

CHATHAM COUNTY SPECIAL EVENT NOTIFICATION

Applicant Information			
Applicant is:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Other (Specify): _____
Name:	_____		
Business name (if applicable):	_____		
Street address:	_____		
City, State, Zip:	_____		
Telephone no.:	_____	Fax no.:	_____
Email address:	_____		

Event Amenities (Check all that apply)			
<input type="checkbox"/> Food vendors / sales	<input type="checkbox"/> Tents / inflatable structure(s)	<input type="checkbox"/> Live music / stage(s)	
<input type="checkbox"/> Sanitation (port-a-john)	<input type="checkbox"/> Fireworks and/or open fires	<input type="checkbox"/> Temporary Signs	
<input type="checkbox"/> On-site water	<input type="checkbox"/> Outdoor electricity / outlets:	<input type="checkbox"/> Other (list): _____	
<input type="checkbox"/> Involves county property (list): _____			

Event Information			
Name of Event:	_____		
Street Address:	_____		
Town/Zip Code:	Town:	Zip:	
Date(s) of Event:	_____		
Time(s) of Event:	Start time:	Ending time:	
Expected Attendance:	per day / total attendees		
Will your activity require street closures?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Provide a brief description of proposed event:			

Submit this form via E-mail: building.permits@chathamcountync.gov or in person to: Central Permitting, 80 East St., Pittsboro NC 27312. Central Permitting will route this form to multiple county departments, municipalities and other entities.

If approval or fees are needed from a department, they will contact the applicant listed above.

ORGANIZATION/ CONTACT PERSON	ADDRESS / PHONE #	WEB LINK
Fire Marshal Office	80 East St, Pittsboro PH (919) 542-8230	Fire Inspections Chatham County, NC
County Zoning (If outside city planning area)	80 East St, Pittsboro PH (919) 542-8285	Planning Chatham County, NC
Building Inspections	80 East St, Pittsboro PH (919) 542-8230	Central Permits & Building Inspections Chatham County, NC
Environmental Health	80 East St, Pittsboro PH (919) 545-8309	Food, Lodging and Institutions Chatham County, NC
Parks & Recreation	90 East St, Pittsboro PH (919)545-8555	Parks & Recreation Chatham County, NC
Emergency Management	297 West St, Pittsboro PH (919) 545-8163	Emergency Management Chatham County, NC
Sheriff's Office (If outside city limits)	295 West St, Pittsboro PH (919) 545-8123	Chatham County Sheriff's Office Chatham County, NC
Siler City Planning Director	311 N. Second Ave, Siler City PH (919) 742-2323	Planning & Community Development - Town of Siler City
Pittsboro Planning Director	635 East St, Pittsboro PH (919) 542-4621	Pittsboro, NC
Goldston Mayor Tim Cunnup (If in Goldston town limits)	Town of Goldston PO Box 527, Goldston PH (919) 898-4343	town of goldston nc - Bing
Cary Planning	316 N Academy St, Cary	https://www.townofcary.org/