



CITY OF SAN ANTONIO  
**CENTER CITY DEVELOPMENT  
& OPERATIONS DEPARTMENT**

## Special Events Contacts & Resources

The Special Events Division of the Center City Development and Operations Department works with internal and external event organizers to proactively ensure events -big or small - are successful by providing general direction, coordination assistance, and the most current information during the event planning process. This document provides the client with invaluable contact information to help achieve planning goals. It is our mission to provide exceptional internal and external customer service. If you need any additional information, please call us at (210) 207-7819 or email at

[Jennifer.Fraga@sanantonio.gov](mailto:Jennifer.Fraga@sanantonio.gov).



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*The mission of the Center City Development and Operations Department is to initiate and facilitate livability, commerce, infrastructure and prosperity for a vibrant Center City.*

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## Center City Development & Operations Department (CCDO), Special Events Division

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 in the Central Business District within the City of San Antonio. This team also facilitates procession permits as the Procession & Public Assembly Office.

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**VACANT**  
**Senior Management Analyst**

## San Antonio Police Department (SAPD), Procession Permit Unit

The issuance of procession permits is managed by the SAPD Traffic Unit in partnership with CCDO Special Events. A procession is defined as a group of persons moving along, by whatever means, in an orderly, formal manner on any street, alley, or public thoroughfare from a point of origin to a point of termination or a group of persons moving along, by whatever means, in an orderly, formal manner anywhere else in the city from a point of origin to a point of termination in such a way as to impede the normal flow or regulation of pedestrian or vehicular traffic.

**Procession Permits:** <https://www.sanantonio.gov/ccdo/procession-permit>

**Officer David Velasquez**  
**Traffic Administrative Officer**  
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## Public Works Department (PWD), Right-of-Way Management Office

The issuance temporary street closure permits, and temporary parking permits in the Central Business District (CBD) are also available through the Right of Way office within the Public Works Department. The Disability Access Office is also located within Public Works.

**Right of Way and Permits:** <http://www.sanantonio.gov/TCI/Services/Right-of-Way-and-Permits>

**Temporary Street Closure Procedures – Block Parties:**

<https://www.sanantonio.gov/Portals/0/Files/TCI/Street-Closure-Permit-Application-09-13-2018.pdf>

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## San Antonio Fire Department (SAFD), Fire Prevention Division

Fire inspections and permits are the tools used by fire prevention to ensure that San Antonio is safe for its citizens and visitors. The Fire Prevention Division works closely with the City's Development Services Department (DSD) to keep San Antonio safe. The Fire Prevention Division will also assist with Pyro and Firework permitting.

**Fire Prevention Division:** <http://www.sanantonio.gov/SAFD/About/Divisions/Fire-Prevention>

**Pyro and Firework Permit Application:**

<https://www.sanantonio.gov/Portals/0/Files/SAFD/BussinessInspections/PyroandFireworkPermit2012updated.pdf>

**Food Booth Requirements:**

<http://www.sanantonio.gov/Portals/0/Files/SAFD/BussinessInspections/Food%20Booth%20Requirements%202016.pdf>

**Food Booth Application:**

<http://www.sanantonio.gov/Portals/0/Files/SAFD/BussinessInspections/Food%20Booth%20Application.pdf>

**Ruben Cabello, Lieutenant**

**Fire Prevention**

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**Jose A Rios, Captain**

**Fire Prevention, Special Events Coordinator**

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## Development Services Department (DSD)

Development Services Department (DSD) manages the issuance of permitting temporary uses for tents, circuses, and carnivals including the approval of MEP drawings. The Information Bulletin linked below outlines the requirements and steps necessary to erect and legally use tents, circuses, and carnivals in the City of San Antonio.

**Temporary Use Certificate of Occupancy and Application Process:**

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

**Ramiro Carrillo**

**Chief Building Inspector**

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**Sharon Trudeau**

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**Jeremey Caramillo**

**Development Services Specialist Sup**

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## Office of Historic Preservation (OHP)

Office of Historic Preservation (OHP) is responsible for review of improvements or changes to properties zoned historic, located adjacent to the San Antonio River and all city owned property. Additional information about design review and all of the other OHP programs can be found at their website [www.sapreservation.com](http://www.sapreservation.com)

**Kathy Rodriguez, Assoc. AIA**

**Deputy Historic Preservation Officer**

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## San Antonio Metropolitan Health District (SAMHD)

[City Ordinance](#) requires all events where food is sold or given away to have a license from Metro Health. See Chapter 13, Food and Food Handlers, Article VIII Food Service Establishments, Sec. 13-213 Sanitation Requirements of temporary food service establishments. In addition, [State regulations](#) require inspections of all temporary food service establishments in section §229.170.

### Requirements for Temporary Food Establishments:

[http://www.sanantonio.gov/Portals/0/Files/health/FoodLicensing/TEMP\\_EVENT\\_REQUIREMENTS.pdf?ver=2014-08-12-132635-287](http://www.sanantonio.gov/Portals/0/Files/health/FoodLicensing/TEMP_EVENT_REQUIREMENTS.pdf?ver=2014-08-12-132635-287)

**Temporary Food Event Information:** <http://www.sanantonio.gov/Health/FoodLicensing/Mobile/TemporaryFoodEvents>

### Temporary Food Establishment Application:

[http://www.sanantonio.gov/Portals/0/Files/health/FoodLicensing/Temp\\_Food\\_Estab\\_App3-6-14.pdf?ver=2014-08-12-130643-100](http://www.sanantonio.gov/Portals/0/Files/health/FoodLicensing/Temp_Food_Estab_App3-6-14.pdf?ver=2014-08-12-130643-100)

#### Lori Calzoncit

##### Sanitary Services Manager

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#### Jesse Roel, Jr.

##### Senior Sanitarian

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## Office of Sustainability

On April 8, 2010 the City of San Antonio City Council adopted an ordinance requiring events with a certain criteria to complete a "Green Event Scorecard". Subsequently, on April 14, 2016, City Council amended the ordinance requiring all events to provide a 1:1 ratio of trash and recycling receptacles. The City of San Antonio's Office of Sustainability has made available a Green Ordinance Guide as a tool to become a Certified Green Event.

If your event falls within one of these categories, you will be required to complete and submit a "Green Events Scorecard" prior to your event:

- Medium and large-scale events on City-owned property
- Medium and large scale events receiving City funding or sponsorship valued at half of the event costs
- Medium and large-scale events requiring right-of-way permits

**Green Ordinance Guide:** <http://www.sanantonio.gov/sustainability/OrdinancesAndGovernance/GreenOrdinaceGuide>

#### Wendell Hardin

##### Sustainability Manager

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## Solid Waste Management Department (SWMD)

The Solid Waste Management Department can assist with or provide guidance for waste and recycling collections and disposal for large major special events.

#### Brenda Morales

##### Event Services Manager

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## Animal Care Services (ACS)

The City's animal laws include a permitting process to ensure the humane, responsible treatment of our community's companion animals. An animal exhibit permit may be obtained from Animal Care Services.

**Animal Exhibit Permit:** <http://www.sanantonio.gov/Portals/0/Files/AnimalCare/Laws/Permit-AnimalExhibit.pdf>

### **Shannon Sims**

#### **Assistant Director**

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#### **Field Operations Manager**

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## Arts & Culture

The San Antonio Film Commission coordinates all filming on city owned property which encompasses more than 200 parks (including Hemisfair, Brackenridge Park, the San Antonio Botanical Garden, River Walk, etc.), La Villita, Market Square, and more. The Commission is also the liaison for locations outside of city owned property, including the San Antonio historic missions, Tower of the Americas, Steves Homestead in the King William District, and more.

### **Krystal Jones**

#### **Film Commissioner**

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### **Dagoberto Patlan**

#### **Promotional Services Manager, Film Commission Office**

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## Texas Alcoholic Beverage Commission (TABC)

The licensing division investigates and processes applications for all phases of the alcoholic beverage industry, including the manufacture, sale, purchase, transportation, storage, and distribution of alcoholic beverages. The division must ensure that each applicant qualifies to hold such license/permit and adheres to all applicable regulatory requirements.

### **Information and Instructions for Temporary Applications**

Temporary License or Permit Application for Current License or Permit Holders:

<https://www.tabc.state.tx.us/forms/licensing/temporaryCurrentTABC.pdf>

Temporary License or Permit Application for Fraternal, Religious, Charitable, Civic or Political Organizations/Associations:

<https://www.tabc.state.tx.us/forms/licensing/temporaryNonTABC.pdf>

### **Yvette Price**

#### **Regional Supervisor of Licensing, TABC**

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### **Vangie Aguilera**

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