

Liquor License Special Event Permit Application Checklist

- Complete State Special Event Permit Application DR8439 [Colorado Department of Revenue's website](#)
- Certificate of Good Standing for Corporation or LLC www.sos.state.co.us
- Proof of possession of the premises (deed, lease, etc.) and Assessor's Parcel Number_____
- Diagram of the premises for the Special Event Permit (Outline in red the entire premises where alcohol can be consumed).
- Background Check Information Sheet for each Event Manager, President, or Secretary
- To submit a Special Event Application, you must have an appointment at least 45 days prior to your special event to allow for processing and posting of the property.**
- Appointment to bring in documentation: Email Joan Armstrong at armstrong@pueblocounty.us or call 719-583-6105

FEES

Local Fees: Cash*, Cashier's Check, or Money Order made to Pueblo County Planning & Development
Special Permit License Fee- \$100.00
See the Colorado Liquor Enforcement Fee Schedule for rates specific to license type.

Other Fees: \$6.85 Cash*, Cashier's Check, or Money Order made to Pueblo County Planning & Development for each background check on Event Manager, President, or Secretary.

Applicant's Contact Information:

Name: _____

E-Mail: _____

Phone: _____

Owner's Contact Information:

*Cash must be the exact amount

7-11-17