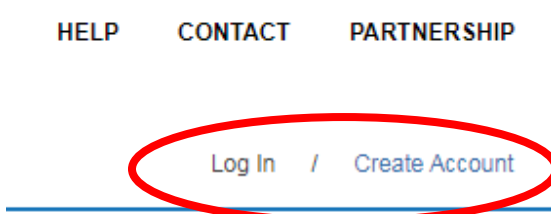


How to Apply for a Special Event Permit

- Go to www.mygovernmentonline.org
- Click “Log In” or “Create Account” in the top, right-hand corner of the page



- a. When you first create an account, you will receive an automated phone call at the number you provided on your account to confirm your account setup.
- After logging in, click the blue “Permits & Licensing” button in the top, left-hand corner of the page and then click “Apply Online”



- Select the appropriate options in the dropdown menus (State → Tennessee, Jurisdiction → Farragut, and Project Type → Permit); click “Next”
- Click “Get Started on a New Application”
- Select “Special Event Permit Application” as the application type
 - a. Two documents will load: Event Guide and Fees and Park Usage Policies. Review these documents before applying to see the fees that may be assessed and to read the policies for hosting an event in a Town of Farragut park. Please note: the fees associated with the permit will be invoiced after the application has been submitted and reviewed by staff.
- Click “Next”
- Enter the address where the event will be held; click “Next”
- Enter the contact information for the person applying for the permit; click “Next”
 - a. Click the “Notify” checkbox next to how you prefer to be updated regarding your application.
- Leave the “Contractor’s Contact Information” section blank and click “Next”
- Enter the appropriate information in the “Property Owner’s Contact Information” section and click “Next”



- Fill out the appropriate areas of the “Application Questionnaire”
 - a. If the event will be held at a Farragut park, the Farragut Parks & Recreation Department must be contacted for availability **before** submitting the Special Event Permit Application. If you have not contacted the Farragut Parks & Recreation Department click “Next”, click “Next” again then click “Save.” This will save your application to your account to finish after you have contacted the Farragut Parks & Recreation Department to confirm availability. An application submitted for an event in a Farragut park will be rejected during staff review if the applicant did not contact the Farragut Parks & Recreation Department before submitting the application.
 - b. To access a saved application, go to www.mygovernmentonline, login and click on “My Account” in the upper right-hand corner. Scroll down to the “My Applications” section; click “View Details”
- Upload the required documents in the “File Upload” section then click “Next”
- Click “Submit” to send the application to Town staff for review. Once the application has been reviewed and accepted, an invoice will be emailed to the applicant for payment.