

How to Apply for a Permit

Neighborhood Block Parties

**Austin Department of Transportation
Office of Special Events**



TRANSPORTATION

Find the how to & links to the needed documents on our page.

www.austintexas.gov/department/neighborhood-block-parties

Documents needed:

1) **Sign-off sheet** - your neighbors' signatures being notified of the street closure.

Step 2 - You'll need to gather the following documents before:

- **Resident Notifications/Sign-Offs** - 100% of the block, 60% signature approval of the residents.
[Download the resident sign-off form.](#)
[Español](#) | [Tiếng Việt](#) | [العربية](#) | [한국어](#) | [繁體中文](#) | [Français](#) | [हिंदी](#)
 - If your block includes a school or place of worship, a notification is required in addition to the 60% resident approval.
[Download the school/place of worship form.](#)
[Español](#) | [Tiếng Việt](#) | [العربية](#) | [한국어](#) | [繁體中文](#) | [Français](#) | [हिंदी](#)

2) **Street Closure Diagram** - Includes the street names and shows the barricade set up.

*Make sure you sign the bottom!

- **Street Closure Diagram** - A diagram of your block which shows barricade placement and items you wish to place on the street. Download and complete the template that matches your area:
 - **street block**
[Español](#) | [Tiếng Việt](#) | [العربية](#) | [한국어](#) | [繁體中文](#) | [Français](#) | [हिंदी](#)
 - **cul-de-sac**
[Español](#) | [Tiếng Việt](#) | [العربية](#) | [한국어](#) | [繁體中文](#) | [Français](#) | [हिंदी](#)

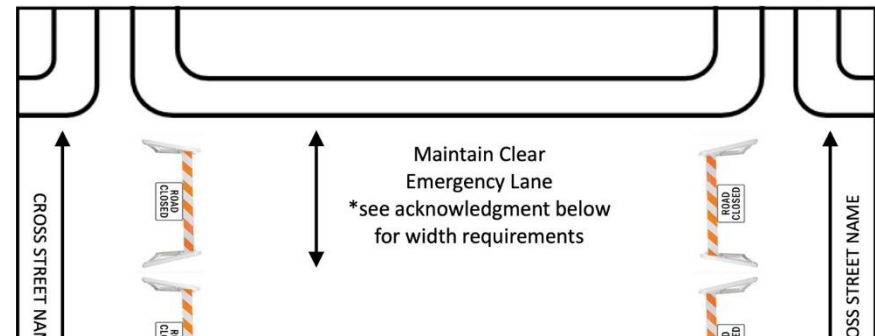
CITY OF AUSTIN
PROPOSED NEIGHBORHOOD BLOCK PARTY PERMIT NOTIFICATION AND SIGNOFF REQUEST

The City of Austin requires under section §14-8-33 **Neighborhood Block Party Requirements**, that the applicant must submit proof the owners/occupants of all properties impacted have been notified of the neighborhood block party closure. The notification must indicate, by signature, whether the property owner/occupant approves or disapproves of the proposed closure. Approval from 60% of properties adjacent to the area sought to be closed is required.

| | | | |
|----------------|----------------|----------|--|
| Organizer Name | Street Name | | |
| Cross Street 1 | Cross Street 2 | | |
| Event Date | Start Time | End Time | |

| Resident Name (Printed) | Address | Phone # | Do you approve of the closure? (circle one) | Resident Signature |
|-------------------------|---------|---------|---|--------------------|
| | | | YES / NO | |
| | | | YES / NO | |
| | | | YES / NO | |
| | | | YES / NO | |

CITY OF AUSTIN STREET SITE MAP INDEMNIFICATION AND ACKNOWLEDGMENT



Austin Build + Connect Portal: Applying for your permit. Here you will need to log in, or register for the first time.

Go to:

abc.austintexas.gov

1) Click “Apply for Right Of Way Permits / Special Events”

The screenshot shows the Austin Build + Connect portal. At the top left is the logo for **austintexas.gov** with the tagline "the official website of the City of Austin". To the right are navigation icons for "Pay Online", "Services", "Calendar", "Media Center", and a user icon labeled "311". Below the logo is a breadcrumb trail: "Department > Planning > Interactive Development Review Permitting and Inspection". A message states: "Recommended browsers for this website are Google Chrome and Internet Explorer." On the left is a vertical menu with the following items: Home, Public Search, Issued Construction Permits, Apply for Permits/Cases, Apply for Right Of Way Permits / Special Events, Assign Permit, My Permits/Cases, My Incomplete Applications, My Bills, My Licenses, My Inspections, My Escrow Account, My Reports, My Profile, My Notifications, and External Reviewers Search. The main content area features a large banner image of a city skyline with the text "Austin Build + Connect" overlaid. Below the banner is a "Return to the first view" link. A dark header box contains the text "AUSTIN BUILD + CONNECT (AB+C)". Below this, a paragraph states: "Registered users can find details about their permits, submit some types of applications and get immediate assistance with our live chat." This is followed by a link: "To create a new account or log into an existing account [click here](#)." A bulleted list follows: "• For the list of select permits that can be applied for through the portal, visit here: <https://www.austintexas.gov/page/austin-build-connect-abc>" and "• If you are having technical difficulties navigating Austin Build + Connect while applying and/or paying for permits, please use blue box in the bottom right corner of your screen to 'Live Chat' with a staff member during business hours. For all other permitting inquiries, please contact 3-1-1 or 512-974-2000." At the bottom, a disclaimer reads: "The City of Austin makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, utilization of the search facility indicates understanding and acceptance of this statement by the user."

Log in or create an account.

Once you register for the first time, you will need to *verify your email* with the confirmation email we send you.

- 1) Sign in if you have an account, or
- 2) Register... After you have created an account and confirmed your email, you are registered and will log in under “Registered User”

| |
|---|
| Apply for Right Of Way Permits / Special Events |
| Assign Permit |
| My Permits/Cases |
| My Incomplete Applications |
| My Bills |
| My Licenses |
| My Inspections |
| My Escrow Account |
| My Reports |
| My Profile |
| My Notifications |
| External Reviewers Search |
| Web Help |
| Login/Register |
| Online Survey |

The screenshot shows the Austin Build + Connect (AB+C) Portal. At the top, there is a navigation menu with a "Login/Register" link. Below the menu, there is a "Welcome to the Austin Build + Connect (AB+C) Portal" message. The main content area is divided into two sections: "REGISTERED USER" and "FIRST TIME USER".

REGISTERED USER

Your email address *

Your password *

FIRST TIME USER

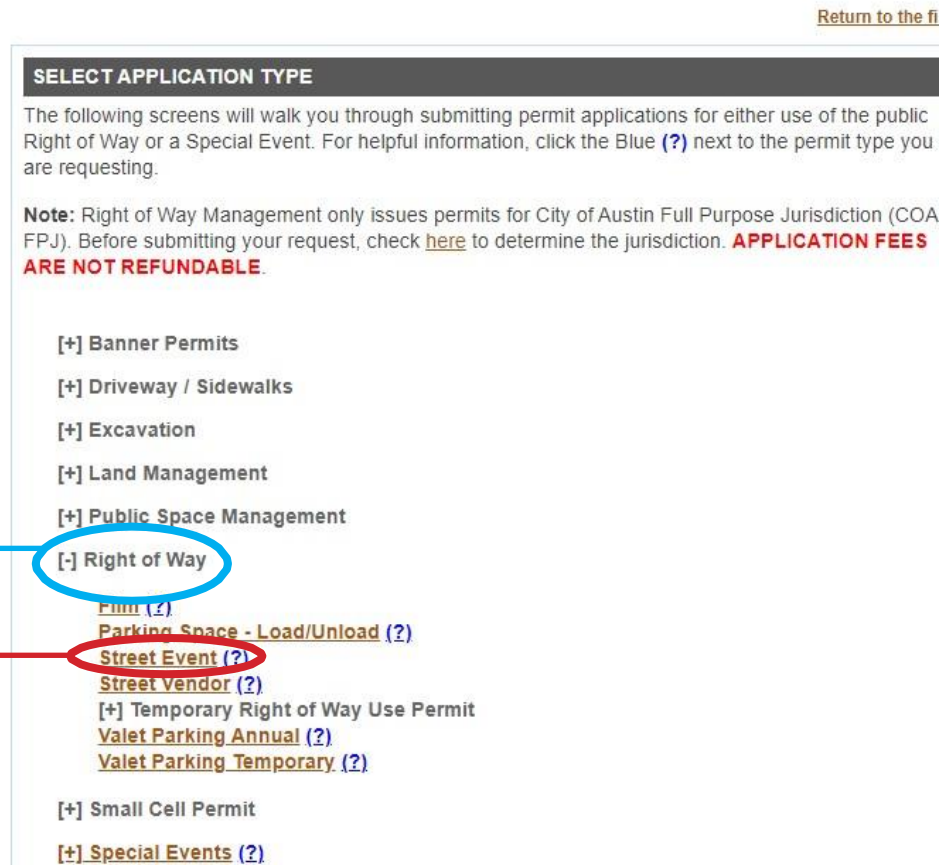
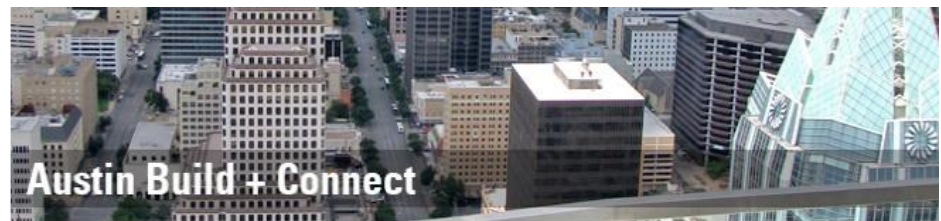
Registering allows you to see details about your permits, pay for permits and fees, schedule inspections, and apply for some applications.

After you log in (or register), you can choose the permit type in the menu on the left.

1) “Apply for Right of Way Permits / Special Events” ...

2) Click “Right of Way” and a new list opens up.

3) Click “Street Event” to begin the neighborhood block party application.




Acknowledgement page: includes information on the code requirements and the city process.

All the boxes must be selected to apply for your permit.

A “*continue*” button will only appear once all boxes have been checked ✓.

Department > Planning > Interactive Development Review Permitting and Inspection

Recommended browsers for this website are Google Chrome and Internet Explorer.



[Home](#)

[Public Search](#)

[Issued Construction Permits](#)

[Apply for Permits/Cases](#)

[Apply for Right Of Way Permits / Special Events](#)

[Assign Permit](#)

[My Permits/Cases](#)

[My Incomplete Applications](#)

[My Bills](#)

[My Licenses](#)

[My Inspections](#)

[My Escrow Account](#)

[My Reports](#)

[My Profile](#)

[My Notifications](#)

[External Reviewers Search](#)

[Web Help](#)

[Return to the first view](#)

ACKNOWLEDGEMENT

You must acknowledge the following statements before submitting a permit request using this system.

- I do not have an outstanding violation to a permit issued under Chapter 14 of the City of Austin Code in the two years preceding the date of this application.
- I declare that the information provided in this application is true and that I have read the Street Event ordinance and guidelines and understand the conditions of this application as set forth therein.
- I understand that any holder of a City Street Vendor Permit, or other License Agreement for any other use of the right-of-way cannot be denied use of such right-of-way during the requested closure on his application.
- I understand that no guarantee of approval is implied by the acceptance of this application, and that in order for this application to be completed the applicant must provide additional information in time frames set under Section 14-8 of the City of Austin Code and that failure to provide the additional information will result in denial of the application.

[Back](#) [Cancel - I do not meet these criteria](#)

Add Event Name and Description.

Please include that this is a neighborhood block party in the description.

Examples

Event Names:

“Hopping Halloween”
or “Joe Sayer Block
Event”.

Event Descriptions:

“Closing the street
for extra room for a
birthday party at our
home.”

or

“Shutting down the
street to watch the
meteor shower with
neighbors”

The image shows a screenshot of a web form with a sidebar on the left and a main form area on the right. The sidebar contains a list of menu items: "for Right Of Way Permits /", "I Events", "Permit", "mits/Cases", "omplete Applications", "s", "enses", "pections", "crow Account", "ports", "file", and "tifications". The main form area has a header "PROJECT / EVENT NAME" and two required fields: "Name of Event *" and "Description of Event *". The "Name of Event" field contains the text "Example event" and is circled in yellow. The "Description of Event" field contains the text "getting to know the neighbors, Block Party!" and is circled in blue. Below the form are two buttons: "Back" and "Continue". A small asterisk icon and the text "* required field" are visible above the form fields.

Map viewer page.

This section is to select the location of the block party.

Helpful Tips

In *Property Search* click the “Text Search” option.

SELECT PROPERTIES

Apply for Street Event

PROPERTY SEARCH

Search and Select Properties using: Map Viewer Text Search

MAP VIEWER

Select all properties needed from the map viewer.

Property Selection

You can search for Properties in the map using the tools

For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the block range into the "Property Selection" field.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add Address Point" button to insert the address point into the "Property Selection" field.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next step.

Note: For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

House Number:

Street Name:

Add your address and click search.

A panel will open up below with a choice of streets.

TIP: Leave off any prefix or suffixes.

For example,
1111 Rio Grande St.
should be entered as:

House Number: 1111
Street Name:
Rio Grande

Pick the Block that is yours and click
"Add Block"

- Permits
- Permits/Cases
- Complete Applications
- File
- Permits
- Inspections
- Account
- Support
- Profile
- Notifications
- Online Reviews Search
- Help
- Logout
- Feedback Survey
- AccountATX.com Home

TEXT SEARCH

Identify Properties

You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address prefix or suffix. Please do not enter any spaces in the street name block, either before or after the street name.

For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.

Note: For work or event proposed to the alley, please choose the street west or south of the alley. For example, please [click here](#).

House Number:

Street Name:

NO SELECTED ADDRESS

SEARCH RESULT BLOCKS

| From Block | To Block | Street Address | Add Block |
|------------|----------|-----------------|--|
| 12500 | 12599 | Rio Grand st | <input type="button" value="Add Block"/> |
| 1000 | 1099 | Rio Grand st | <input type="button" value="Add Block"/> |
| 900 | 999 | Rio Grand Trail | <input type="button" value="Add Block"/> |
| 7800 | 7899 | Rio Grand Lane | <input type="button" value="Add Block"/> |
| | | | <input type="button" value="Add Block"/> |

Add time and date of the Block Party.

Add the time in 24-hour increments.

- 11 am = 11
- 12 pm = 12
- 1 pm = 13
- 2 pm = 14
- 3 pm = 15
- 4 pm = 16
- 5 pm = 17
- 6 pm = 18
- 7 pm = 19
- 8 pm = 20

The screenshot shows a web application interface for 'Austin Build + Connect'. The main content area is titled 'PROPERTY & STREET INFO' and contains the following information:

- Application Type:** Right of Way Use Permit Street Event
- Application Number:** 13022550
- Application Date:** Sep 21, 2022

Below this is a yellow horizontal bar. The next section is titled 'AREA 1 OF 1 - 4100-4115 RIDGELINE TRL' and contains the following information:

- When will your activity begin?**
Select date and time. Time is in 24-hr format
Date: 2022-10-29
Time: 10:00
- When will your activity end?**
Select date and time. Time is in 24-hr format
Date: 2022-10-29
Time: 19:00
- Full Road Closure?**
 Yes No

At the bottom of the form are four buttons: 'Back', 'Cancel this Application', 'Save - Finish Later', and 'Continue'. On the left side of the screenshot, there is a vertical navigation menu with various links such as 's/Cases', 'Of Way Permits /', 'es', 'pplications', 'unt', 'ers Search', and 'Y.com Home'.

Details please.

1) Number of Blocks:

For a residential neighborhood block party only a single block can be permitted.

2) Event Type: Neighbourhood Block Party

3) Please re-enter and confirm the dates and times of the event.

| | |
|-------------------|--------------|
| Application Date: | Sep 21, 2022 |
|-------------------|--------------|

| ADDITIONAL INFORMATION: | |
|---------------------------|--------------------------------|
| RIGHT-OF-WAY USAGE | |
| Number of Blocks: * | <input type="text" value="1"/> |

| MISCELLANEOUS | |
|--|--|
| Please enter all known data. Much of this data will be required on an Administrative Site Plan Application, such as a General Permit Submittal. The more data you are able to enter, the more complete the General Permit Application, or Site Plan application will be. | |
| Event Type: * | <input type="text" value="Neighbourhood Block Party"/> |

| EVENT START/END | |
|---------------------|---|
| Event Start Date: * | <input type="text" value="2022-10-29"/> |
| Event End Date: * | <input type="text" value="2022-10-29"/> |
| Event Start Time: * | <input type="text" value="10"/> |
| Event End Time: * | <input type="text" value="19"/> |

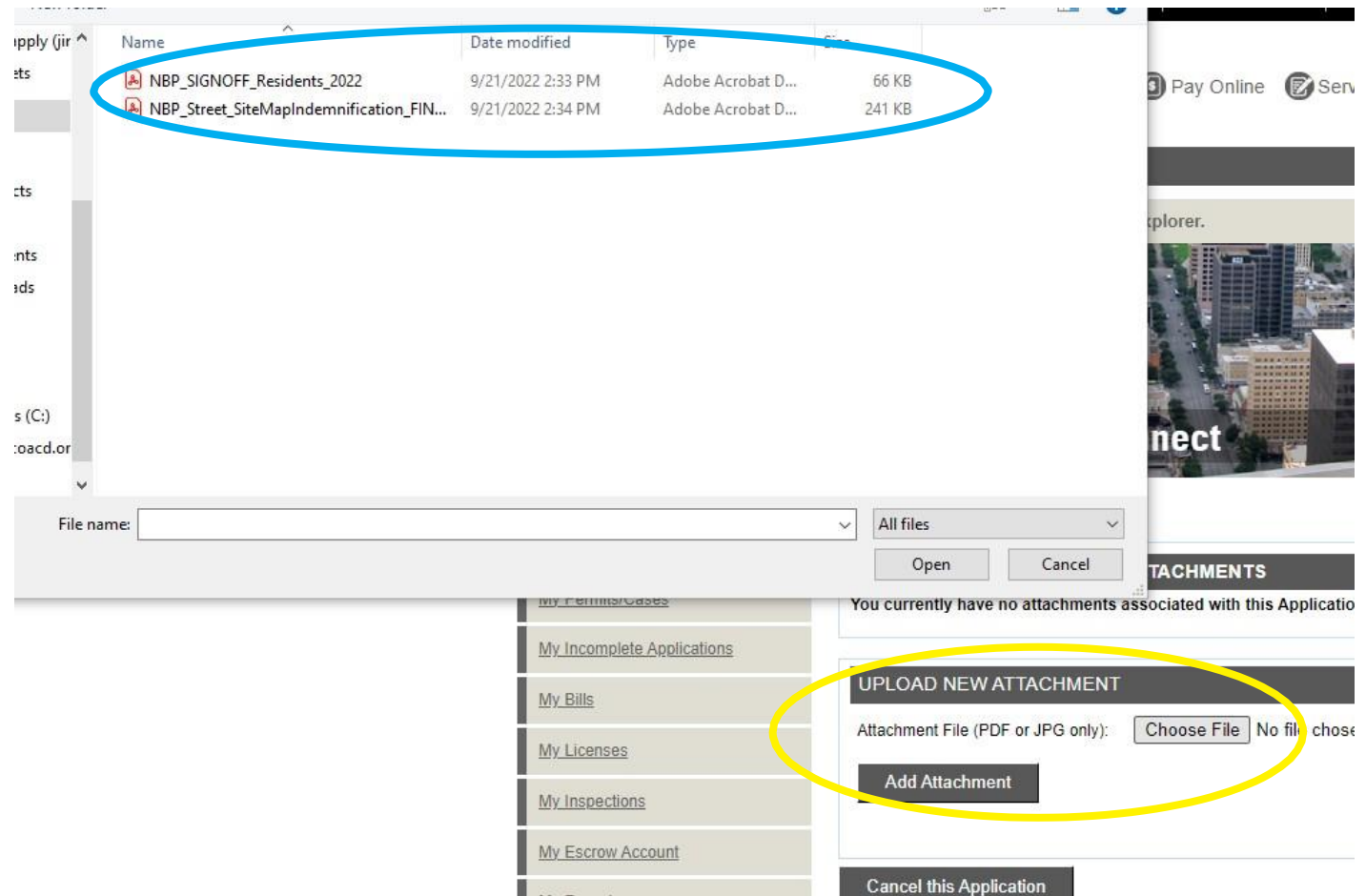
The documents to upload.

You can find them on the Neighborhood Block Party page: www.austintexas.gov/department/neighborhood-block-parties

1a) [Sign-Off](#) sheet(s) with 60% approval and 100% of impacted houses on the block you desire to close.

1b) If necessary, documentation of how you informed those that *did not sign off* (a PDF of a flyer, text message, street sign, etc...).

2) The [Street Closure Diagram](#) of your street with your *signature* at the bottom.



Uploaded documents.

Once they have successfully uploaded to our portal, you will see *“Inserted through Internet”* as the description for each document.
Click Continue

| ATTACHMENT LIST | | |
|---------------------------|--------------------|--------|
| Attachment Description | Attachment Details | Delete |
| Inserted through Internet | | Delete |
| Inserted through Internet | | Delete |

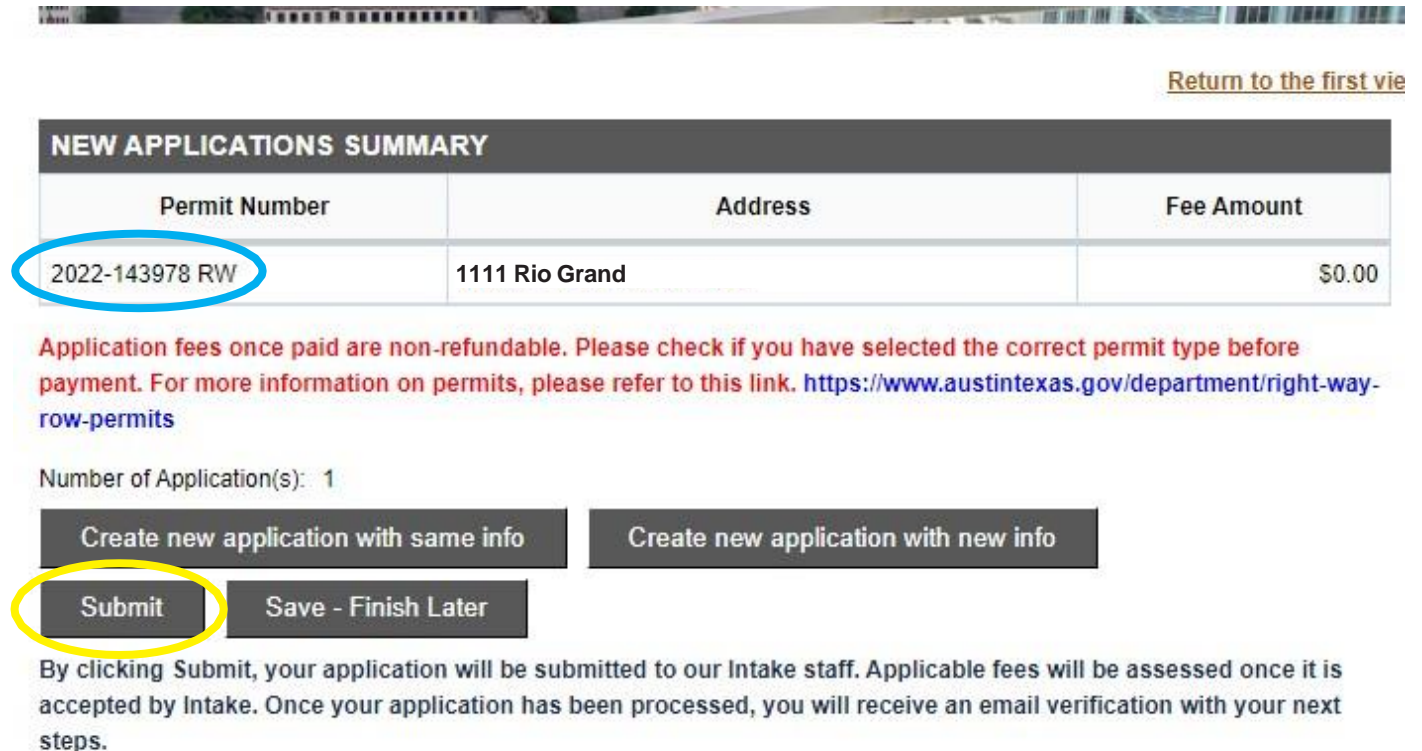
| UPLOAD NEW ATTACHMENT | |
|--|---|
| Attachment File (PDF or JPG only): | <input type="button" value="Choose File"/> No file chosen |
| <input type="button" value="Add Attachment"/> | |
| Attachment Successfully Uploaded | |
| <input type="button" value="Cancel this Application"/> | <input type="button" value="Continue"/> |

Last Step.

Once all the required information has been entered, you will then receive a Permit Number. ** This is not yet your permit.*

Be sure to hit “Submit” so the application will be considered for review.

The Office of Special Events at the Transportation Department will review the submission and contact the applicant for more information



[Return to the first view](#)

| NEW APPLICATIONS SUMMARY | | |
|--------------------------|----------------|------------|
| Permit Number | Address | Fee Amount |
| 2022-143978 RW | 1111 Rio Grand | \$0.00 |

Application fees once paid are non-refundable. Please check if you have selected the correct permit type before payment. For more information on permits, please refer to this link. <https://www.austintexas.gov/departement/right-way-row-permits>

Number of Application(s): 1

[Create new application with same info](#) [Create new application with new info](#)

[Submit](#) [Save - Finish Later](#)

By clicking Submit, your application will be submitted to our Intake staff. Applicable fees will be assessed once it is accepted by Intake. Once your application has been processed, you will receive an email verification with your next steps.

Have more questions?

Contact us!

Email:

TransportationSpecialEvents@austintexas.gov

Phone: 512-974-6501



TRANSPORTATION