



Super Bowl XLVI, Super Celebration Sites: Broad Ripple, Fountain Square, Mass Ave.

Department of Code Enforcement
Information Packet

Super
Celebration
SITES

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SUMMARY

On August 15th, 2011, the City-County Council passed a general ordinance creating a new ordinance - Chapter 986 of the Revised Code of the Consolidated City of Indianapolis and Marion County (the “Revised Code”) regarding Special Events. This new ordinance provides Indianapolis businesses with legitimate opportunities to capitalize on their assets during special events, while also protecting the long term interests of neighborhoods and residents. Because the type of activity that is allowed may vary between events, the Department of Code Enforcement has provided this information packet to assist businesses and property owners located in the respective Super Celebration Site Clean Zones to understand the opportunities available during the time period that the Clean Zones are in effect.

Section 986-110 of the Revised Code allows the City to establish a “Clean Zone” for a civic sponsored special event. A Clean Zone is a geographically defined area that allows businesses and property owners to engage in activity that would normally be prohibited or would require numerous administrative approvals by simply applying for a limited duration license. **A Clean Zone does not affect any existing operations, signage, or other lawful activity associated with a business’s typical operations, nor do the listed requirements apply to any property not located within a Clean Zone.** The temporary activity is approved as long as event sponsor approval is obtained and the applicant complies with any applicable operational restrictions. All operational restrictions are imposed as a way to negate the impact of these temporary activities on neighboring businesses and residents.

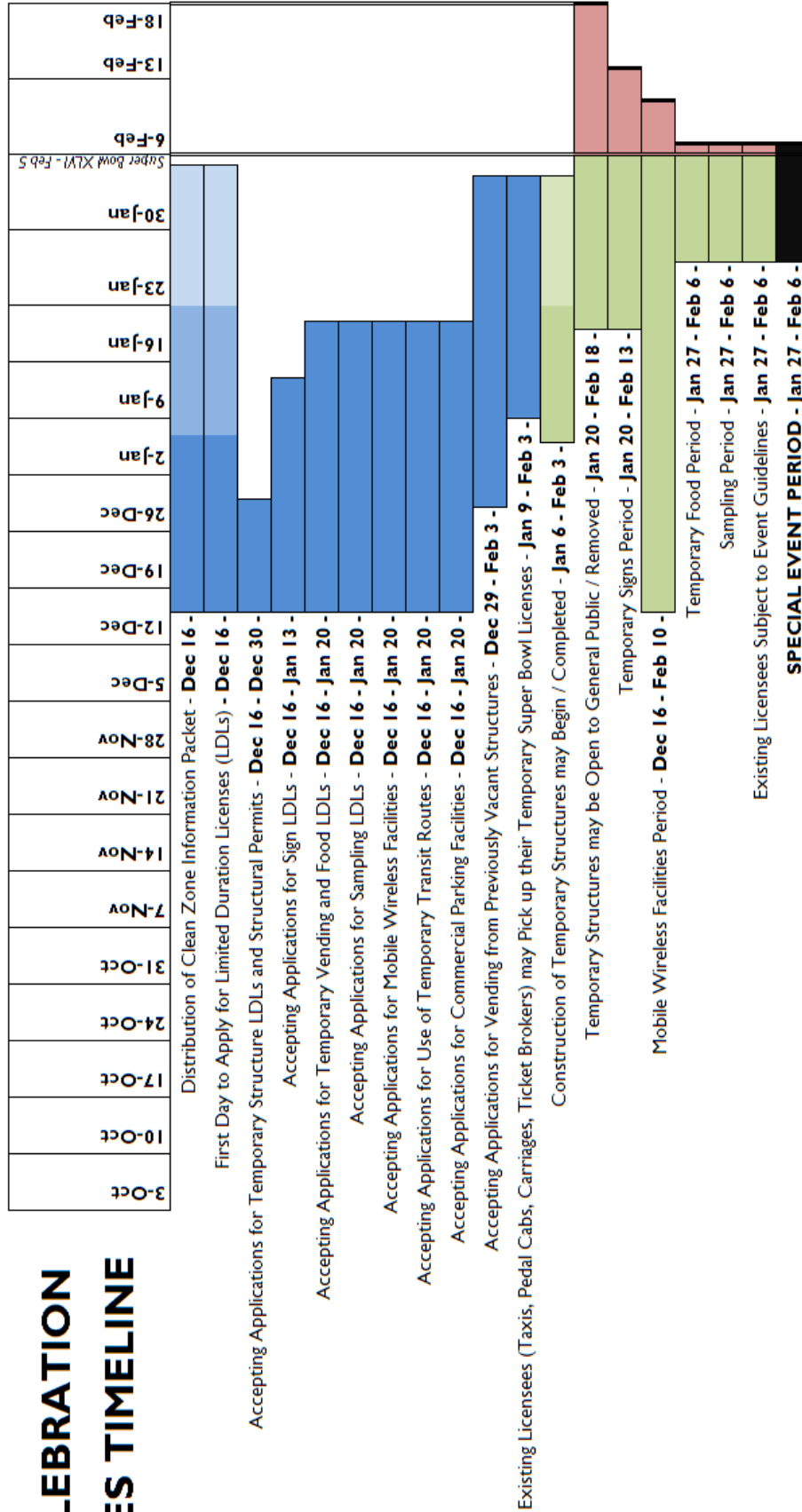
In addition to providing information regarding the temporary activities that may be permitted during this special event, this packet also provides relevant information regarding the location of Clean Zones for three separate areas – Broad Ripple, Fountain Square, and the Mass Ave. districts. It also provides a timeline intended to provide important dates throughout the process, the process by which a license application should be submitted, and important information regarding other items (such as an Indiana Retail Merchant’s Certificate application) that a temporary business may require. It is our hope that this packet will answer the majority of these questions; for those that persist, however, please feel free to contact the Department of Code Enforcement Bureau of License and Permit Services via email at specialevents@indy.gov or via telephone at (317) 327-4316. Further information regarding licensing, including a copy of Chapter 986 of the Revised Code, may be found via the following link: www.indy.gov/licensing.

Please be advised that all information included in this packet is provided for informational purposes and may be subject to change. Any changes will be communicated via the licensing [website](#).

RELEVANT DATES

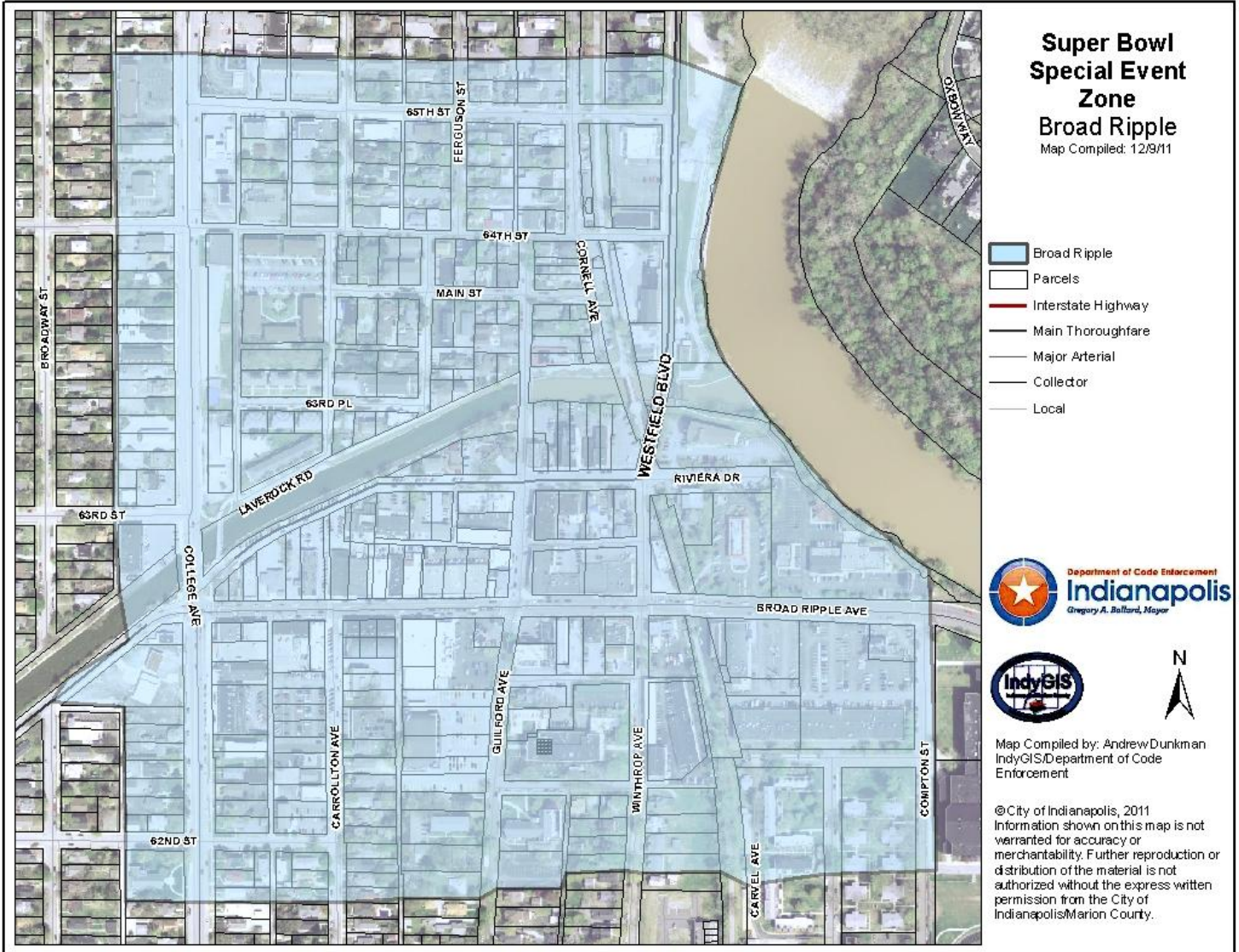
<u>December 16</u>	Distribution of Super Celebration Sites Information Packet.
<u>December 16</u>	Department of Code Enforcement (“DCE”) begins accepting applications for all limited duration licenses (“LDLs”).
<u>December 16</u>	Licensed mobile wireless facilities may begin being assembled.
<u>December 30</u>	Final day to submit temporary structure LDL applications and structural permit applications to DCE to ensure processing prior to the temporary activity period.
<u>December 29</u>	Spaces within existing buildings that are vacant on this date or later are required to obtain an LDL prior to occupancy.
<u>January 6</u>	Construction on licensed and permitted temporary structures may begin.
<u>January 13</u>	Final day to submit LDL applications to DCE for temporary signs.
<u>January 20</u>	Final day to submit LDL applications to DCE for temporary food sales.
<u>January 20</u>	Final day to submit LDL applications to DCE for sampling.
<u>January 20</u>	Final day to submit LDL applications to DCE for mobile wireless facilities.
<u>January 20</u>	Final day to submit LDL applications to DCE for commercial parking facilities.
<u>January 20</u>	The public may occupy all permitted and licensed temporary structures.
<u>January 20</u>	Initial day that licensed temporary signs may be erected.
<u>January 27</u>	Licensed temporary transit routes and taxi stands may become operational.
<u>January 27</u>	Official beginning of event activity period.
<u>January 27</u>	Initial day that licensed temporary food sales may begin.
<u>January 27</u>	Initial day that licensed sampling activity may be allowed.
<u>February 3</u>	Final day in which LDLs will be issued for use of a previously vacant structure.
<u>February 5</u>	Super Bowl XLVI
<u>February 6</u>	Event activity period ends. All licensed activity must cease (including but not limited to occupancy of temporary structures).
<u>February 10</u>	Licensed mobile wireless facilities must be completely removed.
<u>February 13</u>	Licensed temporary signs must be completely removed.
<u>February 18</u>	All licensed temporary structures must be completely removed.

CELEBRATION SITES TIMELINE

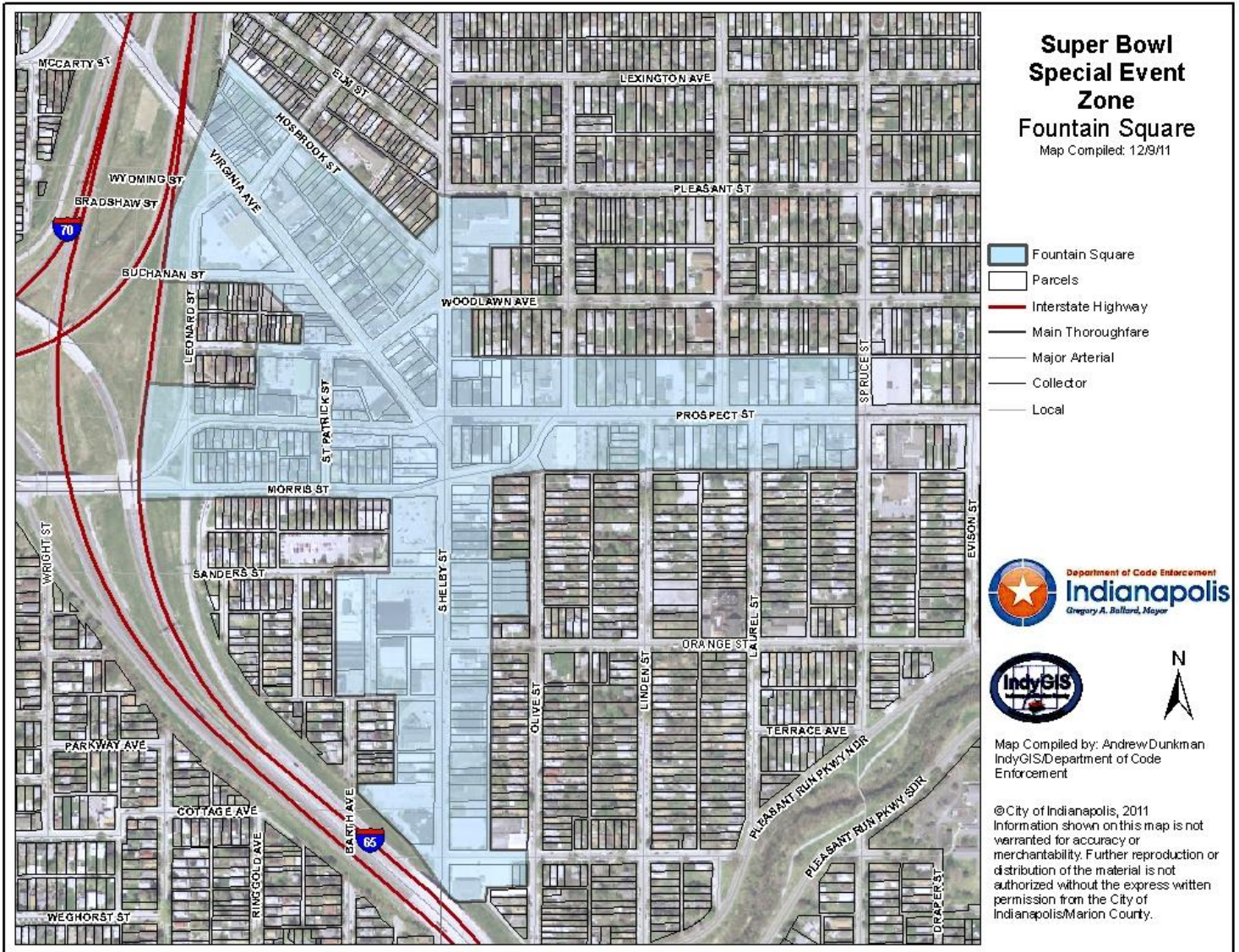


CLEAN ZONE MAPS

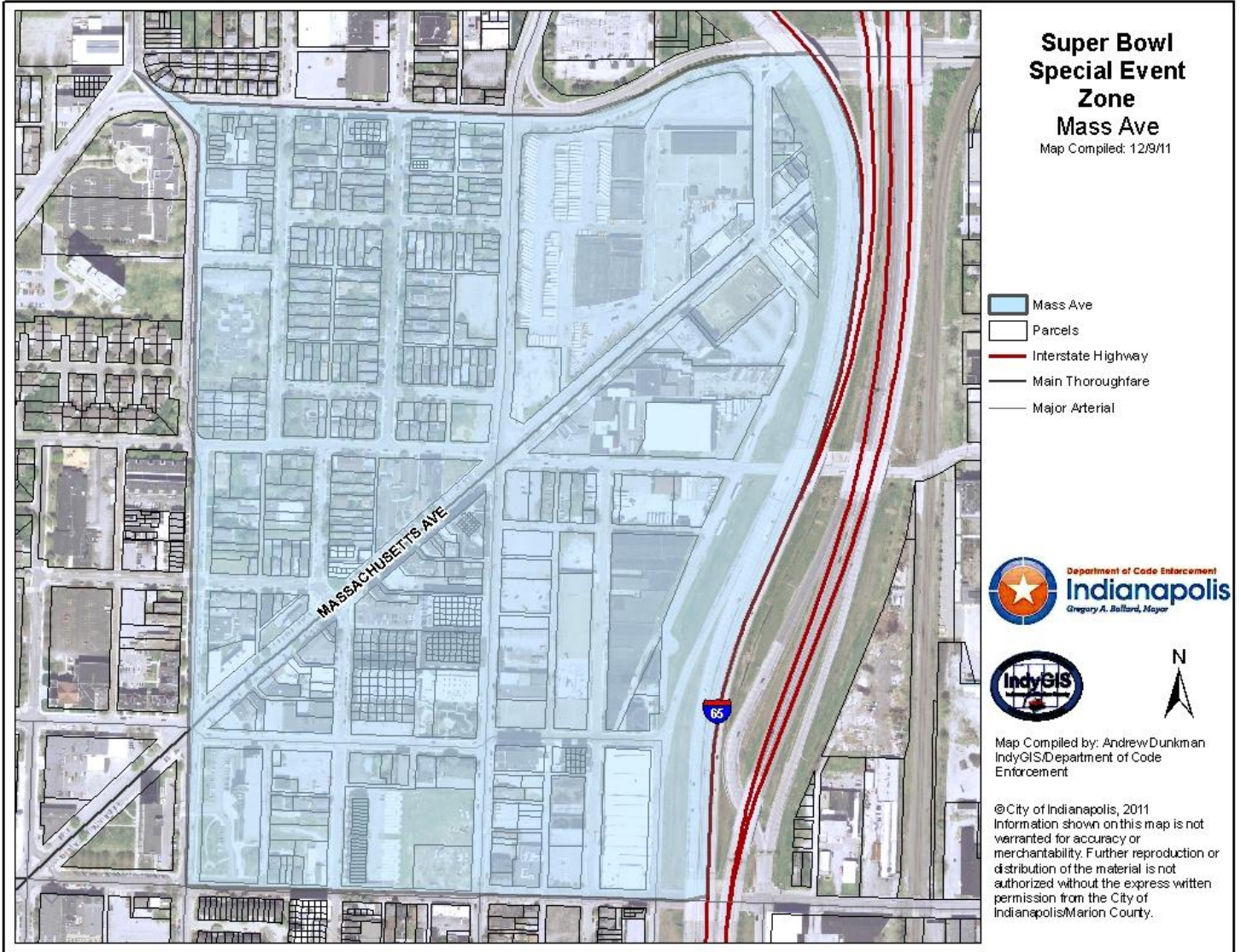
Broad Ripple:



Fountain Square:



Mass Ave.



LIMITED DURATION LICENSES

[Chapter 986 – Special Events](#) – of the Revised Code establishes eight (8) types of activity where a temporary, limited duration license (“LDL”) is required during a special event and within a designated clean zone.

Generally, without the designation of a special event, the activities listed below would be prohibited or severely restricted in some manner. During a special event like Super Bowl XLVI, however, the Department of Code Enforcement has the ability to permit the eight (8) types of activity with certain restrictions. For event such as Super Bowl XLVI, the purpose of limited duration licenses is twofold:

1. To protect the quality of life for residents and assist businesses in thriving during the period the event occurs; and
2. To enhance the event experience for all visitors and residents by allowing the City to showcase its unique attributes as a premier location for conventions, conferences, and championship athletic events.

This guide is intended to highlight the information and documentation required for the eight (8) types of LDLs allowed within the three Super Celebration Site Clean Zones. These requirements were carefully developed during a lengthy planning process that included various City departments and agencies, the event sponsor, and numerous members of the local community. These groups solicited input from a multitude of sources, including business owners, professionals in the fields affected by these requirements, community organizations, and the public at large. The specific requirements for each type of LDL are included in the sections that follow.

While LDLs are required for all licensed temporary activity, in some instances an applicant may not be required to pay a separate license fee. Per Section 986-202(a) of the Revised Code, any applicant licensed by the Department of Code Enforcement for a period of at least ninety (90) continuous days prior to the start of the event activity period shall not be required to pay the LDL fee. It is important to remember, however, that all LDLs are issued only for a specific activity and that multiple LDLs may be required for separate activities. Please be sure to submit all LDL and permit applications concurrently to ensure an expedient review.

LDL I - Temporary Vending/Outdoor Sales -

[Chapter 986](#) of the Revised Code indicates that the following type of activity requires an LDL –

The outdoor sale or distribution of any marketing or promotional items, merchandise, food, frozen food, flowers, or souvenirs from a fixed or mobile location on public or private property, except any of the described merchandise sold or distributed in the ordinary course of business by a retail establishment in continuous operation for more than thirty (30) days prior to the start of a licensed special event.

Prohibited activity

- The outdoor sale of food or merchandise that is not associated with an existing business in operation at the time of the event activity period, that is not an extension of the operations of an existing restaurant, that has not been approved by the event sponsor, or that is not associated with a private event in a licensed temporary structure will be prohibited.
- The temporary outdoor sale of food or merchandise to the general public from a private location will be prohibited, unless such sale is made in compliance with the requirements listed in this section.
- The boring or cutting of any kind into a public way (including but not limited to a street, sidewalk, or alley) as part of a licensed temporary vending operation will be prohibited.
- Vending stands, booths, carts, or trucks may not contain signage unrelated to that specific vendor and may not be used as mobile advertising instruments or billboards.
- Food trucks along major thoroughfares within the Clean Zones will generally be prohibited without an LDL and expressed approval from the event sponsor.

Temporary vending criteria/parameters for Super Bowl XLVI

- Existing licensed outdoor cafes that will retain their physical footprint for the event period are not required to obtain an LDL; restaurants that choose to temporarily expand the footprint of their existing café, however, will need an LDL to operate lawfully.
- All types of outdoor temporary merchandise vending or food vending will require an LDL. Applications will be reviewed by DCE on a case by case basis in conjunction with the event sponsor and will be subject to any and all conditions imposed, including but not limited to the duration and location of such temporary sales.
- The following types of temporary outdoor food sales will require an LDL. Applications will be reviewed by DCE in conjunction with the event sponsor and will be subject to any and all conditions imposed, including but not limited to the duration and location of such temporary sales:
 - Outdoor food sales to the general public from a stand, booth, tent, or other temporary licensed structure from a public street, sidewalk, or alley;
 - Outdoor food sales to the general public from mobile food trucks, trailers, or mobile kitchens; the location and duration of food trucks, trailers, and mobile kitchens may be

restricted by the event sponsor during the event period. Applicants will be notified of location restrictions prior to LDL issuance.

- Extensions of outdoor cafes at existing restaurants; and
- The temporary sale or distribution of food associated with a private event from a licensed temporary structure.

Submittal Process

- Persons wishing to engage in the temporary sale or distribution of food must first apply for an LDL with DCE.
- DCE will issue LDLs for temporary vending on a case by case basis after review with the event sponsor and all relevant city agencies.
- An LDL will be issued for a fixed period of time and pursuant to any other conditions established.



Submittal requirements

- A completed LDL application shall contain the following information:
 - Specific location of proposed temporary vending activity (where applicable);
 - Specific equipment to be used in temporary food sales, including but not limited to stands, carts, or trucks;
 - Proposed dates and hours of operation;
 - Whether food is for sale to the general public or associated with a private or ticketed event;
 - Whether the applicant is a cart vendor currently licensed with DCE;
 - Whether the applicant is currently licensed with the Marion County Public Health Department (where applicable);
 - The type of food or merchandise to be sold or distributed; and
 - Description of waste disposal method or plan and waste disposal vendor.
- Photo of equipment to be used in temporary vending, including but not limited to stands, carts, or trucks; and
- Site location details via a site plan or aerial photograph where required.
- A license fee in the amount of **\$75.00** is due prior to license issuance. Cart vendors that have been licensed for a continuous period of more than ninety (90) days will not be required to pay this fee.

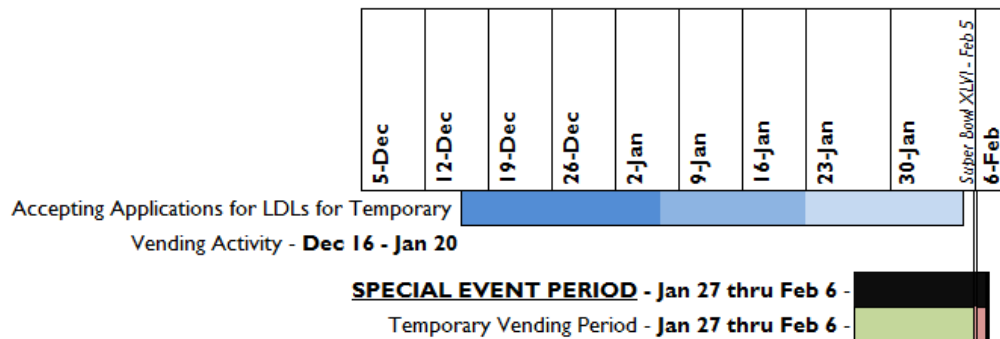
- Proof of licensure with the [Marion County Public Health Department](#).

Operating requirements

- All food sales or distribution are subject to all applicable licenses, inspections, and regulations of the [Marion County Public Health Department](#).
- All vendors will be required to adhere to the operating criteria in [Chapter 96I](#) of the Revised Code regarding access on public ways and cleanliness.
- Any cooking occurring within a tent or other temporary structure will be subject to all applicable [building and fire safety code](#) requirements.
- All equipment used for vending (including but not limited to carts, stands, booths, trailers, or trucks) may not contain any signage or advertising unrelated to that specific vendor.
- The official Super Celebration Site event sticker (provided by DCE when the license is issued) is required to be affixed to equipment so that it is easily visible to City staff during sales operation.
- All cafes and café expansions will be required comply with the Americans with Disabilities Act provisions relative to accessibility.

Relevant dates

- **December 16** – Initial day in which applications for temporary vending LDLs will be accepted.
- **January 20** – Final day to submit LDL applications to DCE for temporary vending.
- **January 27 thru Feb 6** – Event activity period and temporary vending activity period



Additional permits/approvals required

- [Marion County Public Health Department](#) licenses, approvals, and inspections.
- If a temporary structure is being erected as a component of temporary food sales, a [temporary structure LDL and structural permit](#) may be required.
 - Additional inspections may be required by the Indianapolis Fire Department if cooking is occurring within a temporary structure.
- Registration as a retail merchant with the [Indiana Department of Revenue](#).

LDL 2 - Sampling -

[Chapter 986](#) of the Revised Code indicates that the following type of activity requires an LDL –

The distribution, giving away, or providing for free any type of product, service, or coupon on public or private property (otherwise referred to as “sampling”).

Sampling criteria/parameters for Super Bowl XLVI

- Sampling will only be permitted for entities that are approved by the event sponsor.
- Due to public safety concerns resulting from heavy volumes of pedestrian traffic during the event period, sampling proposals should be as narrow in scope as possible (i.e., duration of sampling and sampling area).

Submittal process

- Persons wishing to engage in sampling must first apply for an LDL with DCE.
- All sampling activity will be approved by DCE in conjunction with the event sponsor on a case by case basis.
- The event sponsor will initially approve the precise area and duration of the proposed specific sampling activity.
- Upon approval from the event sponsor, DCE will review submittals in conjunction with the Department of Public Safety and the Department of Public Works and issue LDLs for sampling at a *fixed location for a fixed period of time*.
- Approved sampling personnel will be provided with an identification badge that includes the official Super Celebration Site sticker (provided by DCE when the license is issued) as well as business contact information for the LDL applicant.



Submittal requirements

- A completed LDL application containing the following information:
 - Location of sampling activity;
 - Dates and hours of operation;
 - Product being sampled;

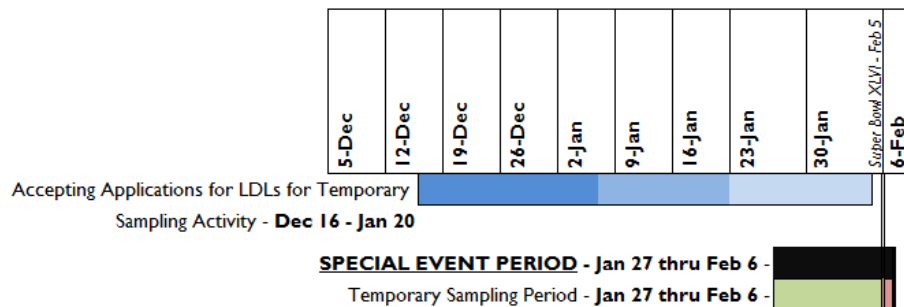
- Whether a truck, stand, or any other type of equipment will be used to assist in the sampling;
 - Number of sampling personnel;
 - Plan for disposal of trash and waste associated with the sampling activity; and
 - Business phone number of applicant that must be answered twenty-four (24) hours a day during the licensed sampling period.
- A map or aerial photograph depicting where the sampling activity will take place.
 - A license fee in the amount of **\$75.00** is due prior to license issuance.

Operating requirements

- Sampling personnel may not yell, hawk, use an amplified device for sound, or otherwise harass passersby in any way.
- Sampling personnel must maintain cleanliness and order at their respective site and are responsible for their own trash and waste disposal.
- Sampling personnel will be required to wear a city-issued identification badge that includes the official Super Celebration Site event sticker and a valid phone number of the business that must be answered twenty-four (24) hours a day during the licensed sampling period.
- Sampling personnel will be confined to the areas and times established by the event sponsor and DCE. Failure to comply with these restrictions will cause applicant’s license to be revoked.

Relevant dates

- **December 16** – Initial day that applications for sampling LDLs will be accepted.
- **January 20** – Final day to submit sampling applications to DCE to ensure approval prior to the activity period.
- **January 27 – February 6** – Event activity period, period that sampling activity is permitted.



Additional permits/approvals required

- [Marion County Public Health Department](#) licenses, approvals, and inspections if food distribution is involved in the sampling.

LDL 3 - Signs -

[Chapter 986](#) of the Revised Code indicates that the following type of activity requires an LDL –

The erection of temporary signage or other displays, including but not limited to inflatables, cold air balloons, banners, pennants, flags, building wraps, A-frame signs, T-frame signs, projected image signs, electronic variable message signs, and light emitting diode signs. Mobile advertising signs shall not be permitted under this provision.

Prohibited signs

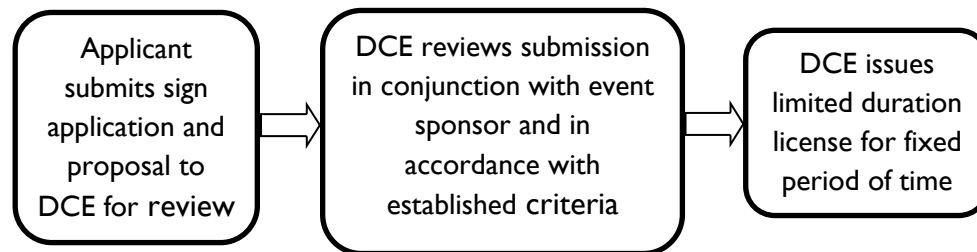
- Mobile advertising signs of any kind shall be prohibited with the exception of IndyGo buses and other authorized event buses. Mobile advertising signs include any advertising on or attached to a vehicle, portable device, or person.
- Signs that are illuminated from within (i.e., lit from a source inside the sign itself such as neon or L.E.D.) shall be prohibited with the exception of signs erected by the event sponsor.
- Signs located on buildings that are declared unsafe as determined by DCE are prohibited.
- Any freestanding signage in the Right of Way shall be prohibited with the exception of signage erected by the event sponsor.

Temporary sign criteria/parameters for Super Bowl XLVI

- Unless otherwise approved by the event sponsor, a minimum of twenty percent (20%) of the total square footage of the sign face of any temporary sign shall reference the respective Super Celebration Site via the official cultural district logo, the official ‘Super Celebration Site’ logo, or other text or content approved by the event sponsor which promotes the district. Said logos can be found at indy.gov/licensing.
- There shall be no size restrictions provided that the sign does not create a safety hazard for building occupants and provided that signs may not be larger than the façade on which they are located.
- Signs illuminated from an exterior source (e.g., a spotlight) may be permitted so long as hotels or residential structures are in no way negatively impacted.
- Each individual sign upon a building façade will be required to obtain an LDL.
- Signs that encompass multiple facades shall be treated as individual signs that require separate LDLs. Each individual sign would be subject to the content requirements set forth above.
- Existing, permitted business signs and existing, permitted outdoor advertising signs are not subject to these requirements.
- Signs located on the roofs of structures shall be subject to the same size and content requirements as signs on exterior facades provided in this section.
- Signs outside of a Clean Zone shall be subject to the requirements of the [sign regulations of Indianapolis - Marion County](#).
- Signs advertising alcoholic beverages must conform with all applicable State Alcohol and Tobacco Commission (ATC) requirements within [Indiana Code 7.1-5-2-7\(c\)](#).

Submittal Process

- All temporary signage requiring an LDL will be exempt from Regional Center and Indianapolis Historic Preservation Commission (IHPC) approval processes.
- Applications for sign LDLs must be first submitted to DCE for approval.
- Upon review of relevant criteria in conjunction with the event sponsor, an LDL will be issued for each approved individual sign within a Clean Zone.
- For signs requiring usage of the street or sidewalk for installation, a [Right-of-Way Use permit](#) must be obtained. For signs requiring ROW usage, DCE reserves the right to restrict dates and times that signs may be erected and removed to carry out the event transportation plans and to mitigate public safety concerns.



Submittal requirements:

- A completed LDL application including the following:
 - Address of sign location;
 - Façade upon which sign will be located;
 - Whether sign will be illuminated from an exterior source; and
 - Name of product advertised and whether it is an official NFL sponsor or licensee.
- A scaled drawing of the sign face indicating all sign content and the dimensions of the sign face, and the dimensions of the sign component.
- A scaled elevation drawing indicating the façade of the building and the location of the proposed sign.
- An installation and removal schedule indicating how and when the sign will be installed and removed, whether or not equipment will be required, and whether or not public ways will be used during installation/removal.
- A sign installation and anchoring method shall be explicitly provided for signs on structures located within an historic district as designated by the Indianapolis Historic Preservation Commission (IHPC).
- A surety bond in the amount no less than \$10,000 shall be required for signs greater than or equal to 2,000 square feet.
- For signs less than 2,000 square feet, a surety bond in the amount of \$5,000 shall be required if the top of the sign is greater than 30 feet from grade level.

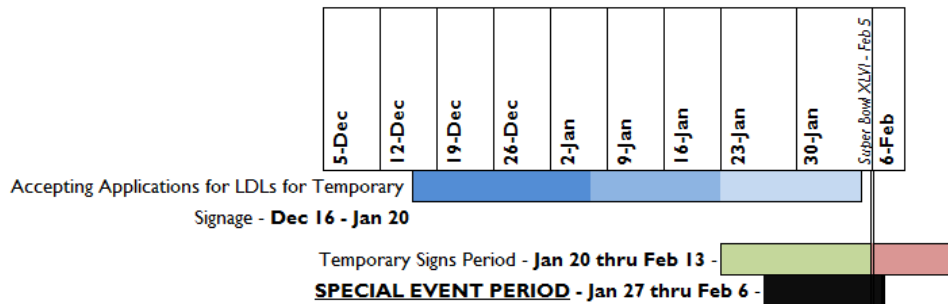
- No bond shall be required for signs less than 2,000 square feet in which the top of the sign face is less than 30 feet from grade level.
- A license fee in the amount of **\$139.00** is due prior to license issuance.

Operating requirements

- The official Super Celebration Site event sticker (provided by DCE)/ will be required to be placed on the lower right corner of the sign while facing the sign.
- Sign size and content may not deviate from the proposed submission.
- Signs must be removed by February 13, 2012. Any temporary signs remaining after this date will be removed by the City by making a claim on the bond. Sign applicants and property owners may be subject to additional enforcement action, including but not limited to additional abatement costs and monetary fines, if the sign is not promptly removed.

Relevant dates

- **December 16** – Initial day that applications for sign LDLs will be accepted.
- **January 13** – Final day to submit applications to DCE to ensure approval prior to the sign activity period.
- **January 20** – Initial day that temporary signs may be erected.
- **January 20 – February 13** – Period in which temporary signs are permissible.
- **February 13** – Final day in which signs may be up. Signs remaining after February 13th will be removed by the City as described above.



Additional permits, approvals required

- [Right-of-Way Use permits](#) are required for installation and removal of signs requiring blockage of the ROW. ROW use permits will be applied for in conjunction with the LDL application. ROW Use permit submissions will be reviewed and approved in accordance with public safety concerns and the event transportation plan.
- [Electrical permits](#) may be required for signs utilizing exterior lighting sources for illumination.

LDL 4 - Temporary Structures -

[Chapter 986](#) of the Revised Code indicates that the following type of activity requires an LDL –

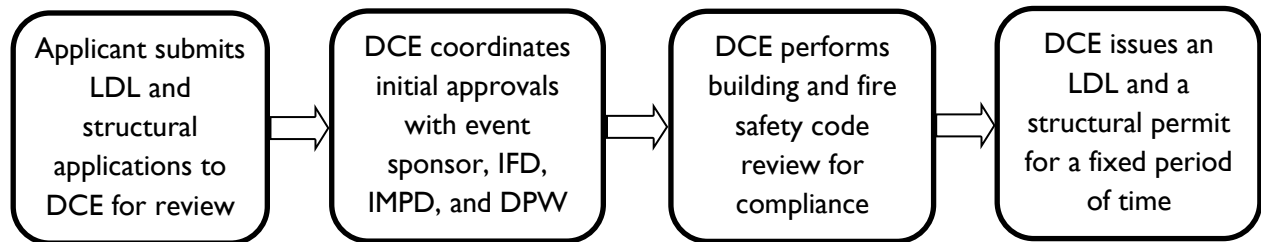
The construction, placement, occupation, or use of any temporary structure (including but not limited to temporary retail locations, tents, canopies, and air-supported, air-inflated, and tensioned membrane structures) on any public or private area.

Temporary structures criteria/parameters for Super Bowl XLVI

- In addition to an LDL, all temporary structures intended for occupancy will be required to obtain a [structural permit](#) in accordance with [Chapter 536 - Buildings and Construction](#) of the Revised Code. The following structures are exempt from this requirement:
 - Erection or installation of a deck or platform where no part of the floor is more than 30 inches above finished grade.
 - Erection of a structure which spans 120 square feet or less or base area, is less than 15 feet in height, is not placed on or attached to a permanent structure and does not contain an electrical power distribution system, heating system, space heating equipment, cooling system, or space cooling equipment.
- With the exception of sidewalk cafes and temporary structures that are erected by the event sponsor, temporary structures within the right-of-way will be prohibited.
- Permits for temporary structures within the right-of-way must be obtained by a licensed general contractor in accordance with [Chapter 536](#) of the Revised Code.
- Permits for temporary structures on private property may be obtained by either a licensed general contractor or the property owner in accordance with [Chapter 536](#) of the Revised Code.
- Temporary structures within public ways will be exempt from obtaining ROW use or encroachment permits.
- Temporary structures within the Regional Center and Indianapolis Historic Preservation Commission overlay districts will be exempt from approvals from the respective agencies.
- Temporary structures with logos and signs on both private property and public ways are required to meet the requirements regarding temporary signage [above](#) and will be required to obtain a separate LDL for signage.
- All temporary structures will be subject to plan review and inspection by DCE to demonstrate compliance with all applicable building codes and standards.
- See [Attachment A](#) for specific review criteria that may be applicable.
- Temporary structures will be required to demonstrate compliance with all relevant Indianapolis Fire Department criteria.

Submittal process

- For projects requiring structural permits as described above, applicants will be required to concurrently submit LDL and structural (STR) permit applications.
- Upon submission, DCE will review and evaluate the temporary structure application along with representatives from the event sponsor, IMPD, and IFD to ensure conformity with all relevant event plans and public safety objectives.
- After demonstrating compliance with review criteria, applicants will be issued a structural permit for a fixed period of time and a limited duration license for a fixed period of time.



Submittal requirements

- A completed LDL application including the following:
 - Location of the proposed structure;
 - Occupant loads including seating capacity and estimated maximum attendance;
 - Structure installation and removal dates and times;
 - Event hours;
 - Whether the event will be private or open to the general public;
 - Whether the structure is in a public way or on private property;
 - Whether food will be served or cooked on site;
 - Whether alcohol will be served;
 - Whether live entertainment will be provided;
 - Whether a stage will be erected; and
 - Whether advertising signage will be located on the temporary structure.
- Three (3) sets of the following:
 - Manufacturer specifications and/or engineered plans indicating design loads (wind and snow), erection instructions, and anchoring method – including materials and equipment.
 - Site plans indicating: location on lot, adjacent structures and lot lines.
 - Floor plans indicating: seating capacity and arrangement, required exits, egress illumination, aisles, exit signs, electrical distribution equipment, appliances, generators, and heating and cooking equipment.
 - Flame propagation performance treatment certificates.

- Supplemental attachments and plans including:
 - Emergency weather and evacuation plan indicating the following:
 - Declaration of an emergency incident designee responsible for monitoring severe weather conditions and announcing when the structure must be evacuated – temporary structures must be evacuated should winds reach 75% of the temporary structure’s design load;
 - An emergency evacuation plan indicating where occupants will be directed; and
 - Snow and ice removal plan.
 - Waste disposal/sanitation plan indicating number of trash receptacles provided, waste disposal plan and [number of toilets – see Attachment D](#).
 - Security plan indicating number of officers and guards on site at peak times and a medical assistance plan. See [Attachment E](#) for more information.
 - Parking and transit plans identifying whether specific parking areas or transit services will be used for attendees.
- License fee in the amount of **\$75.00** is due prior to license issuance.
- Structural permit fee in the amount of **\$32** is due upon application submittal; structural permit fee in the amount of **\$170** is due prior to permit issuance.
- For large submittals requiring substantial review time and resources, additional review fees may apply to the structural permit, additional review fees will be assessed at a rate of **\$91** per hour.

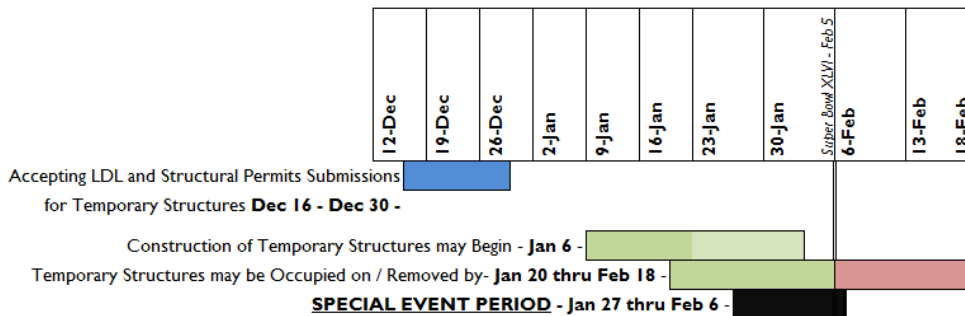
Operating requirements

- Temporary structures are only permissible for the duration indicated [below](#). Temporary structures remaining after the prescribed timeframes shall be subject to enforcement action.
- All temporary structures shall be installed and operated according to manufacturer’s specifications.
- The boring, staking, or cutting into public streets, sidewalks, or alleys is expressly prohibited.
- Where a structural permit is obtained, applicants will be required to perform all the necessary duties related to structural permit ownership. Among other things, this requires the applicant to:
 - [Request a building inspection – Attachment F](#) – upon completion of the erection of the temporary structure.
- Prior to occupancy and after construction (where required), DCE building inspectors will inspect temporary structures to determine compliance with applicable codes. Inspection items include but are not limited to the following:
 - Joint, component, and equipment maintenance and integrity;
 - Lateral bracing;
 - Anchoring method;
 - Egress facilities; and
 - Heating and cooking equipment installations.
- Upon passing the DCE building inspection, the official Super Celebration Site event sticker will be placed on or adjacent to the main entrance of the temporary structure by DCE personnel.

- All temporary structures must be evacuated should winds reach 75% of the temporary structure’s wind design load. This order will be carried out by the emergency weather designee. The structure must be evacuated a distance that is equal to 1.5 times the height of the temporary structure. Official wind speeds shall be determined by the most current [NOAA and NWS reports from the Indianapolis International Airport](#).
- Items suspended or hanging from temporary structures must be placed in accordance with design specifications.
- Temporary structures deemed not to be in compliance with all relevant criteria may be subject to enforcement action, including but not limited to revocation of the LDL and monetary fines.
- Submitted plans, manufacturer’s specifications, and installation instructions are required to be on site and available to City inspectors at all times.
- Structural permits will automatically expire on February 19, 2012 and permits will be voided by DCE staff. As such, *Certificates of Completion and Compliance* **will not** be required to be submitted upon removal of the temporary structure.

Relevant dates

- **December 16** – Initial day that applications for temporary structure LDLs and structural permits will be accepted.
- **December 30** – Final day to submit applications to DCE to ensure approval prior to the event activity period.
- **January 6** – Construction on temporary structures may begin for applicants other than the event sponsor.
- **January 20** – Occupancy of structures may take place within tents not associated with the event sponsor.
- **February 18** – All temporary structures must be completely removed.



Additional permits, approvals required

- Craft permits, electrical or heating, where required – [see Attachment G](#).
- [Marion County Public Health Department](#) licenses and inspections if food is being served.
- [Indiana ATC and Excise Police](#) approval if alcohol is being served.
- Other limited duration licenses if required such as a [sign LDL](#) or a [temporary vending LDL](#).
- Valid retail merchant certificate with the [Indiana Department of Revenue](#) when vending.
- [Indiana Department of Homeland Security](#) permits and approvals where required.
- [Indianapolis Fire Department \(IFD\) inspections](#) where required.

LDL 5 – Use/Occupation of Previously Vacant Structures

[Chapter 986](#) of the Revised Code indicates that the following type of activity requires an LDL –

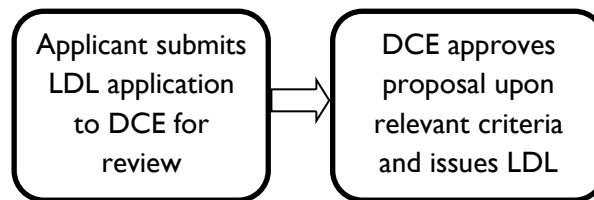
The occupation or use of any structure that had previously been vacant for a period of not less than thirty (30) days prior to the scheduled start of the licensed special event.

Previously vacant structures criteria/parameters for Super Bowl XLVI

- Buildings vacant as of December 29, 2011 will be required to obtain a LDL for use or occupation during the event period.
- Buildings with open DCE violations or Health and Hospital Corporation violations must resolve all outstanding issues prior to the issuance of an LDL.
- An LDL will not be issued for activity within structures with delinquent taxes per the Marion County Treasurer’s Office.
- A structural permit will be required if remodeling activity takes place that is substantial enough to necessitate a permit according to [Chapter 536](#) of the Revised Code.

Submittal process

- Applications for the use or occupation of previously vacant structures must be submitted to DCE for approval.
- After examining the criteria above, DCE will issue LDLs for the use or occupation of previously vacant structures.



Submittal requirements

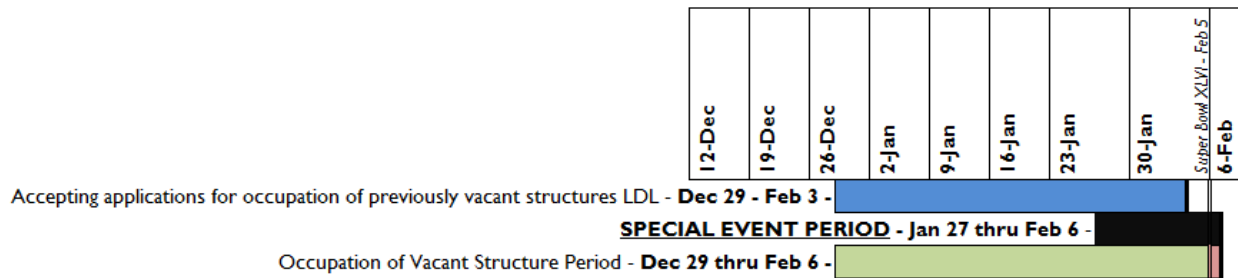
- A completed LDL application including the following:
 - Location;
 - Product, if any, being sold;
 - Whether space is being remodeled.
- License fee in the amount of **\$139.00** is due prior to license issuance.

Operating requirements

- The official Super Celebration Site event sticker (provided by DCE) must be placed on or adjacent to the building entrance.
- Previously vacant structures requiring an LDL will be subject to DCE and Indianapolis Fire Department inspections to ensure building and fire safety prior to occupancy.

Relevant dates

- **December 29** – Use or occupation of spaces that are vacant on this date or later are required to obtain an LDL. Spaces that are occupied and operational prior to this date are not required to obtain an LDL.
- **February 3** – Final day in which LDLs will be issued for the use or occupation of a previously vacant structure.



Additional permits/approvals required

- Valid retail merchant certificate with the [Indiana Department of Revenue](#) when vending.
- [Marion County Public Health Department](#) licenses and inspections if food is being served.
- [Indiana ATC and Excise Police](#) approval if alcohol is being served.
- Occupants changing the occupancy classification of the space as defined by the Indiana Building Code may require approval from the [Indianapolis Department of Homeland Security – Division of Fire and Building Safety](#).

LDL 6 – Currently Licensed Activities

[Chapter 986](#) of the Revised Code indicates that the following type of activity requires an LDL –

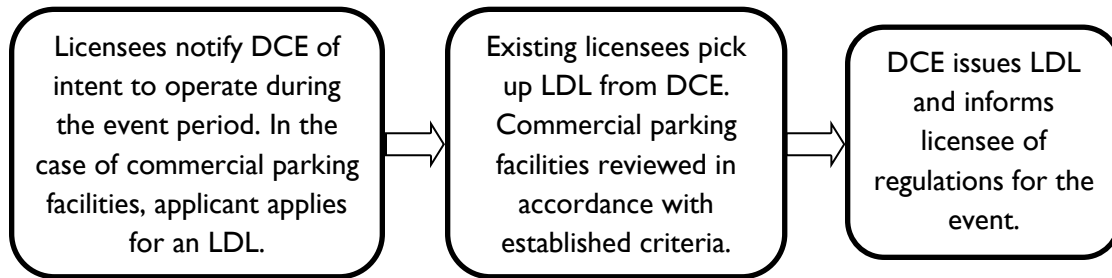
Any activity not otherwise listed for which a license under Title IV of this Code would otherwise be issued, except for transient merchant activity under Chapter 987 of the Code that is only occurring during the special event and within the special event zone.

Currently licensed entities criteria/parameters for Super Bowl XLVI

- The following license types must obtain a LDL in order to operate within a Clean Zone during the event activity period:
 - Taxi cab vehicles and operators;
 - Pedal cabs;
 - Cart vendors (via the temporary outdoor food sales LDL);
 - Tow companies;
 - Commercial parking facilities.
- With the exception of cart vendors and commercial parking facilities, if a currently licensed entity obtains an LDL for the downtown core Clean Zone, the entity may lawfully operate within any Super Celebration Site zone subject to each Super Celebration zone’s respective operating criteria.
- LDLs for the above listed activities (except commercial parking facilities) will only be issued to entities that have been licensed by the City for a period of at least sixty (30) days prior to the beginning of the event activity period.
 - Applicants may be issued an LDL for a commercial parking facility without having been licensed on an annual basis by DCE.
- LDLs for the above listed activities will be issued to current licensees for no additional fee provided that the licensee has been licensed for a period of ninety (90) days.
 - Commercial parking facility applicants that are not licensed by DCE on an annual basis will be required to pay a license fee of **\$139.00** prior to license issuance.
 - Commercial parking will be allowed on residential properties within a Clean Zone without an LDL being required.
- Taxis, pedal cabs, and carriages will be required to operate in accordance with the official transportation plan established by the event sponsor.
 - Operation may be restricted to particular areas within a Clean Zone, as well as particular dates and times during the event activity period.

Submittal process

- License holders who will only be seeking an LDL for a Super Celebration Site zone may apply for an LDL with DCE beginning on December 16.
- DCE will provide information on the all transportation plans, including but not limited to street closures and the location of temporary taxi stands.

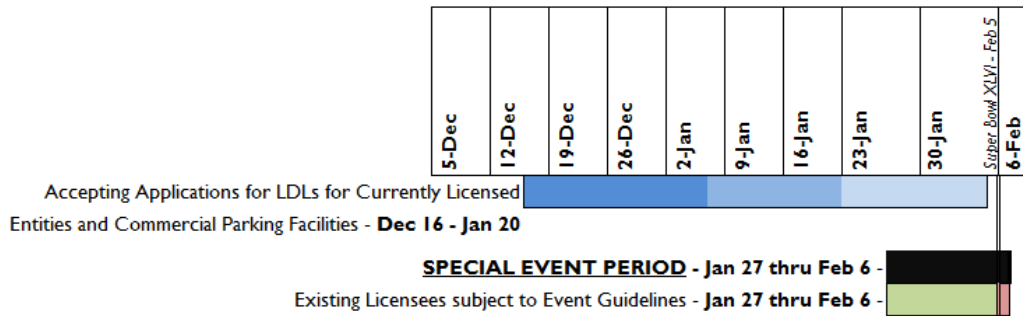


Operating requirements

- Licensees are subject to all existing operational requirements listed in their respective chapter of the Revised Code.
 - Commercial parking facility licensees that are only obtaining an LDL (in lieu of an annual commercial parking facility license) will be allowed to operate without being required to strictly meet the requirements of [Chapter 93I](#) of the Revised Code in order to meet the demands of the event.
 - Commercial parking facilities that are obtaining an LDL will be required to be inspected by DCE staff prior to a license being issued.
- Licensees will be prohibited from having advertising signage located on licensed facilities or equipment without first having obtained an LDL for temporary signage.
- The official Super Celebration Site event sticker (provided by DCE) will be required to be placed on the vehicle in the case of taxis, pedal cabs, and tow trucks.

Relevant Dates

- **December 16** – Initial day that applications for commercial parking facility LDLs (if no annual license is held) will be accepted.
- **January 9** – Existing licensees may begin picking up LDLs from DCE.
- **February 3** – Final day existing licensees may pick up LDLs from DCE.
- **Pre January 27** – Business as usual for identified licensees.
- **January 27 – February 6** – Licensees subject to event guidelines.



LDL 7 – Temporary Transit Routes/Taxi Stands

[Chapter 986](#) of the Revised Code indicates that the following type of activity requires an LDL –

The use of any temporary transportation route or taxi stand within the designated special event zone boundaries by a vehicle transporting passengers for a fare or predetermined rate.

Temporary transit routes/taxi stand criteria/parameters for Super Bowl XLVI

- Temporary Transit Routes and special taxi stands will not be designated throughout the Super Celebration Sites as defined by Chapter 986.

LDL 8 – Mobile Wireless Facilities

[Chapter 986](#) of the Revised Code indicates that the following type of activity requires an LDL –

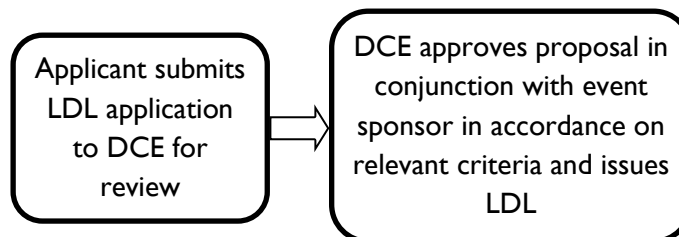
The erection or placement of a mobile wireless communication facility.

Mobile wireless facilities criteria/parameters for Super Bowl XLVI

- Any temporary mobile wireless facility (including but not limited to a “cell on wheels”) located within a Clean Zone must obtain an LDL.
- Mobile wireless facilities will not be permitted on public property.
- Mobile wireless facilities will not be permitted in residentially zoned areas.
- Applications for licensed mobile wireless facilities will be reviewed on a case by case basis by DCE in conjunction with the event sponsor. Applications should seek to mitigate all negative impacts on adjacent properties to increase chances of approval.
- Trucks and trailers associated with a mobile wireless facility may not contain signage. Any advertising permanently associated with such a facility shall either be approved via an [LDL for temporary signage](#) or shall be covered during the event activity period.

Submittal process

- Applicants seeking an LDL for a temporary mobile wireless facility shall be exempt from obtaining Regional Center approval, drainage permits, and improvement location permits.
- Applications for mobile wireless facilities will be submitted to DCE for approval.
- DCE will approve mobile wireless facilities in conjunction with the event sponsor at a fixed location for a fixed period of time.



Submittal requirements

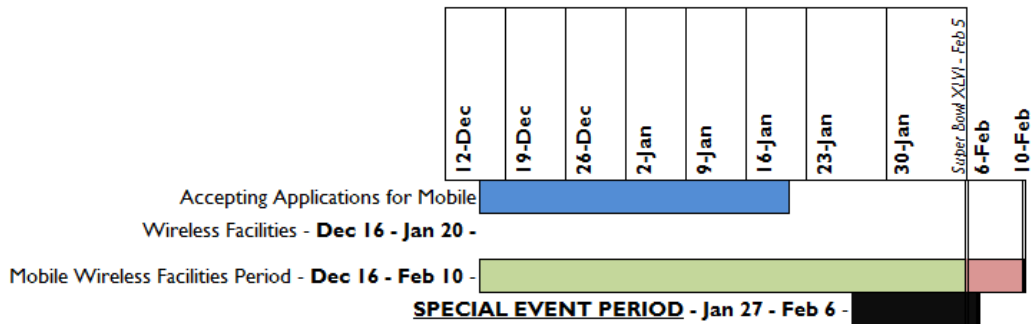
- A completed LDL application including the following:
 - Location; and
 - Dates of operation.
- A site plan or location map indicated the location of the mobile wireless facility.
- Unit specifications including size and height.
- License fee in the amount of **\$75.00** is due prior to license issuance.

Operating requirements

- The official Super Celebration Site event sticker (provided by DCE) is required to be placed on the on-site trailer or truck at the mobile wireless facility site.

Relevant dates

- **December 16** – Initial day in which applications for mobile wireless LDLs will be accepted.
- **January 20** – Final day for mobile wireless facility LDL applications.
- **February 10** – Mobile wireless facilities must be removed.



Additional permits/approvals required

- A [structural permit](#) in accordance with Chapter 536 of the Revised Code.
- An [electrical permit](#) in accordance with Chapter 536 of the Revised Code.

CONTACT INFORMATION



City of Indianapolis
Department of Code Enforcement
1200 Madison Ave., Ste 100
Indianapolis, IN 46225
317-327-4316
specialevents@indy.gov

Super
Celebration
SITES

FREQUENTLY ASKED QUESTIONS

Q: What is a Clean Zone?

A: A Clean Zone is a geographically defined area where an event sponsor (in this case, the Super Celebration Site Event Sponsors) has the ability to approve temporary activity based upon the content or type of such activity. This approval is limited to temporary activity and decisions are made in conjunction with the City of Indianapolis to ensure that the interests of residents and neighbors are balanced with those of the event.

Q: Will the temporary license criteria remain the same for every special event?

A: No. Under Chapter 986 of the Revised Code, the City has flexibility to allow differing types of temporary activity for different events. If you are interested in obtaining a temporary license for any other special events, you should look for a guide similar to this to be issued by the Department of Code Enforcement establishing the specific criteria for that event.

Q: How will my existing business operation be affected by a Clean Zone?

A: Existing businesses not engaging in temporary activity will not be affected by a Clean Zone. All lawful, existing business operations are not affected by a special event or creation of a Clean Zone. If you wish to make an improvement during this period that is not temporary, you will simply have to use the typical process to obtain permits, Regional Center approval, etc.

Q: If I am erecting a temporary structure that has advertising signs or mobile food set up within it, do I need to obtain multiple LDLs?

A: Yes. A separate LDL application, fee, and approval is required for each type of temporary activity. As an example, a tent that has a large advertisement imprinted on its roof would require a LDL for the temporary structure and the temporary sign.

Q: Where should I go to apply for an LDL?

A: All applications for an LDL must be returned in person to the Department of Code Enforcement, located at 1200 Madison Avenue, Suite 100, Indianapolis, Indiana 46225. When you drop off your application, DCE personnel will review your application and associated documentation to ensure efficient processing of your request.

Q: I own a residence within an identified Clean Zone area. Am I able to park cars in my yard during the special event?

A: Yes. Section 986-113 of the Revised Code provides that a property owner, tenant, lessee, or agent of the property owner may charge a fee to park vehicles in residential areas during civic sponsored special events like the Super Bowl. If you engage in this activity, however, please ensure that vehicles are not driving over curbs or sidewalks.

ATTACHMENT A: BUILDING AND FIRE SAFETY

The following is a list of several of the items that will be focused on by reviewers and inspectors to ensure building and fire code compliance for temporary structures. All other relevant Indiana Building and Fire Codes and ANSI standards regarding temporary structures are applicable and this list is by no means exhaustive.

For all tents:

- Means of egress facilities
 - Distribution of exits
 - Required exits
 - Exit openings
 - Exit ways
- Combustible materials
- Anchoring methods including materials and equipment and structural stability
- Temporary structure labels
- Access location and parking
- Seating capacity and arrangement
- Location of equipment for heating and electrical services
- Aisle width
- No smoking signs
- Storage, handling, and location of LP-Gas
- Generator information/separation
- Flame propagation performance certificate

For tents with occupant loads of greater than 50

- Adjacent structures
- Fire breaks
- Exit signage
- Egress illumination

For tents in which cooking will take place

- Equipment schedules
- Open/exposed flame
- Separation distance
- Venting
- Fuel source

For large tents – over 15,000 SF

- Separation distances
- Corridors joining tents

ATTACHMENT B: MARION COUNTY PUBLIC HEALTH DEPARTMENT – FOOD SAFETY

Temporary food facilities and facility expansion of existing restaurants will require approval from the Marion County Public Health Department. The organizers of instances where food vending and distribution will take place are required to register with the Marion County Public Health Department. An application and additional information regarding registering as an event organizer can be found [here](#). There is no fee associated with registering for an event. **Event organizers must register at least 30 days in advance of the event.**

In addition to the event organizer registration, the Marion County Public Health Department requires individual food vendors to obtain a temporary food service establishment license. Only vendors listed under an event organizer registry will be able to obtain the temporary food service establishment license. The application and fees for the temporary food service establishment license must be submitted at least 48 hours prior to the event. Depending on the nature of food served, a certified food handler may be required. More information regarding the temporary food service establishment license can be found [here](#).

The Marion County Public Health Department's [Department of Food Safety website](#) includes additional information for prospective food vendors and distributors, including a frequently asked questions section.

For additional information regarding licensing and rules and requirements for food vending and distribution, contact:



Kelli Whiting
Coordinator of Temporary Events
Marion County Public Health Department
Dept. of Food and Consumer Safety
317-221-2256
kwhiting@hhcorp.org

ATTACHMENT C: INDIANA DEPARTMENT OF REVENUE REQUIREMENTS

STATE of INDIANA

DEPARTMENT OF REVENUE
INDIANA GOVERNMENT CENTER NORTH
100 N. SENATE AVE



INDIANAPOLIS, IN 46204-2253

Businesses conducting retail and food and beverage operations in Indiana during Super Bowl XLVI should be aware of Indiana Department of Revenue (DOR) registration, reporting and remission requirements. This Information Sheet provides information for all businesses supporting the Super Bowl.

WHO NEEDS TO REGISTER?

You must register your business with the Department of Revenue if you:

- Will be selling products or tangible items ([sales tax](#))
- Will have employees ([withholding tax](#)); or
- Will sell food and/or beverages ([sales tax](#) and [food-and-beverage tax](#))

INDIANA TAXES

Sales Tax

Indiana's sales tax rate is 7 % and must be collected and remitted on all retail transactions.

Income Tax Withholding

Indiana's state withholding tax rate is 3.4%. The county tax rate will depend on where the employee resided as of Jan. 1, 2012. If the county is a non-taxing county or the employee is working in Indiana but does not reside in Indiana then the non-resident rate should be used. For more information, please refer to Departmental Notice #1, available online at: <http://www.in.gov/dor/files/dn01.pdf>

Food and Beverage Tax

The food and beverage tax rate in Marion County (Indianapolis) is 2%. In addition, some municipalities have adopted a food and beverage tax of 1%. Businesses located in municipalities with a Food and Beverage tax are subject to both Municipal and county tax rates. The following table outlines key city and county rates in the Indianapolis area:

County/Municipality	Rate
All Marion County	2 %
All Hamilton County	1 %
Carmel (in Hamilton County)	1 % (additional)
Noblesville (in Hamilton County)	1 % (additional)
Westfield (in Hamilton County)	1 % (additional)
All Boone County	1 %
Lebanon (in Boone County)	1 % (additional)
Zionsville (in Boone County)	1 % (additional)
All Johnson County	1 %
All Hendricks County	1 %
Avon (in Hendricks County)	1 % (additional)
Brownsburg (in Hendricks County)	1 % (additional)
Plainfield (in Hendricks County)	1 % (additional)

Businesses that provide catering services and already registered with the DOR do not have to register for individual events that they cater for Super Bowl XLVI.

HOW TO REGISTER?

If you are selling products, and/or food and beverages related to Super Bowl XLVI, you may need to register with the DOR.

You will need to register your business with the DOR if you:

- **Will be selling products or tangible items (sales tax)**
 - Does your business sell goods or tangible personal property? If so, you’ll need to register to collect a 7 % sales tax. This registration gets the ball rolling so that you can legally conduct retail sales in the state of Indiana. Once your registration is completed and processed, you’ll be issued a **Registered Retail Merchant Certificate (RRMC)**. And you’ll need one certificate on display for each business location, if you have more than one retail address.

- **Have employees (withholding tax)**
 - In running your business, will you have employees working for you? If so, you’ll need to collect withholding taxes. These are state and county taxes that are withheld from your employees’ wages.

- **Sell food and beverages (sales tax and food-and-beverages tax)**
 - Some businesses that sell food-and-beverages must register for food-and-beverage tax in addition to the sales tax.
 - The DOR provides the food-and-beverage tax rates for each county.
 - For more information on the food-and-beverage tax, call our business tax information line (317) 233-4016.

Start by completing a BT-ISE

To register your business with the DOR, you must complete a Business Tax Application (BT-ISE) and obtain a RRMC. Please visit <http://www.in.gov/dor/4572.htm> to start this process. At this site you will request a code to access our Special Events BT-I application (BT-ISE). This is a shortened application designed specifically for events like the Super Bowl. As soon as you submit your request, you will receive an email from the DOR providing you an authorization code and a link to the BT-ISE.

Complete the form and print two copies. One you submit to the mailing address on the form. The other you retain as your temporary RRMC.

Additionally, if you already have an RRMC and you will be opening a new location for Super Bowl XLVI you will need to register the new location.

Special BT-ISE applications must be postmarked by January 13, 2012.

HOW TO FILE?

You must file tax forms with the DOR for sales tax, withholding tax and food-and-beverage tax.

- Sales Tax and Withholding Tax can be filed using Indiana's free online tax filing program ([INtax](#)), which allows you to file and pay your business taxes
- Food-and-Beverage Tax can be filed using the Form FAB-103; which you will receive via mail after your BT-ISE application is accepted by the DOR.

HOW TO CLOSE?

If the account was solely for business related to Super Bowl XLVI, the account will be administratively closed by the DOR after all returns and payments have been processed. If you have any additional questions about closing a business-tax account, please call (317) 233-4015.

ATTACHMENT D: PORTABLE TOILETS AND HAND-WASHING STATIONS

The following table indicates a recommended number of portable toilets contingent on the number of persons at a given event. This is a base recommendation that is based on the *peak* number of attendants – not the average number. The figures in the table below that should be augmented depending on the following factors:

- Whether food will be served.
- Whether alcohol will be served.
- The length of the event.

In addition to the toilet recommendations, at least one portable hand-washing station is required for every five (5) toilets.

Peak Crowd	Recommended # of portable toilets
500	2
1000	4
2000	6
3000	7
4000	9
5000	11
6000	13
7000	14
8000	16
10000	19

ATTACHMENT E: RECOMMENDED SECURITY

A temporary structure used to hold a large numbers of occupants essentially serves as an independent special event within a Clean Zone. Due to the sheer size and number of events involved with Super Bowl XLVI, as well as the large crowds that will be concentrated in the downtown area, license holders must be able to ensure the security of the events occurring within their structure. The majority of events held within temporary structures will require the use of private security personnel for this purpose. The determination of the appropriate number of security personnel necessary will vary due to the type of event being held. A few factors to consider include, but are not limited to, the following:

- Peak number of occupants;
- Whether alcohol will be served;
- Whether entertainment (such as a concert) will occur;
- The time of day that the activities begin and end;
- Number of entrances and exits; and
- Whether the temporary structure's perimeter will be barricaded and secure.

For temporary structures hosting events with greater than 500 patrons that are serving alcohol, it is recommended that police officers from a Marion County jurisdiction are present on site. As an approximate ratio, one (1) sworn police officer should be on site for every five (5) private security personnel. The following jurisdictions may be contacted to determine their resource availability:

- Indianapolis Metropolitan Police Department;
- Marion County Sheriff;
- Beech Grove Police Department;
- Lawrence Police Department;
- Speedway Police Department; and
- Southport Police Department.

If you have questions regarding security plans or arrangements, please contact the Department of Code Enforcement.

ATTACHMENT F: INSPECTIONS

Temporary structures requiring a structural permit must call for an inspection after erection of the temporary structure. DCE will have inspectors throughout the Clean Zones during the event period. At least one inspection for each temporary structure will be required. Prudent permit holders seeking additional inspections to ensure code compliance may request subsequent inspections if desired. All temporary structures are required to be inspected prior to occupancy.

Temporary structures requiring electrical, heating, or plumbing permits will also be required to pass inspections. These “[craft](#)” permits must be pulled by respective trade contractors and will be subject to standard inspections process. This means that work must be exposed and uncovered until inspected.

To request an inspection call (317) 327-5525. As the permit owner, you will enter the permit number and go through a series of prompts. Enter the relevant inspection type during this process and an inspection will be requested. After an inspection is formally requested, an inspector will be on site within 48 hours. For questions regarding inspections call (317) 327-8700 or research online [here](#).

ATTACHMENT G: CRAFT PERMITS

Heating and cooling for temporary structures

- All heating and cooling systems used within a temporary structure must be approved by the DCE to demonstrate compliance with all applicable building codes and standards.
- Plans and specifications of the intended heating and cooling system must be submitted at the time a temporary structure application is submitted. Failure to submit plans will prevent issuance of a heating and cooling permit.
 - In compliance with Chapter 536 of the Revised Code, a heating and cooling general service permit may be required upon further review of the temporary structure application.
 - Heating and cooling general service permit fee: \$89.00.

Electrical systems for temporary structures

- In addition to obtaining a LDL and structural permit, and in compliance with Chapter 536 of the Revised Code and the National Electrical Code 2008, all electrical activity being performed in a temporary structure will require an electrical permit if one of the following conditions are met:
 - Installation or connection of appliances, electrical wiring, lighting, illuminated signs or electronic devices that includes the hardwiring installation or connection of an electrical circuit.
 - Installation or connection of an electrical system to a generator, service panel, transformer, or existing permanent electrical system which involves the installation or connection of an electrical circuit.
 - Power connection from *Indianapolis Power & Light Company*.
- Plans and specifications of the intended electrical system must be submitted at the time a temporary structure application is submitted. Failure to submit plans will prevent issuance of an electrical permit.
- In addition to temporary structures, electrical permits may be required for the illumination of temporary signs.
- Electrical permits will be charged a general service fee of \$89.00.