



GUILFORD COUNTY PLANNING AND DEVELOPMENT

Event Permit Bulletin

OVERVIEW

An Event Permit is a permit issued for non-permanent activities which will have a duration of more than three (3) days but not to exceed thirty (30) days pursuant to Guilford County Development Ordinance Section 3-3.3.

EXAMPLES OF EVENTS REQUIRING PERMITS

Arts & Crafts Shows
Carnival, Circus, Fairs,
Christmas Tree Sales
Concerts, Stage Shows
Conventions, Trade Shows
Outdoor Retail Sales
Outdoor Religious Events
Turkey Shoot-Refer to GC Development Ordinance Sect 6-4.90
Open Air Retail Sales
Fireworks Sales Tents, Fireworks Displays
Golf Tournament, Sporting Event
Octoberfest
Pumpkin Sales
Haunted Houses

PURPOSE OF THE EVENT PERMIT

The purpose of this permit is 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.

APPLICATION AND PERMIT ISSUANCE

Application for an Event Permit including to scale Site Plan showing location of event shall be made to the Enforcement Officer at least three (3) working days prior to the start of the event. The application will not be approved until such evidence is shown that the following conditions have been or will be complied with, see below. Once requirements have been met, the Enforcement Officer will send the signed application to the Permitting Section to setup an Event Permit. Permitting will contact the applicant when the permit is ready to be picked up.

- 1) Ample off-street parking shall 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/her 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.
- 4) Noise shall be controlled so that no adjoining property owner or occupant is unduly disturbed by the event.
- 5) Licenses and/or permits required by other agencies shall be obtained prior to the issuance of the event permit. Check with the following authorities to verify compliance:
 - Environmental Health 336-641-7613-Refuse Disposal
 - Environmental Health 336-641-6933-Food & Lodging-Sanitation
 - Fire Marshal 336-641-7565-Fire Permit, Tent Certification, Fireworks Bond, Fire Code compliance, etc.
 - Sheriff Dept - Turkey Shoot Inspections, etc.
 - Dist 1-Oak Ridge 336-641-2300
 - Dist 2-Stoney Creek 336-641-2680
 - Dist 3-Jamestown 336-641-6691
 - NCDOT-336-487-0100-Driveway Permit
 - State Permits - Carnival Rides, etc.
- 6) Additional inspections may be required:
 - Building
 - Electrical
 - Zoning
- 7) Nonconforming Use-Persuant to Guilford County Development Ordinance Sect 3-14.2, if the proposed event has ceased operation for more than one year, then the proposed event will have to comply with the current Development Ordinance regulations.

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Development Ordinance in any legal proceeding.