



# GUILFORD COUNTY PLANNING AND DEVELOPMENT

## Event Permit

### WHAT IS AN EVENT PERMIT

An Event Permit is a permit issued for certain activities on a short-term basis. Event Permits must have a duration of between three (3) days and thirty (30) days.

### EXAMPLES OF EVENTS REQUIRING PERMITS

**CARNIVAL/FAIRS  
CIRCUS  
GOLF TOURNAMENT  
TURKEY SHOOT  
OCTOBERFEST  
CHRISTMAS TREE SALES  
PUMPKIN SALES  
HAUNTED HOUSES  
REVIVALS  
OPEN AIR RETAIL SALES  
CONVENTIONS  
TRADE SHOWS  
CONCERTS  
ARTS & CRAFT SHOWS  
YARD & GARAGE SALES**

### EVENTS NOT REQUIRING PERMITS

Yard & Garage Sales, Festivals, Catering, etc. (Activities not more than 3 Days).

### PURPOSE OF THE EVENT PERMIT

The purpose of this permit will be to authorize a specific use for a defined period of time; and to coordinate health, traffic, and other code specific inspections necessary to the safe and healthful operation of the event.

### PERMIT APPLICATION AND ISSUANCE

The application for an event permit shall be made to PLANNING AND DEVELOPMENT DEPARTMENT at least three (3) working days prior to the start of the event. Evidence of the following will be needed for the application:

- 1) Ample off-street parking will be provided for the event, in addition to required parking for the use or uses located at the event site;
- 2) The owner of the property where the event is to be held, or his agent, shall provide to the enforcement

officer written authorization that the event may take place on the property;

- 3) An event held outside of a building and within five hundred (500) feet of any residence shall cease operation by 10:00 p.m. (for Turkey Shoots: see Sect. 6-4.88 for special requirements);
- 4) Noise shall be controlled so that no adjoining property owner or occupant is unduly disturbed by the event; and
- 5) Licenses and/or permits and inspections required by other agencies must be obtained in conjunction with the event permit:
  - **HEALTH PERMITS (i.e., PORTABLES, FOOD SERVICES)**
  - **FIRE PERMITS (i.e., FIREWORKS OR BONFIRES);**

### TENT CERTIFICATE:

An affidavit or affirmation shall be retained at the premises on which the tent or air supported structure is located, attesting to the following information relative to the flame-retardant treatment of the fabrics:

1. Date fabric was last treated with flame-retardant solution.
2. Trade name or kind of chemical used in treatment.
3. The name of person or firm treating the material.
4. The name and address of the owners of the tents.

### FIREWORKS BOND REQUIRED:

The permit holder shall furnish a bond or certificate of insurance in an amount deemed adequate by the Fire Official for the payment of all damages which may be caused either to a person or persons or to property by reason of the permitted display, and arising from any acts of the permit holder, his agents, employees or subcontractors.

- **ELECTRICAL PERMITS (i.e., TEMPORARY ELECTRICAL)**
- **STATE PERMITS (i.e., CARNIVAL/RIDES)**

This bulletin is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official Development Ordinance interpretation



**GUILFORD COUNTY  
PLANNING AND DEVELOPMENT**

Event  
Permit

**TYPE OF EVENT:**

- Turkey Shoot
- Christmas Tree Lot
- Fireworks Sales
- Golf Tournament
- Other

*If other, explain:*

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*Location of Event*

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*Date and Time*

*Duration*

**Contact Person:**

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*Full Name*

*Phone Number*

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*Street Address*

*City*

*State*

*Zip Code*

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*E-mail Address*

*Other Phone Number*

**Property Owner:**

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*Full Name*

*Phone Number*

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*Street Address*

*City*

*State*

*Zip Code*

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*E-mail Address*

*Other Phone Number*

- Public Water/Sewer
- Well/Septic
- Porta-John (attach a copy of the contract)

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*Applicant's Signature*

*Date*