



**P.A.C.E**

# Having a public event? Remember to **PACE** yourself.

ALL large gatherings and events in The City of Austin require the appropriate permits and compliance with all applicable local, state, and federal regulations. Such regulations and public assembly codes address specific potential hazards that exist at any large gathering. The PACE (Public Assembly Code Enforcement) Team was formed to help event organizers create a safe environment for attendees and workers while being respectful of the environment, surrounding uses and impacted communities. Because public assembly codes touch on a variety of areas, the PACE team is made up of representatives from several local, county and state organizations—all of whom enforce the code under their jurisdictions and assist applicants with code questions.

## **PERMITS**

### **Temporary Change of Use to a Public Assembly**

Contact: the Austin Fire Department, Emergency Prevention Division (974-0160) if a structure you wish to use in connection with a gathering or event does not currently have an active Certificate of Occupancy for Public Assembly Use Permit.

### **Temporary Use**

Contact: Zoning (974-2202) for an outdoor public, religious, patriotic or historic assembly or exhibit, including festivals, benefits, fundraising events, swap meets, flea markets, parking lot sales or similar uses that attract a mass audience.

### **Temporary Structures**

Contact: Paul Tomasovic with Code Compliance at 974-2738 and the Austin Fire Department Inspections Scheduling at 974-0160.

### **Amplified Sound or Outdoor Music**

Contact: Clara Hilling at Planning & Development Review (PDR), Sound Review at 974-2686 or e-mail: [clara.hilling@ci.austin.tx.us](mailto:clara.hilling@ci.austin.tx.us).

### **A Street Events Closure**

Contact: Transportation, Right-of-Way Management at 974-7180. To initiate an account with the "Right-of-Way Management Approval Network" visit [www.ci.austin.tx.us/rowman/index.cfm](http://www.ci.austin.tx.us/rowman/index.cfm).

### **Permit for Tent(s)**

Contact: Susan Walker at 974-2202 with PDR or the Emergency Prevention Division at 974-0160 to schedule a permit inspection.

### **Food and Beverages Temporary - Food Service**

Contact: Health and Human Services at 972-5600 or visit [www.ci.austin.tx.us/health/eh\\_permits+apps.htm](http://www.ci.austin.tx.us/health/eh_permits+apps.htm).

### **Park Use**

Contact: Parks and Recreation Department, Reservations at 974-6797.

## LARGE PUBLIC GATHERINGS

Large public gatherings in any City park will require coordination with several City departments.  
Contact: Police Department Special Events at 974-5032.

### Alcohol Questions

Contact: the Texas Alcoholic Beverage Commission at 451-0231. Or visit the TABC web site: [www.tabc.state.tx.us](http://www.tabc.state.tx.us).

### Emergency Medical Services Information and Event Assistance

Contact: Austin-Travis County EMS Special Events at 972-7200 or visit [www.atcems.org](http://www.atcems.org).

### Public Gatherings in Private Homes

Fire and building code requirements do not include provisions for single-family homes to be used for public assembly of 50 or more persons. The Austin Fire Department will not issue permits for gatherings of 50 or more people inside any structure that is not specifically designed to allow for safe occupancy and exiting of large groups of people in case of emergency. Zoning regulations prohibit an accessory use of a residence that generates more than ten guest vehicle trips a day or 30 guest vehicle trips a week.

### Public Assembly

The Temporary Change of Use to Public Assembly/Operational Permit is required for structures or portions of structures used for public assembly that do not currently have a valid "Certificate of Occupancy" for that type of use. A Public Assembly permit is not required if the gathering is of less than 50 people. However, other permit requirements may apply. Contact: Interim City of Austin Fire Marshal at 974-0181.

## DEFINITIONS

### Certificate of Occupancy

Certificate issued for a building or structure stating the approved use and occupancy classification of the structure. The building official issues a Certificate of Occupancy after construction and inspections are complete and the building complies with the applicable provisions of the building code and other applicable codes and ordinances.

### Large Public Gathering

A meeting or gathering held inside City limits which attracts or can be expected to attract more than 8,500 persons during a day or portion of a day.

## PACE TEAM

City of Austin Fire Department  
City of Austin Code Compliance Department  
City of Austin Police Department  
Texas Alcoholic Beverage Commission  
City of Austin Transportation Department, Right of Way Management Division  
City of Austin Planning and Development Review Department  
Austin/Travis County Health & Human Services Department  
Texas Department of Public Safety

## CONTACTS

Captain Jeff Solomon, ([jeff.solomon@ci.austin.tx.us](mailto:jeff.solomon@ci.austin.tx.us)) Austin Fire Department: 974-0195  
Paul Tomasovic, ([Paul.Tomasovic@ci.austin.tx.us](mailto:Paul.Tomasovic@ci.austin.tx.us)) Code Compliance Assistant Division Manager: 974-2738  
Entire PACE group: [PACE@ci.austin.tx.us](mailto:PACE@ci.austin.tx.us)  
Austin Police Department/Special Events Unit: 974-5032 (fax) 974-6636  
State Preservation Board: 463-3051; and the Texas Department of Public Safety, Capitol District: 463-3556 (for use of the State Capitol grounds for an event)  
City of Austin, Building Services Division: 974-3962 (for the use of City Hall Plaza)  
City of Austin Parks and Recreation Department, reservation office: 974-6797 (for the use of City of Austin parkland)  
Office of Special Events, Austin Transportation Department: 974-2779

For more detailed information please visit the PACE website.

[www.ci.austin.tx.us/pace](http://www.ci.austin.tx.us/pace)