

**ATTACHMENT A: City of Toronto - Special Event Related Services - Minimum Time Notice, Permit Fees and Service Fees**

<b>Division / ABC</b>	<b>Details</b>	<b>Minimum Time Notice</b>	<b>Permit Fee</b>	<b>Service Fee</b>	<b>Comments</b>
City Clerks	Flag Raising	No minimum			No fees
	Letter of Municipal Significance	2-8 weeks			No fees
	Lottery Licence	2 weeks		YES	
Building	Erect Temporary Sign / Sign Variance		YES	YES	
	Permit to Erect Tent/Structure	4 weeks	YES		
Emergency Medical Services (EMS)	Provision of Medical/First Aid Services	2 weeks		YES	
	Consultation on emergency planning	8 weeks			No fees
Facilities - Public Squares (NPS, DPS, ACS,) and Civic Centres	Use of facility	No minimum	NO		
	No standard service fees/charge backs – some are levelled under special circumstances	No minimum		OCCASSIONAL	
Facilities - Mel Lastman Square	Use of facility	No minimum	YES		
Municipal Licensing & Standards	Noise Exemption Permit and Monitoring	2 weeks	YES	YES	
	Permit for Food or Merchandise Vendors	2 weeks	YES		
Office of Emergency Management	Consultation on emergency planning	No minimum			No fees
Parks, Forestry & Recreation	Use of parkland / stadium / facilities	6 weeks	YES		
	Stakeout of park area	4 weeks			
	Rental of Showmobile stages	No minimum		YES	
Solid Waste Management	Collection and removal of waste	No minimum		YES	
	Consultation on waste management plan	4 to 6 weeks			No fees

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Special Events	Consultation on event planning	No minimum			No fees
	Festival and Events Calendar	No minimum			No fees
Toronto Film and Television Office	Film Permit	No minimum			No fees
	Compensation for lost revenue/staff at City facilities	No minimum		YES	
	Use of metered parking spaces	No minimum		YES	
Toronto Fire Service	Provision of staff at signature events	No minimum		OCCASSIONAL	
	Consultation on emergency planning/approval of fire route/road closures	2 weeks			No fees
Toronto Parking Authority	Collection of Lost Parking Revenue during events	No minimum		YES	
Toronto Police Service	Parade Permit	4 weeks			No fees
	Provision of Paid Duty Police Officers	4 weeks		YES	
Toronto Public Health	Approval to operate temporary food establishment	4 to 6 weeks			No fees
	Inspection of special event food handling	No minimum			No fees
Toronto Transit Commission (TTC)	Charter of TTC vehicles	2 weeks		YES	
	Advertising Opportunities	No minimum		YES	
	Re-routing TTC vehicles due to street closures and posting of signage	4 to 6 weeks		YES	
Transportation	Temporary Street Closing Permit	8 to 52 weeks	YES		
	Sidewalk Sale Permit	8 weeks	YES		
	Street Occupation Permit Footrace/Bicycle	8 to 52 weeks	YES		

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Transportation	Banner Installation – Public Right of Way	8 weeks	YES	YES	
	Banner Installation - Expressways	8 weeks	YES	YES	
Yonge Dundas Square	Use of facility and amenities	No minimum	YES	YES	