



# Special Event Permit Application

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Permit #: \_\_\_\_\_

**REQUIRED:**

- A. Site plan showing location of event on the property
- B. Copy of any form of event advertisement, if available
- C. If alcohol will be served, a copy of the NC Alcohol Beverage Control Commission Limited Special Occasion Permit must be provided.

**EVENT DETAILS:**

Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Number of Guests: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_  
 Location: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**TENT PERMITS ARE ISSUED SEPARATELY AND REQUIRE ADDITIONAL DOCUMENTATION.**

\_\_\_\_\_  
Date Signature of Applicant

\_\_\_\_\_  
Date Signature of Property Owner

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