

Loudspeaker Permit Applications may now be submitted online!

Access Citizen Self-Service (CSS) at: css.hvilletn.org

Log In / Create Account

Select “Apply” and select applicable Loudspeaker Permit application:

- Individual – Ownership of Event Location
- Individual – No Ownership of Event Location
- Business / Organization – Ownership of Event Location
- Business / Organization – No Ownership of Event Location

Steps:

1. **Locations** – Press “Add Location”. Enter address of the **event** location. Use Map to search for address, press magnifying glass to search, and then check appropriate address and press “Add”. Next.
2. **Type** – This is preselected. Description can be left blank. Next.
3. **Contacts** – You will be listed as the applicant. If you are applying on behalf of a Business/Organization, please also include the Business/Organizational Entity as an additional contact. Next.
4. **More Info** – Enter “Event Name”, which is a brief description of event being held (i.e. Smith Wedding, Daughter’s 8th Birthday, Annual Company Employee Recognition Event); Acknowledge that the event is not a block party; Select Add Row to add date and times of event (multiple rows can be added if multiple dates / time slots are included for the same event); Select Type of Permit (Loudspeaker, Amplifier, Other, Bell, Horn – most should use Loudspeaker) and Select Intended Use (Recorded Music/DJ, Live Band, Microphone, Speaking, Megaphone). Next.
5. **Attachments** – All applicants must include front and back of Driver’s License as an attachment. If you are applying for a loudspeaker permit for a location that you are not the owner of (i.e. shelter at a City park or place of business that you do not own), you must also attach either the reservation received from Parks for the shelter or a letter from the business owner authorizing the use of the property in this manner). Next.
6. **Review and Submit**

Elaine Roy (eroy@hvilletn.org or 615-590-4609) will be notified of application submission and will process as soon as possible for your event. Elaine may be contacted with any questions. **You will be notified via email when your permit is ready.**

To track progress and access your issued permit, log back into your CSS account, go to “My Work”, and select the applicable permit. The issued permit will be uploaded under “Attachments”. **Please be able to access either the electronic version or a printed version of the permit on the day of your event.**