



SPECIAL ACTIVITIES PERMIT APPLICATION

CITY OF WEST COLUMBIA POLICE DEPARTMENT
 200 N. 12th Street ▪ West Columbia, SC 29169 ▪ (803) 794-0721

Date of Application:	
Name and Address of Applicant:	
Telephone Number(s):	
Name of Organization / Business / Nonprofit:	
Route of Procession / Location of Activity:	
Purpose / Type of event:	
Date/Time of Event: Date: _____, Time: From _____ a.m./p.m. to _____ a.m./p.m.	
Person(s) responsible for conduct and liability of activity:	Number of Participants Expected:
Name:	Name:
Address:	Address:
Phone #:	Phone #:
All events require police, fire, and zoning approval. Some require Mayor & Council approval.	
Zoning: (803) 791-1880 • Police : (803) 936-6280 • Fire: (803) 739-6225 • City Clerk: (803) 939-8608	
<p>Requesting to serve alcohol out doors? YES _____ NO _____. Outdoor alcohol request require appearance by applicant before City Council at regular Council meetings typically held the first Tuesday of each month. Requests for permits require submission 6 weeks in advance of the event. There are additional license and permits required for alcohol sales. Bands or loud music also require 6 weeks advanced notice for City Council approval.</p>	
Approved by:	Denied by:
<p>Conditions/Comments: Depending on your activity, event insurance may be required. All road closures must be approved by the Department of Transportation (SCDOT) by applicant. SCDOT (803) 359-4103. Off duty police officers may be hired through the City. Additional License / permits may be required for food sales. All required License and permits must be approved and obtained prior to event.</p>	