



Information Sheet

Community Development Division
20 North Main Brigham City, Utah 84302
(435)-734-6604

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SPECIAL EVENT GATHERING

How do I know if I need a permit for a gathering? Block party etc?

Anytime there is a gathering of citizens that requires special permits including temporary business license.

What is a Special Event application?

Temporary Mass Gathering” or “Gathering” where an actual or reasonably anticipated assembly of 500 or more people continuous for two or more hours per day and/or activities that include the sale of food or beverage **that is not commercially packaged** requires the approval of the Health Department.

Where do I acquire a Special Event Permit?

Brigham City Corporation, 20 North Main, or visit our website at www.brighamcity.utah.gov

What is the cost for the permit?

A \$25.00 non-refundable filing fee is required with this application.

Will I need a temporary business license?

Yes if there are vendors selling for profit, a temporary business license is required along with temporary sales tax #. To obtain temporary sales tax# you can register online at tax.utah.gov/sales/specialevents.html or call 1-801-297-6303 or call toll free (outside the SLC area) 1-800-662-4335 ext/6303.

How long will it take to obtain the permit?

Applications **must be** completed for any event to take place 30 days prior to the event.