



The following is the process for applying for a special event license:

1. Fill out the attached application and submit with a license fee of four hundred dollars (\$400.00). Applications shall be filed not less than 15 days prior to the date of the event.
2. Police personnel may be required during the event. The applicant must arrange such requirements with the Valley View Police Department.
3. Tents over four hundred square feet may require approval from the Ohio Department of Commerce/Division of Industrial Compliance/Bureau of Building Code Compliance  
6606 Tussing Rd., PO Box 4009  
Reynoldsburg, OH 43068-9009  
(614) 644-2622 or 1-800-523-3581 (Ohio only)  
(614) 644-3145 (FAX)  
A copy of approval must be submitted with this application.
4. Applicant must schedule an inspection the day of the event when setup is complete. A twenty-four hour notice is required.

Building Department  
Village of Valley View



## **APPLICATION FOR SPECIAL EVENT LICENSE**

We hereby request permission to hold the special event described as follows:

Name/Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours: \_\_\_\_\_

Estimated Number of People Expected to Attend: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

PRINT NAME OF CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE OF CONTACT PERSON: \_\_\_\_\_

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