



ROUTT COUNTY SPECIAL EVENT PERMIT FLOW CHART

Please be advised that depending on the nature of the special event, the special event being considered may require review and issuance of a permit from one or more of the following County Departments. Please note that each department has their own set of requirements and fees. It is the responsibility of the applicant to check with individual departments for requirements.

Planning Department

Please see the Planning Department to determine if any permits/approvals will be required. The Planning Department can be reached at 879-2704.

Sheriff Office

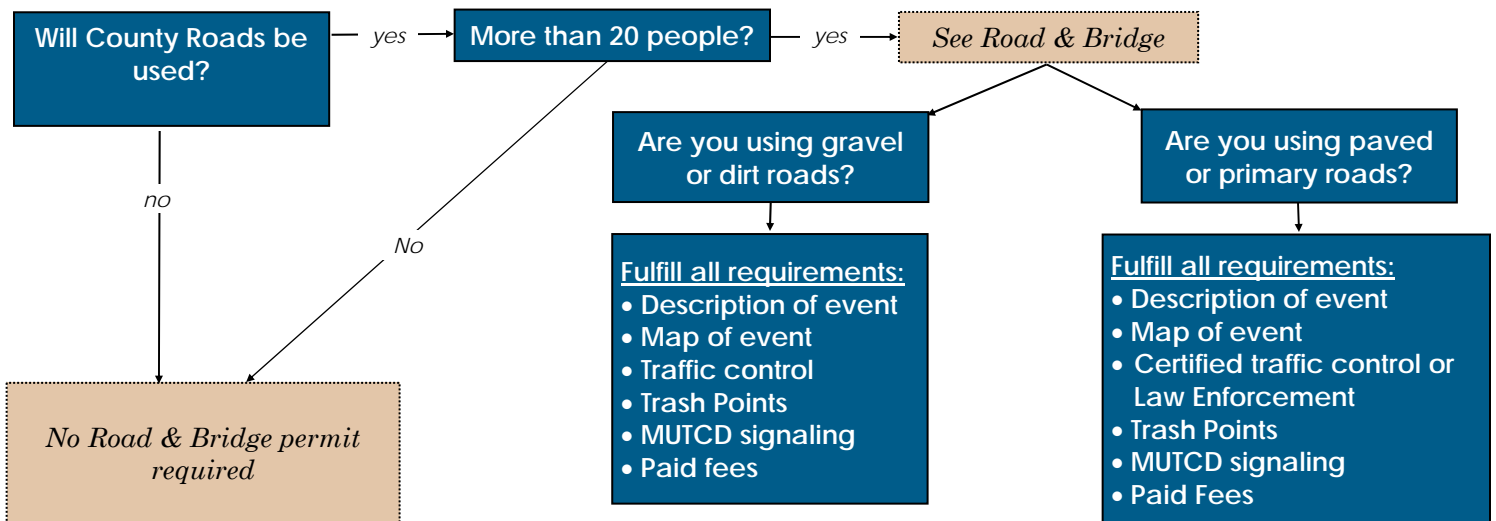
Please see the Sheriff office to determine if any permits/approvals will be required. If law enforcement will be requested through the Sheriff's office, an Extra Duty request form needs to be submitted to the Sheriff's office at least 30 days prior to the event. The Sheriff Office can be reached at 879-1090.

Clerk & Recorder

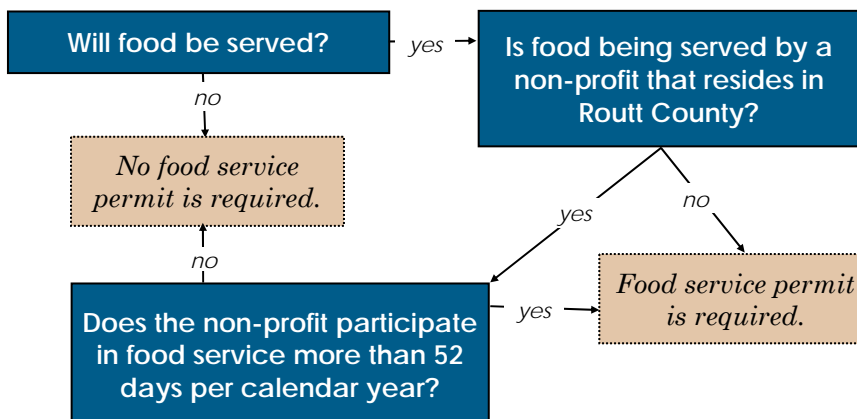
If alcohol will be served, an application for a Liquor License must be submitted to the Clerk & Recorder's office at least 30 days prior to the event. The Clerk & Recorder Office can be reached at 870-5556.

Road & Bridge Department

Please submit required information to the Road & Bridge Department at least 30 days prior to the event. The Road & Bridge Department can be reached at 879-0831.



Environmental Health Department



Routt County Environmental Health manages food service, water supply, wastewater disposal and solid waste/recycling requirements for certain community events that are held in a public place or otherwise which invites the general public to attend.

Please contact the Environmental Health Department at 870-5588 a minimum of 30 days prior to your event to discuss these requirements.