



SPECIAL EVENT PERMIT APPLICATION

DATE _____ PERMIT NO _____

EVENT NAME _____ TYPE OF EVENT _____

EVENT ADDRESS _____

CONTACT _____

EMAIL _____ PHONE _____

SPECIAL EVENT PERMIT SUBMISSION REQUIREMENTS:

- COMPLETED PERMIT FORM / PAYMENT OF FEES
- SITE PLAN
- EVENT DATE(S): START DATE _____ END DATE _____
- DATE REQUESTED FOR SITE INSPECTION*: _____

*We cannot guarantee the Inspector’s availability; however, we will do our best to accommodate your request. Site inspections cannot be scheduled prior to obtaining an approved permit.

- Special Event – Inspection during business hours \$97
- Special Event – Inspection after business hours \$312
- Special Event – Site Reinspection \$125
- Unpermitted Event Fee \$291

PERMIT SUBMITTED BY _____
(please print name)

AMOUNT PAID _____ CHECK _____ CC _____

ISSUED BY _____

PERMIT PICKED UP BY _____
(please print name)

DATE _____

PERMIT STATUS:

Expiration Date: _____



SPECIAL EVENT PERMIT APPLICATION

SITE PLAN

