



EXTENSION OF PREMISES FOR EVENTS

City of New Port Richey Development Department
City Hall, 5919 Main Street, 1st Floor
New Port Richey, FL 34652
Phone: (727) 853-1047 Fax: (727) 853-1052

Permit # _____
Date Received: _____

- Submit 1 digital copy & 1 hard of copy (Stapled application with addenda, collated and folded surveys/site plan, etc.)
- Submit application fee \$200 (check made payable to the *City of New Port Richey*)

Check if alcohol will be served

Applications for licensed premises changes must be submitted with a site drawing for Development Review Committee (DRC) approval. Please allow 1 to 2 weeks for DRC review. Approval must be obtained before Planning & Zoning can sign the Extension of Premises application. Applicants are encouraged to attend the DRC meeting to answer any questions.

Event Information:

Applicant Name: _____
Business Name: _____
Business Address: _____
Contact Person (if different from applicant): _____
Business Phone: _____ Home/Cell Phone: _____

Survey/site plan of the property including (if applicable)

- Perimeter barricades and access points,
- Location of existing building walls,
- Temporary fences,
- Sales area,
- Portable restrooms,
- Parking (including handicap),
- Stage, tent (**require separate permit**)
- Restricted outdoor alcohol consumption area,
- Two-way traffic circulation/ unimpeded access from roadway and
- Site photographs.

If alcohol will be served - Complete sections 1, 2, & 5 of the DBPR ABT -6029 Division of Alcoholic Beverages and Tobacco

Application for Extension of Licensed Premises.

Number of Access Points: _____ Number of People (including police) Stationed at Access: _____
Date & Hours: 1st Day _____ Hrs. _____, 2nd Day _____ Hrs. _____
3rd Day _____ Hrs. _____

- Applications must be submitted within 180 days and no later than 20 days prior to the start of the event.
- The applicant should attend the DRC meeting to answer any questions.
- DRC meets every Thursday at 10:00 a.m. in City Council Chambers, 1st floor, City Hall

For office use only

Development Review Committee Approval Date: _____

_____ City Manager

_____ Fire Department

_____ Development Department

_____ Public Works

_____ City Engineer

_____ Police Department

_____ Planning/Zoning