

# 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](http://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
- Background Check Information Sheet for each Event Manager, President, or Secretary
- Appointment to bring in documentation:  
Email Kelli Sindeband at [Sindeband@pueblocounty.us](mailto:Sindeband@pueblocounty.us) or call 719-583-6382

## 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

10-13-16