



LIMITED DURATION LICENSE APPLICATION (LDL) Temporary Structure

Event Name: _____

Business Name: _____

Applicant Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

Activity Information

Address of Activity: _____

Public or Private Property? Public Private

Dates of Operation: Open: _____ Close: _____

Hours of Operation: Open: _____ Close: _____

Event Type: Private Open to Public

Serving Food or Alcohol? Yes No

Sponsors? Yes No

Sponsor(s) Name: _____

Entertainment? Yes No

Type: Live Entertainment Televisions Amusement/Games
 Other _____

Open Flames? Yes No

Branding or Logos on Structure? Yes No

Other Temporary Signage? Yes No

Structural Information

Type of Structure: Tent Stage Platform Bleachers Video Screens

Other _____

Additional Information: _____

Installation Date: _____ Occupancy Date: _____ Removal Date: _____

Square Footage: _____ Height: _____ Maximum Attendance: _____

Temporary Services: Heating Cooling Electrical Other _____
Included with Application

- Manufacture's Specifications
- Site plan (lot location, adjacent structures, lot lines)
- Floor Plan (seating capacity and arrangement, required exists, egress illumination, aisles, exit signs, electrical distribution equipment, appliances, generators, heating equipment, cooking equipment)
- Emergency Weather and Emergency Evacuation Plan

By submitting this application, I agree to release, indemnify, and hold harmless the City of Indianapolis from any liability or claim of damage related to activities identified herein whether caused by negligence of the City or otherwise. I affirm, under the penalties of perjury, that the foregoing representations are true.

Signature: _____

Date: _____

Contractor/Applicant Information

IF A CONTRACTOR HAS BEEN OR WILL BE HIRED TO DO WORK FOR WHICH THIS PERMIT IS REQUESTED, HE/SHE MUST BE LISTED IN MARION COUNTY AND MUST COMPLETE THIS SECTION:

Business Name: _____

Business Listing Number: _____

Individual Listing Number: _____

I am a Contractor currently listed to perform the above mentioned activity in the Consolidated City of Indianapolis. I am submitting this notification indicating that all work listed above will be accomplished in conformity to all building standards and procedures. All pertinent state and local ordinances, codes and statues are applicable and this notification does not absolve the applicant of any state and local requirements. **I AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE:**

Name (Print): _____

Signature _____

Date: _____

Email: _____

Phone Number: _____

Department of Business and Neighborhood Services
200 E. Washington St., Ste. 107 | Indianapolis, IN 46204
Phone: (317) 327-4316 | Fax: (317) 327-0817
specialevents@indy.gov | www.indy.gov/specialevents