

## **ABC LIMITED SPECIAL OCCASION PERMIT CHECKLIST**

The North Carolina ABC Commission is dedicated to providing excellent customer service to the citizens of our great State and understands the necessity of receiving ABC permit(s) in a timely manner. This checklist, designed specifically for the above referenced permit, will assist in navigating through the Limited Special Occasion Permit Application process to ensure you have provided the necessary documentation for a complete packet. To facilitate this process, please submit the documents in the order listed, without any omission, as that will result in a delay of processing your application.

- **APPLICATION**
  - Must be completed in its entirety
  - Must be signed and notarized
- **LEASE/RENTAL AGREEMENT**
  - Copy of signed Lease/rental agreement must be in applicant's name
  - Address of leased premises must be included
  - Date(s) for the event must be included
- **CRIMINAL RECORD CHECK**
  - Certified copy of criminal record check obtained from the Clerk of Courts office in the county in which the applicant resides
  - If you are unable to obtain a criminal record from the Clerk of Courts office, please contact the Permit Section at (919) 948-7941
- **CORRECT FEE FOR PERMIT**
  - Certified check, cashier's check or money order in the amount of \$50.00
  - Payable to NC ABC Commission
  - If paying by credit card, complete credit card form (Visa, MasterCard, Discover)

**NORTH CAROLINA  
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

400 East Tryon Road

Raleigh, NC 27610

[www.abc.nc.gov](http://www.abc.nc.gov)

919-779-0700

FEE PAID: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

PERMIT #:

Approved: ☐ Rejected: ☐

By: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION FOR LIMITED SPECIAL OCCASION PERMIT**

**Application Instructions:**

1. Complete the application in its entirety. Please print clearly.
2. Application must be **notarized**.
3. The fee for the Limited Special Occasion permit is **\$50.00**. The fee can be submitted by certified check, cashier's check, money order or credit card (Visa, MasterCard, Discover). The certified check, cashier's check, and money order must be made payable to the **North Carolina ABC Commission** (*may be abbreviated as NC ABC*).  
**PERSONAL CHECKS ARE NOT ACCEPTED AND THE APPLICATION WILL BE RETURNED.**
4. Submit a copy of the **lease/rental agreement** (must be in applicant's name).
5. Submit a **certified copy** of the applicant's Criminal Record. It can be obtained from the Clerk of Court in the county where the applicant resides.
6. The completed application must be submitted **at least fourteen (14) days** prior to the scheduled event.

I hereby make application for a Limited Special Occasion permit which authorizes me to possess and serve fortified wine and spirituous liquor to my guests at a reception, party, or other special occasion. The event will be held on the premises of a business with the permission of the owner of the property. (*Please print clearly*)

**PLEASE CHECK ONE:**

☐ Individual

☐ Partnership

☐ Corporation

☐ Limited Partnership

☐ Limited Liability Company

County (in which event takes place): \_\_\_\_\_

Individual's Full Name: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_ Last 4 of Social Security #: \_\_\_\_\_

If representing a corporation, give corporate name: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
Street address City State Zip Code

Mailing Address (If different from residential): \_\_\_\_\_  
Street address City State Zip Code

Contact Information: \_\_\_\_\_  
Daytime Phone # Mobile Phone # Fax # Email Address

Name of location where event is to be held: \_\_\_\_\_

Address of event location: \_\_\_\_\_  
Street address City State Zip Code

Date and Time of Special Event: \_\_\_\_\_  
Date Event Begins Time Event Begins Date Event Ends Time Event Ends

**NOTE: THE PERMIT WILL BE EMAILED TO THE EMAIL ADDRESS LISTED ABOVE, UNLESS THE APPLICANT REQUESTS IT BE MAILED.**

**NOTE: A Limited Special Occasion permit allows the host of a function to furnish liquor and fortified wine to invited guests, free of charge. Guests are not permitted to bring their own liquor. There can be no charge or fee to attend the function. Any money collected for the event or during the event constitutes an illegal sale of alcohol and violators will be subject to criminal prosecution and may jeopardize your applications for future events. If any violence occurs, you must contact local law enforcement.**

I have read the above & agree: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Signature of Applicant

**I certify under oath or affirmation that:**

- I am not the owner or possessor of the event premises applied for.
- I am not less than 21 years of age.
- I have not been convicted of a misdemeanor controlled substance offense or alcoholic beverage offense within the past two (2) years.
- I have not been convicted of a felony within the past three (3) years, and if convicted of a felony before then, I have had my citizenship restored.
- I have not had an alcoholic beverage permit revoked within the past three (3) years.
- I have the written permission of the owner of the property to serve alcoholic beverages.
- All of the information supplied by me in this application is complete and accurate.
- I understand that failure to abide by the ABC laws may result in the immediate revocation of my privilege to possess or serve alcohol.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me this the \_\_\_\_\_

Day

Month

Year

My Commission Expires: \_\_\_\_\_

Notary or other person qualified by law to administer oaths

(NOTE: MUST BE STAMPED OR SEALED BY NOTARY)

**PLEASE MAKE A COPY OF APPLICATION AND OTHER DOCUMENTS PRIOR TO SUBMITTING THEM TO THE COMMISSION.**

**FORWARD THIS APPLICATION, FEE(S) AND REQUIRED DOCUMENTS TO:**

If sending USPS, Express Mail, FedEx or UPS:

**NC ABC COMMISSION  
400 EAST TRYON ROAD  
RALEIGH, NC 27610**

As an alternative for US Postal Service (regular delivery):

**NC ABC COMMISSION  
4307 MAIL SERVICE CENTER  
RALEIGH, NC 27699-4307**



## CREDIT CARD AUTHORIZATION FORM

### CARDHOLDER INFORMATION

Credit Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ Amex

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Month: \_\_\_\_\_ Exp. Year: \_\_\_\_\_

CVC: \_\_\_\_\_

By signing this document, I authorize The North Carolina Alcoholic Beverage Control Commission to charge my credit card for the specified amount.

Name: \_\_\_\_\_

Amount charged (\$): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_