be waived?

- a. A First Amendment Procession application will have no permit or application fee.
- b. A commercial procession application will have the application fee of \$75.
- c. Commercial processions: According to Sec 19-633 "The application shall be accompanied by a fee of seventy-five dollars (\$75.00). In the event the organizers of an event cannot provide payment with the application, an organizer may submit an affidavit attesting that he or she will provide payment within fifteen (15) business days of the date of the submission of the application. Failure to provide payment will trigger the surety bond requirement in section 19-636 for future procession events by organizers, and the organizer signing the affidavit shall become personally responsible for payment." All processing fees are non-refundable.

6. Is Insurance required?

- a. Ordinance requires Commercial processions to obtain insurance. The applicant shall submit to the permitting official a certificate of insurance and endorsement evidencing commercial general liability coverage, including premises/operations, independent contractors, personal injury, and contractual liability at a combined singled limit of one million dollars (\$1,000,000.00) per occurrence, with the city being named as the additional insured by endorsement.

7. What is considered a First Amendment Procession?

- a. First Amendment Procession means a procession, the sole or principal object of which is First Amendment Activity.

8. What is First Amendment activity?

- a. First Amendment activity shall mean all expressive and associative activity that is protected by the United States and Texas Constitutions, including speech, press, assembly, and the right to petition, but not including commercial advertising, revenue-generating events, or fundraising.

9. What is a Commercial Procession?

- a. *Commercial procession* shall mean a procession the sole or principal object of which is not First Amendment activity.

10. What is the cost to obtain a permit?

- a. **First Amendment:** If your event is a First Amendment event there is no permit cost and no traffic safety and barricade cost.
- b. **Commercial:** If your event is a commercial event, there will be a \$75 permit cost **in addition** to traffic safety and barricade costs.

11. My event will take place in a park, what do I have to do?

- a. Permits are not required to protest or assemble at a park. However, if you desire exclusive use of park area or facility, you can request a reservation through the following link: <https://apm.activecommunities.com/sagov> or call Parks & Recreation at 210-207-3000.

12. I want my event to take place at Main Plaza

- a. For events at Main Plaza, visit the [Main Plaza website](#).

13. I want to Reserve City Hall Steps

- a. If you would like to reserve City Hall Steps please call 210-207-7080.

14. I want to protest at the airport

- a. A permit is required to engage in picketing, demonstrations, marches or distribute literature at the San Antonio International Airport. An Application for Permit may be acquired by calling (210) 207-7242.

15. I want to protest at the Convention Center

- a. For public assembly at the Henry B. Gonzalez Convention Center, contact Yldefonso Rodriguez Sola at 210-207-8503 for more information.

16. I want to protest at the Alamodome

- a. For public assembly at the Alamodome, contact Javier Tamez at 210-207-3650 for more information.

17. Will I need any other permits to hold an event?

- a. Yes, depending on the type of event other permits may be needed. When an application has been filed with the Processions & Public Assemblies Office, contact information will be provided to clients for any departments they may need to reach to obtain additional permits.

Permitting Process

1. [Submit](#) an application to the Office of Processions and Public Assemblies in person, online, or by phone. Please refer to FAQ section for the location.
2. Submit proposed route with your application ([Create Your Map](#)). SAPD will reach out to the event organizer to develop and finalize the Traffic Safety Plan.
3. A Permitting Official from the Office of Processions and Public Assemblies will contact the event organizer via phone or email within three calendar days to confirm receipt of the application and status of the permit application.
4. The Permitting Official from the Office of Processions and Public Assemblies will let the applicant know to submit any additional required documents (insurance, notifications, etc).
5. Final review of application
6. Applicant pays \$75 permit fee if applicable. [Online Payments Available](#)
7. Permit is issued.

Special Events

Special Events: The Special Events Division within the Center City Development and Operations (CCDO) Department can assist Event Organizers with providing general direction for planning major special events.

Contacts:

Jennifer Fraga
Downtown Operations Administrator
400 N. St. Mary's, Suite 100
San Antonio, TX 78205
Office: 210-207-7819
Jennifer.Fraga@sanantonio.gov

Zac Menshew
Senior Program Analyst
400 N. St. Mary's, Suite 100
San Antonio, TX 78205
Office: 210-207-6517
Zachary.Menshew@sanantonio.gov

Block Parties: For big events, such as block parties that require temporary street closure please contact the office below.

Right of Way Management: 1901 S. Alamo, San Antonio, TX 78204 Office: 210-207-5749

Link: [ROW Permit Types - City of San Antonio](#)

Large Tents, Circuses, or Carnivals: Development Services Department (DSD) manages the issuance of permitting temporary uses for tents, circuses, and carnivals including the approval of mechanical, electrical, and plumbing (MEP) drawings.

Link: <http://docsonline.sanantonio.gov/FileUploads/dsd/IB112.pdf>

Resources:

CCDO Processions & Assemblies Permitting Office

Phone: 210-207-3677

San Antonio Police Department Traffic Division

Phone: 210-207-7400

Officer David Velasquez

Officer George Olivarri

City of San Antonio Parks and Recreation Department

Phone: 210-207-3000

www.sa.gov/Directory/Departments/Parks

Esperanza Peace & Justice Center

922 San Pedro

San Antonio, Texas 78212

Phone: 210-228-0201

Please note: The Esperanza Peace & Justice Center is NOT a City entity



Procession Permit Application

A Procession Permit is required for any activity that will travel from one point to another using public roads. This includes both commercial activities, like a 5k run, and First Amendment protected activities, such as a march or protest.

All procession applications are treated equally; no group wishing to assemble lawfully and peacefully will be discriminated against or denied the right of assembly based on content, but the city government of San Antonio is responsible for protecting its public spaces and effectively managing their use. Therefore, the city requires all procession organizers to submit a Procession Permit Application.

In completing and submitting this form, you are applying for a procession to be conducted on the streets of the City of San Antonio under Article XVII of the City Code.

Application Date: _____

Applicant Name: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Organization: _____

Address: _____

Procession Name: _____

Procession Date: _____

Procession Type: Run/Walk March Parade Other

Purpose:

Is this a First Amendment protected activity? Yes No

A First Amendment protected activity, in this context, means a procession for which the sole or principal purpose is the expression of free speech, the expression of religion, to petition the government, or to peaceably assemble.

Estimated Number of Participants (on foot): _____

Estimated Number of Vehicles: _____

Estimated Number of Floats: _____

Estimated Number of Animals (including breeds): _____

Assembly Time: _____

Procession Start Time: _____

Procession End Time: _____

Assembly Location: _____

Disbanding Location: _____

Route (provide turn-by-turn directions from assembly location to disbanding location):

Please note the following restrictions in the San Antonio City Code when planning your route:

- 1) No procession or public assembly permit shall be issued for streets in the “Downtown Business District” as defined in the City’s Unified Development Code Appendix A, Section 35-A101(b), on non-holiday weekdays, between the hours of 7:30 – 9:00 a.m. and 4:30 – 6:00 p.m.
- 2) No procession or public assembly permit shall be issued for State or Federal Highways at any time.

Street Closure Type: Full Closure Partial Closure Police Escort

A Full Closure means all streets on the route will be closed to traffic during your permitted times. A Partial Closure means only half of the streets are closed on your route, with traffic allowed on the other half, reducing the impact to normal business. A Police Escort means no streets will be closed, and instead the procession will be escorted by SAPD traffic officers who will direct traffic around the procession as it moves.

Traffic Safety Officers: SAPD Third-Party None

SAPD must be used for traffic control if the procession will take place in the “Downtown Business District”. If a third-Party organization is used, they must submit a traffic control plan, including all officer postings and barricade details, for approval by SAPD.

Third-Party Organization/Contact: _____

Third-Party Phone Number: _____

If you are applying for a commercial procession permit, you must read the following affirmations and initial below each. If you are applying for a First Amendment procession permit, these affirmations are optional:

INSURANCE AFFIRMATION

“I understand that I will be responsible for securing commercial general liability insurance coverage (including premises/operations, independent contractors, personal injury, and contractual liability), at a combined single limit of one million dollars (\$1,000,000) per occurrence, with the city being named as the additional insured by endorsement. I understand I must provide a Certificate of Liability to verify this coverage before my permit will be approved. I agree to provide the city at least thirty (30) days’ notice of any cancellation of, or material alteration to, the policy.”

Initial: _____

It is recommended for First Amendment processions to secure insurance in the same manner but not required.

TRAFFIC SAFETY AFFIRMATION

“I agree to hire licensed peace officers, at my expense, to provide traffic safety for my event. I agree to hire a certified barricade company or individual, at my expense, to implement a traffic control plan in compliance with the Texas Manual on Uniform Traffic Control Devices. I understand that I am ultimately responsible for the placement of all traffic control devices, and if SAPD reports a deficiency in the devices, or their placement, I will immediately correct the deficiency.”

Initial: _____

The City of San Antonio is committed to supporting the right of the public to express their views under the First Amendment. For that reason, **the City has chosen to cover all traffic safety costs for First Amendment processions.**

PUBLIC NOTICE AFFIRMATION

“I understand that the San Antonio City Code requires me to make a reasonable effort to notify businesses and residences along the procession route, and around the assembly and disbanding areas, of my procession at least twenty-four (24) hours before the scheduled start time. I understand I must provide a list of all businesses and residences I notified, including contact names and phone numbers, to the City of San Antonio before my permit will be approved.”

Initial: _____

It is recommended for First Amendment processions to provide the same notices but not required.

To submit this application, please scan and email to processions@sanantonio.gov or deliver in-person to the CCDO Special Events Division at 400 N. St. Mary's St., Suite 100, San Antonio, TX 78205.