

## Check Event Location

**Zoning:** Is the activity/use allowed at the location? Does the location need a Use Permit?

Call 602-262-7131 #6 **OR**  
Visit 200 W. Washington St., 3<sup>rd</sup> Fl.

**Building:** Does the building have a valid Certificate of Occupancy?

Call 602-262-7811 **OR**  
Visit 200 W. Washington St., 2<sup>nd</sup> Fl.

**Fire Department:** Does the location need any Fire/Assembly/Canopy/Fireworks Permits?

Call 602-262-6771.

Is the event in a **City Street or Park**? Additional permits/fees may apply. Check [online](https://phoenix.gov/parks/special-events).

[phoenix.gov/parks/special-events](https://phoenix.gov/parks/special-events)

## Submit the Special Event Application

### DIRECTLY TO THE CITY IF:

The location does not already have an active regular liquor license.

**OR**

The Special Event will be on *any portion* of a location that is not covered by an existing active regular liquor license (ex: parking lot).

**Submit the application directly to the City:**

License Services  
200 W. Washington St.,  
1<sup>st</sup> Fl.  
602-262-4638 #3

**CITY APPROVAL IS REQUIRED**  
(ARS 4-203.02.B)

Submit at least 90 days prior to the event date.

**OR**

### DIRECTLY TO THE STATE IF:

The location already has an active regular liquor license.

**+**

The Special Event will take place **ONLY** within the currently licensed area/premises.

**Submit the application directly to the State (DLLC):**

800 W. Washington St.,  
5<sup>th</sup> Fl.  
602-542-5141

**CITY APPROVAL IS NOT REQUIRED**  
(ARS 4-203.02.C)

Submit at least 10 days prior to the event date.

## City Application Process

### Apply at the City of Phoenix

Apply 90 days prior to the event date.

Submit a [City of Phoenix Application](#) & [State Application](#).

Include items listed on the City of Phoenix [Applicant Checklist](#).

Pay [City Fees](#) & provide State fee.

### City Reviews Application

License Services collects the application/paperwork & forwards to the Police, Planning & Development, & Fire Departments.

Police Department reviews application & makes a recommendation to License Services.

License Services reviews the application/paperwork & department recommendations & makes a recommendation to the City Council.

### City Council Reviews Application

Application is scheduled onto a Formal City Council Meeting Agenda.

City Council approves or denies the application. (Exception: See FAQ's City Manager's Office approval)

If approved, the application is submitted to the DLLC by the City or the applicant.

The DLLC requires City approval.

### State (DLLC) Reviews Application

License Services forwards the approved application & State fee to the DLLC directly (if there is enough time & if fees were provided) OR the applicant takes the City approved application & State fee to the DLLC. The City approved application & State fee must be submitted to the DLLC at least 10 days prior to the event date.

DLLC reviews the application & approves the application & issues the license OR denies the application.

## FAQ's

• **City Approval is not required IF:** The event location already has an active regular liquor license AND the event will be held entirely inside the already licensed premises. However, State approval is still required. Therefore, submit the Special Event application directly to the DLLC.

• **Limited # of Events at Unlicensed Locations:** If the location does not have an active regular liquor license, no more than 12 special event liquor licenses can be issued at the same location within one calendar year. (Exception: Locations owned by the City.)

• **Deadline:** The State (DLLC) must receive a Special Event application at least 10 days prior to the date of the event, including applications that require City approval first.

• **Alcohol Purchases:** Special Event licensees may purchase alcohol from a retailer or wholesaler, and/or get it donated from a Winery, Microbrewery, Producer, or Wholesaler.

• **Responsible Party:** The Applicant (and the qualified organization) is responsible for the liquor sales at the event.

• **Event Proceeds:** Licensee must receive at least 25% of the revenues from the sale of alcohol during the event & 75% of any auctioned alcohol sales.

• **City Manager's Office Approval:** If there is not enough time for the application to be placed on a City Council Agenda, License Services may submit the application to the City Manager's Office for approval. (Limit: Only 2 per year, per organization can be approved in this manner.)

