

## Steps for Determining Proper Event Licensing and Permitting

1. Will your event be held on public or private property?

Public *(Special Event Permit required)*

Private

2. Will any part of your event be held on or impact traffic of a public street, alley, or sidewalk?

Yes *(Special Event Permit required)*

No

3. Will your event host five or more vendors or exhibitors?

Yes *(Event License required)*

No

4. Will you or any vendor at your event serve alcohol?

Yes *(Alcohol Catering Permit required)*

No

## You may also need to notify these agencies:

- If the noise from your event will exceed the maximum permissible sound levels:

Lewiston Police Department  
1224 F Street • (208) 746-0171

- If you are organizing an event that hosts vendors:

Idaho State Tax Commission  
(800) 972-7660

- If you are organizing an event that hosts food vendors:

Idaho Public Health  
215 10<sup>th</sup> Street  
(208) 799-3100

## Licenses and Permits Required

- Special Event Permit

Department of Public Works  
(208) 746-1316

Must be submitted at least 30 days prior to event

- Event License

Community Development  
(208) 746-1318

Must be submitted at least 30 days prior to event

- Alcohol Catering Permit

Community Development  
(208) 746-1318

Must be submitted at least 14 days prior to event