



DEPARTMENT OF PUBLIC DEVELOPMENT

Planning & Zoning

Special Event Permit for the Drinking of Alcoholic Beverages Checklist

- A. Complete E-Verify Private Employer Exemption Affidavit for less than 11 employees or E-Verify Private Employer Affidavit for 11 or more employees.
- B. Complete SAVE Affidavit.
- C. Applicant's Name, Address, Phone Number, E-mail.
- D. Name of Organization, Address, Phone Number, and Authorized Head of Organization.
- E. Name of Chairman of the Event, Address, Phone Number, E-mail.
- F. Date of Special Event.
- G. Hours of Special Event.
- H. Participants of Special Event.
- I. Estimated Number of People Attending.
- J. Description of the Event (including all locations where alcohol will be consumed)
- K. The application must be filed with the Jackson County Public Development Department no less than 30 days before the date upon which the special event is to be held.