



County of Prince George, Virginia

“A welcoming community · Embracing its rural character · Focusing on its prosperous future”

DO I NEED A PERMIT FOR MY EVENT?

A permit must be obtained prior to having a “Special Event” in Prince George County. This form is designed to assist in determining if a particular event qualifies as a Special Event. The County Code defines a Special Event as follows:

Special Event- a gathering of persons to be held in open space not within a permanently enclosed structure for the purpose of listening to or participating in music, or listening to or participating in entertainment that is open to the public or which results in revenue through donations or ticket sales. “**Entertainment**” includes but is not limited to fairs, carnivals, circuses, fund raisers, exhibitions, performances, rides, races, parades, marches, events, concerts, celebrations, tours, shows, outdoor dances and fireworks displays.

The following is a list of some events that are not considered Special Events and **DO NOT** require a permit: County or School sponsored events; yard sales; flea markets; family reunions; private parties; athletic tournaments; outdoor weddings/receptions; pep rallies; business grand openings; indoor events (in buildings designed for assembly purposes).

Please answer the following questions to determine if your event qualifies as a “Special Event”:

1. Is the event held in open space (outdoors; not within a permanent enclosed structure)?
YES or NO (If NO, the event does not require a permit) (If YES, continue to #2)
2. Does the event include “Music or Entertainment” (See above for examples of “Entertainment”)?
YES or NO (If NO, the event does not require a permit) (If YES, continue to #3 and #4)
3. Is the event open to the public? YES or NO
4. Will the event result in revenue through donations or ticket sales?
YES or NO

If you answered YES to question #3 **OR** #4, your event is a “Special Event” and will require a permit. Please complete the “Prince George County Special Event Permit Application”. Submit the application and payment for the \$25.00 permit fee to the Department of Community Development and Code Compliance at least **30 days** prior to the event date. A Special Event Permit may be issued for up to three (consecutive) years for a recurring event so long as there are no material changes in the event. The permit fee for a “Special Event Permit” is \$25.00 per event per year. Events for the purpose of raising funds to assist a Prince George charitable cause may qualify for a fee waiver at the discretion of the Board of Supervisors.

If you have questions related to Special Event requirements, please contact the Department of Community Development and Code Compliance at (804)722-8659.