



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.*

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

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.

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 Type:

Event Time: _____

Outdoor Commercial Activity

Mount Pleasant SC

Location: _____

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): _____

Event

Description: _____

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.

___ Road Closures/Barricades

___ Alcohol

___ Amplified Sound*

___ Live Music

___ Portable Restrooms

___ Tents or Canopies

___ Signs and Banners

___ Admission Fee

___ Inflatables/Jump Castles

___ Food Trucks**

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. **Applicant is responsible for ensuring all food trucks have a current MPFD Mobile Food Vendor Inspection certificate BEFORE event day. Visit tompsc.com/138/Code-Enforcement for complete information.*

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 (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*) _____

Assistant Town Administrator Signature _____

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 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/ Permits are not issued until receipt of payment.

IF EVENT IS TO BE HELD ON TOWN OF MOUNT PLEASANT PROPERTY, attach a 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
5. MPFD Mobile Food Vendor Inspection Certificate

Submit application by emailing EventPermits@tompsc.com. Please attach to this email any necessary files (*applications are only processed once payment and all required information is received*).

Please do not drop your application off at Town Hall. If you cannot fill out electronically and submit via email, please drop off or mail the paper copy to the RL Jones Center at 391 Egypt Road.

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.