



Town of Mount Pleasant, SC

## SPECIAL EVENT PERMIT APPLICATION - B

Outdoor Commercial Activities  
Non-Residential Private Property

*The organizer of a special event must fill out a permit application and return it to the Town of Mount Pleasant via email by the deadlines listed below.*

### WHAT IS A SPECIAL EVENT?

Any organized activity with more than 25 people using or impacting private commercial or public property, facilities, parks, sidewalks or roadways in a manner that varies from its standard land use. *Please note: all Town of Mount Pleasant (TOMP) ordinances (zoning, noise, signage, etc.) must be adhered to in any event; a permit does not constitute permission to violate any ordinance.*

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### PERMIT PROCESS

The permit application process begins when you submit a completed Special Event Permit Application to the Town of Mount Pleasant. Please **determine the appropriate application** for your event type and **attach all requested documents via email**. Acceptance of your application should in no way be construed as final approval or confirmation of your request. Applications are only processed when payment is received.

During the application review process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.) These items must be received before a Special Event Permit will be issued. Delays in providing these items will hinder our ability to finish our review process and approve your application in a timely manner.

Staff in all appropriate TOMP departments will review the permit application. Should there be any specific questions or concerns about your event, TOMP staff will contact you. During the review process you will be notified if your event requires any additional information, permits, licenses, certificates or fees.

### EVENTS ON TOWN-OWNED PROPERTY

If you are requesting to host your event on property owned by the Town of Mount Pleasant, attach the [Town Property Event Addendum](#) to this permit application. Be sure to carefully read and understand all rules and restrictions included in the addendum. Town of Mount Pleasant events have priority in use of any Town property or right-of-way.

### APPLICATION DEADLINES and FEES

*Deadlines are the minimum required days prior to event date.*

#### **Outdoor Commercial Activities:**

*Tent Sales, Business Events, etc.*

30 Days - \$50

*\*There is no fee for Business Grand Openings*

#### **Non-Residential Private Property:**

*Private Parties, Block Parties, etc. requesting street closures*

Case-by-Case (30 days recommended) - \$0

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### COMPENSATION FOR TOWN STAFFING

Depending on the size and type of event, the Town may require personnel including Police and/or Fire and/or Public Services to work the event. All Town personnel involved during the day(s) of the event will be charged back to the organizing agency. The Town shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the Town. The bill will be transmitted to the organizing agency within sixty (60) working days after the completion of the event.

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### NON-DISCRIMINATION STATEMENT

The Town of Mount Pleasant does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services.



Event Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_

Location: \_\_\_\_\_

Event Type:

Outdoor Commercial Activity

Non-Residential Private Property

*If event will occur on property owned by someone other than applicant, attach an approval letter signed by property owner.*

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

Applicant Name: \_\_\_\_\_ Organization/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail(s): \_\_\_\_\_

Description of Special Event:

Estimated attendance: \_\_\_\_\_

The event is private (*By invitation only*)

Open to general public, free

Open to general public, entry fee

**CHECK THE FOLLOWING ITEMS THAT ARE AN ELEMENT OF YOUR EVENT:**

*The Town of Mount Pleasant does not provide or rent to the public tents, tables, chairs, barricades or other equipment.*

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Road Closures/Barricades | <input type="checkbox"/> Alcohol           | <input type="checkbox"/> Amplified Sound*  | <input type="checkbox"/> Live Music    |
| <input type="checkbox"/> Portable Restrooms       | <input type="checkbox"/> Tents or Canopies | <input type="checkbox"/> Signs and Banners | <input type="checkbox"/> Admission Fee |
| <input type="checkbox"/> Inflatables/Jump Castles | <input type="checkbox"/> Other: _____      |  |  |

*Section 116.02(B) of the Mount Pleasant Code of Ordinances states that normally any special event permit involving loudspeakers or amplified music systems will not be allowed after 7:00 p.m. on weekdays and 9:00 p.m. on Fridays and Saturdays.*

**NOTIFICATION TO IMPACTED RESIDENTS AND BUSINESSES:**

Events that impact TOMP residents or businesses require notification of neighborhoods/HOAs, company representatives, etc. by letter/email 30 days prior to event date. Notices must reflect the date, time, locations and types of activities taking place during the event. Include TOMP contact information in case anyone has questions or concerns: eventpermits@tompsc.com and 843.884.2528. **Attach a sample of the notification letter/email, a list of impacted neighborhoods and businesses, and their responses or signatures indicating consent to this application (printouts of email replies are acceptable).**

**SITE PLAN:**

Attach a site plan/event layout including any impacted roads, barricade placement, location of inflatables/machinery, etc.

*I understand that an electronic signature has the same legal effect and can be enforced the same way as a written signature. By checking this box and typing my name below, I am electronically signing my application.*

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
*Application Approval (TOMP Office Use Only)*

\_\_\_\_\_  
Signature of Assistant Town Administrator Date

Comments and Special Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Town of Mount Pleasant, SC

## SPECIAL EVENT PERMIT APPLICATION B

### Checklist and Application Submission Information

If you do not have all the applicable attachments listed below, submit your application and send copies via email to [EventPermits@tompsc.com](mailto:EventPermits@tompsc.com) as soon as they are available.

All of the following **applicable** attachments must be included with your Special Event Permit Application before the Town will issue a permit:

1. All information completely filled out.
2. Site plan.
3. If event is on property not owned by Event Host, proof of property owner consent.
4. Notification Letters to affected neighbors and businesses, including any affected by parking lot or road closures. Include replies.
5. **Pay for permit online at:** [ExperienceMountPleasant.com/forms/Special-Event-Permit/](https://ExperienceMountPleasant.com/forms/Special-Event-Permit/) Permits are not issued until receipt of payment.

**IF EVENT IS TO BE HELD ON TOWN OF MOUNT PLEASANT PROPERTY, attach Town Property Event Addendum which can be found on our [Forms](#) page.**

Applicant is solely responsible for obtaining all of the following **applicable** licenses and permits:

1. SC Department of Revenue Retail License
2. Town of Mount Pleasant Business License
3. SC Department of Revenue Special Event Beer, Wine and/or Liquor License
4. SC Department of Health & Environmental Control Food Service Permit

Submit application by clicking button below or emailing [EventPermits@tompsc.com](mailto:EventPermits@tompsc.com). Please attach to this email any necessary files (*applications are only processed once payment is received*).



After your application has been reviewed you will be notified if the Town requires any additional information in order to complete your permit.

**Remember that receipt of your application should in no way be construed as final approval or confirmation of your request.**

*Please note, if you fail to abide by all Town Ordinances and any Special Conditions noted on this event permit, future permit applications may be denied.*