

Company Name:

# 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 (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@pueblounty.us](mailto:stringer@pueblounty.us) or call 719-583-6100

## FEES

Local Fees: **Check, or Money Order** made to Pueblo County Planning & Development  
Special Permit License Fee- \$100.00 (per event)

Other Fees: **\$5.00** Background check on Event Manager, President, and/or Secretary.

**\*\*NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED**

Special Event Fee (x\_\_): \_\_\_\_\_  
Background Check Fee: \_\_\_\_\_  
Total: \_\_\_\_\_

Applicant's Contact Information:

Owner's Contact Information:

Name: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_