Liquor License Special Event Permit Application Checklist

- Complete State Special Event Permit Application DR8439 [Colorado Department of Revenue’s website](http://www.colorado.gov/pacific/dept/revenue)

- 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 (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 Tawnya Stringer at stringer@pueblocounty.us or call 719-583-6100

### 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

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10-15-2019