

**\*IMPORTANT NOTICE - PLEASE READ**

**NEW PROCESS FOR SPECIAL EVENT PERMITS**

BEFORE SUBMITTING YOUR APPLICATION FOR A LIQUOR SPECIAL EVENT PERMIT WITH THE JEFFERSON COUNTY LIQUOR LICENSING OFFICE, YOU MUST CHECK WITH THE JEFFERSON COUNTY PLANNING & ZONING DEPARTMENT TO SEE IF YOUR EVENT MIGHT REQUIRE ADDITIONAL PERMITS.

THE LIQUOR LICENSING OFFICE WILL NOT ACCEPT YOUR APPLICATION UNTIL YOU HAVE A SIGN-OFF FROM GREG SAIA IN THE PLANNING AND ZONING OFFICE INDICATING YOU ARE IN THE PROCESS OF OBTAINING ANY REQUIRED PERMITS FROM THEIR DEPARTMENT. THEY ARE LOCATED ON THE 3<sup>RD</sup> FLOOR OF OUR BUILDING DIRECTLY ABOVE OUR OFFICE.

PLEASE SUBMIT YOUR APPLICATION TO THE LIQUOR LICENSING OFFICE 75 DAYS IN ADVANCE IN ORDER TO ALLOW FOR ALL APPLICABLE PERMITS TO BE OBTAINED PRIOR TO YOUR HEARING DATE.

THANKS IN ADVANCE FOR YOUR COOPERATION.

JEFFERSON COUNTY LIQUOR LICENSING OFFICE: 303-271-8166 OR 271-8167

PLANNING & ZONING OFFICE: **(GREG SAIA) 303-271-8750**