



# 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 970-879-2704

Please see the Planning Department to determine if any permits/approvals will be required.

## Sheriff Office 970-879-1090

Please see the Sheriff office to determine if any permits/approvals will be required. If law enforcement will be requested, an Extra Duty request form needs to be submitted to the Sheriff's office at least 30 days prior.

## Clerk & Recorder 970-870-5556

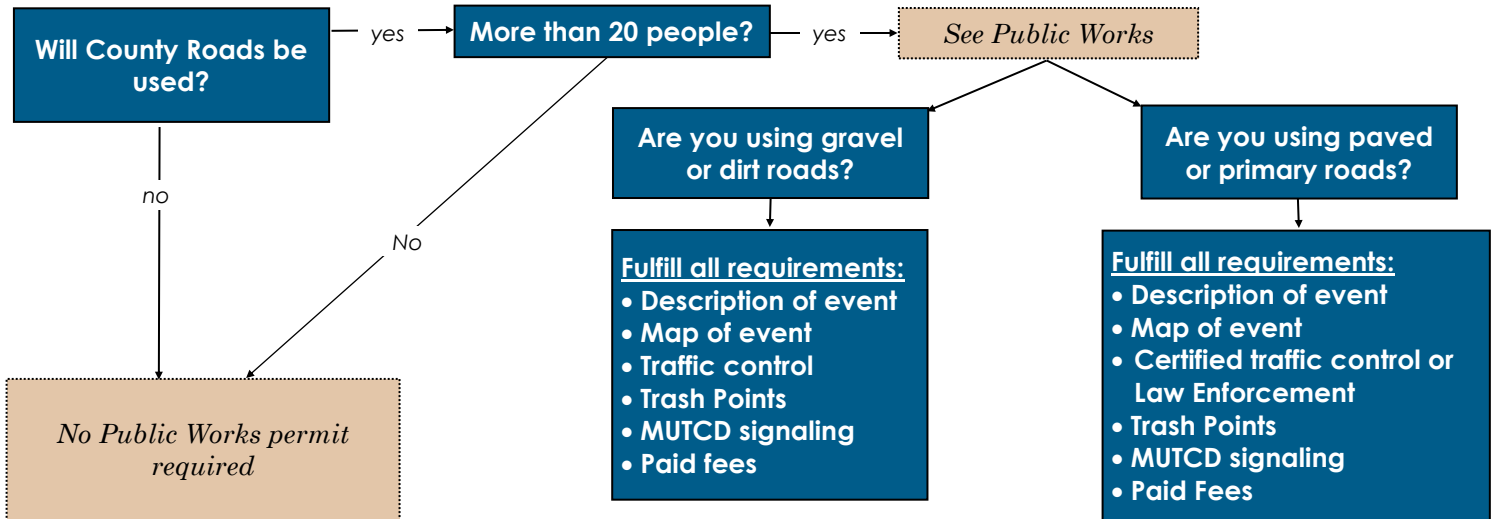
If alcohol will be served, an application for a Liquor License must be submitted to the Clerk & Recorder's office at least 30 days prior to the event.

## Fire Departments

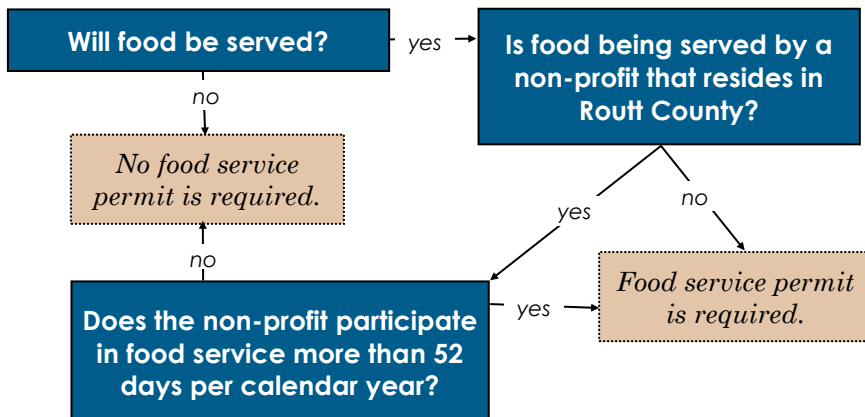
A tent permit may be required. Please contact the appropriate fire department for their requirements.

## Public Works Department 970-879-0831

Please submit required information to the Road & Bridge Department at least 30 days prior to the event.



## Environmental Health Department 970-870-5588



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 a minimum of 30 days prior to your event to discuss these requirements.