

Marine Event Permitting Website – Basic Instructions

Purpose

This website is used to submit a Marine Event Permit application to the U.S. Coast Guard for regattas, marine parades, fireworks displays, swim events, boat races, or other organized activities occurring on navigable waterways.

Before You Begin

- Event name
- Event start and end dates/times
- General event location
- Sponsoring organization information
- Estimated number of participants and spectator vessels
- Types and sizes of vessels involved
- Event description
- Point of contact information
- Safety or traffic impact information

Important Submission Timeline

Applications should be submitted at least 135 days before the event. Applications may be submitted as late as 60 days before the event only if the same event was held last year, event details are essentially unchanged, no public objections were received last year, and the Coast Guard approved the event last year. Late submissions may not be approved.

Step 1 – Enter Event Information

1. Name of Event: Enter the official name of the event.

2a. Start Date and Time of Event: Select the event start date and start time.

2b. End Date and Time of Event: Select the event end date and end time.

Step 2 – Select Coast Guard Sector

3a. Select the Sector: Choose the appropriate Coast Guard Sector from the dropdown list.

3b. Describe the General Location: Provide a brief description of where the event will occur.

Step 3 – Sponsoring Organization Information

4. Sponsoring Organization: Enter the full mailing address of the organization sponsoring the event, including organization name, street address, city, state, and ZIP code.

Step 4 – Participant and Vessel Information

5. Number of Participants: Enter the estimated number of participants.

6. Sizes of Boats: List the approximate sizes of vessels participating.

7. Types of Boats: Describe the vessel types involved.

8. Number of Spectator Craft: Enter the estimated number of spectator vessels expected.

Step 5 – Event Description and Waterway Impact

9. Description of Events: Provide a summary of the event activities.

10a. Will This Event Interfere With the Natural Flow of Traffic?: Select Yes or No.

10b. If Yes, Briefly Explain: Describe how vessel traffic may be affected.

11. Extra or Unusual Hazards: Describe any additional hazards introduced by the event.

Step 6 – Public Objections and Patrol Requests

12a. Have Any Objections Been Received?: Select Yes or No.

15a. Is a Coast Guard or Auxiliary Patrol Requested?: Select Yes or No.

15b. If Yes, Explain the Request: Provide the number of requested vessels and the reason.

Step 7 – Person in Charge Information

16. Person in Charge of Event: Enter the name of the on-scene event lead.

17. Location of Person in Charge During Event: Describe where the person will be located.

18. Contact Information During Event: Provide a phone number or radio communication method.

Step 8 – Additional Contact Information

19a. Contact for Further Details: Enter the primary administrative point of contact and mailing address.

19b. Phone Number: Enter a valid contact number.

19c. Email Address: Enter a valid email address.

Step 9 – Authorized Representative Information

20. Name: Enter the name of the individual authorized to submit the application.

21. Title: Enter the individual's title or position.

22a. Mailing Address: Enter the representative's mailing address.

22b. Phone Number: Enter a contact number.

22c. Email Address: Enter a contact email.

Final Submission

1. Review all entered information for accuracy.
2. Ensure all required fields marked with a red asterisk (*) are completed.
3. Select “Submit Application” at the bottom of the page.
4. Retain a copy of the submission confirmation for your records.

Additional Notes

- Submission of an application does not guarantee approval.
- Additional coordination may be required with the local Coast Guard Sector.
- Event organizers may be contacted for clarifications or supporting documentation.
- The Coast Guard may issue additional safety requirements depending on the event type and location.

For additional Coast Guard Sector information, visit:

<https://www.navcen.uscg.gov/port-status>