

**CITY OF LEXINGTON
NORTH CAROLINA**



OFFICE OF COMMUNITY DEVELOPMENT
"IMPROVING TOMORROW'S COMMUNITY...TODAY"

**BASIC STEPS TO OBTAINING
A SPECIAL EVENTS PERMIT**

- **Print out from the Community Development page on the city website the Special Event Permit Forms OR stop by the Office of Community Development for a copy. No fee is involved.**
- **All applications must be filed no later than 45 days before the scheduled event**
- **If a street closure of a major thoroughfare is involved the approval must go through City Council. This could take up to 30 days to get on a City Council agenda.**
- **If a street closure of a residential and less traveled street is involved, approval will be sought through the Police Department or City Manager's office.**
- **If event involves a parade, walk/run/bike for a charity please provide a map and written instructions on the proposed route**
- **If event is held on private property, approval from the property owner must be attached to application**
- **If alcohol sales are involved you must first provide a liquor liability policy and an alcohol license from the Alcohol Beverage Commission**
- **Link to ABC permits: <http://www.ncabc.com/PERMITS/> . Check with the North Carolina ABC for the alcohol license that is appropriate for your event.**
- **If merchandise is to be sold please fill out ALL information for merchant and the Federal Tax ID of merchant**
- **Please provide a copy or proof of liability and property insurance as required by Section 10.12**

Please feel free to call 336-248-3900, email Jeanne Johnston, jjohnston@lexingtonnc.net or stop by the Office of Community Development with any questions relating to your Special Event or application for your Special Event permit.