



City of La Porte
 801 Michigan Ave
 La Porte, IN 46350
 219-362-8220

Special Events Notification Checklist

This checklist should be followed when you are scheduling any Special Event in the City of La Porte that requires extra work performed by any City Department. Such as: festival, parade, race, car show, air show, cruise, fireworks, circus, etc.,

Event: _____

Date(s) _____ Time(s) _____

Name/Address/Phone of Contact Person: _____

Description of Event/Specific Request(s): _____

YOU MUST CONTACT The La Porte Board of Public Works (BOW) for the closing of any streets or for any required applicable permits, or necessary approvals. The BOW meets every Wed. at City Hall at 9:00am.	City of La Porte Office of Mayor 801 Michigan Ave La Porte, IN 46350	219-362-8220 Date Notified: _____
If you need barricades in place for pedestrian or Traffic control, you must contact the La Porte Street Department.	Street Dept. 1206 Second St La Porte, IN 46350	219-362-2477 Date Notified: _____
If you need extra security, extra traffic or pedestrian control, or if you are blocking a street, you must notify the Police Department.	Police Dept. 1206 Michigan Ave La Porte, IN 46350	219-362-9446 Date Notified: _____
If you need a standby fire apparatus, or if you are blocking streets, you must notify the Fire Department.	Fire Dept. 809 W. 18 th St. La Porte, IN 46350	219-362-3456 Date Notified: _____
If any streets will be blocked or if you need standby Ambulance service, you must notify La Porte County Emergency Medical Services.	La Porte County EMS County Complex La Porte, IN 46350	219-326-6808 Date Notified: _____
If any City, County or State roads will be blocked You must notify the 911 Dispatch Center	E-911 Center County Complex La Porte, IN 46350	219-326-6808 Date Notified: _____
If any State Highways need to be blocked. You Must contact the Indiana State Highway Dept.	Indiana DOT 315 E. Boyd Blvd.	219-362-6125 Date Notified: _____