

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., 2nd Fl.

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

Call 602-262-7811 **OR**
Visit 200 W. Washington St., 3rd 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](#).

phoenix.gov/parks/parks/party

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 30 days of 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/contractors may purchase alcohol from a retailer or wholesaler, and/or get it donated from a Winery, Microbrewery, Producer, or Wholesaler.

• **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.)

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.,
1st 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.

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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.,
5th 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

