

Welcome to the Division of Coastal Resources Events Page!

Before Applying for a Special Use Permit, You Must Contact the Division of Coastal Resources. They will determine if your use is appropriate for the property and if your date is available. If a Special Use Permit is necessary, they will provide you with a link and instructions on how to apply online.

You can contact the Division of Coastal Resources at 401-783-5551

Applying for a Special Use Permit Online

Step One: Create your Personal Profile

To complete your special use permit application online, you'll need to set up an account on RecDesk. [Go here to create your personal profile \(called a "Community Profile"\) with login and password.](#) Every time you use this website, log on using your username and password. You'll be able to use this account to track your reservations and make payments.

Step Two: Request a Date and Complete the Application

1. [Login using your username and password.](#)
2. From any page, scroll to the top of the website, click on the **Event/Special Use Permits tab the blue ribbon**, and select **All Event Requests**.
3. **COASTAL RESOURCE USERS**: Click on the **green RESERVE button** next to **DEM Coastal Resources**.
4. This brings you to a calendar. Click on the **green RESERVE button** on the date associated with the **FIRST DAY OF YOUR EVENT**. (Note: If your event is on multiple days, you can provide details on additional days in the form that follows.)
5. Enter a brief description of use (e.g., Clean Up) and the approximate number of people expected.
6. Click the **down arrow next to "One Day Reservation - 7 am - 6 pm"**.
7. Click the **green + button**, and click the **blue ADD TO CART button**. (Note: You can tell us about the actual hours of your event in the form that follows.)
8. You will not pay any upfront fees. There may be fees assessed when the application has been reviewed.
9. Click the **blue GO TO CHECKOUT button** on the bottom right.
10. Check the **blue I ACCEPT WAIVER button**.
11. Click the **blue COMPLETE FORM button**. This takes you to the Special Use Application.
12. Complete the form, sign, and click **SUBMIT**. (Note: If the form does not submit, check for error messages on the bottom, fix them, and click submit. *(This form will time-out in 30 minutes, so don't start unless you can finish it in one sitting.)*)
13. Click the **NEXT button**. (Note: If there are errors in the form, it will note them in red on the bottom; fix them and press **Update Form**.)

Division of Coastal Resources
Special Use Permit Application & Review Process

14. Click the **blue I HAVE COMPLETED ALL FORMS** button. **The form will say “Incomplete.” Don’t worry!** That’s because we have work to do on our end.
15. Click **CONTINUE**. When you see **Checkout Complete, you have successfully submitted your form.**
16. You will receive an email notice immediately indicating your request was submitted.
17. After we have reviewed your form, the Bureau of Natural Resources will be in touch to let you know if they can approve it.

Step Three: Submit your Certificate of Insurance

Insurance

Most Special Event Permits require a certificate of general liability insurance. The amount of insurance required is based on the type of activity you are planning to host. After we have reviewed your application, we will provide details on the level of insurance required, and instructions on where to email the certificate. **We must receive your certificate of insurance two weeks prior to your event, so please plan-ahead!**