

Special Event Beer Permit Requirements

- **Health Department approval**, 615-340-5620
- **Fire Marshal approval**
 - [Fire Marshal's Office Special Event Requirements](#)
 - [Beer Board Special Event - Fire Marshal Update](#)
- **Certificate of Registration or Tax-Exempt Letter from Charity or Non-profit organizations**
[Tennessee Department of Revenue](#)
500 Deaderick St
Nashville, TN 37242
615-253-0600
- **[Certificate of Existence \(for Tennessee Corporations\)](#)**
Tennessee Secretary of State
Division of Business Services
312 Rosa L. Parks Ave
Snodgrass Tower, 6th Floor
Nashville, TN 37243
615-741-2286
TNSOS.CERT@tn.gov
- **[Certificate of Authorization \(for out of state corporations\)](#)**
Tennessee Secretary of State
Division of Business Services
312 Rosa L. Parks Ave
Snodgrass Tower, 6th Floor
Nashville, TN 37243
615-741-6488
TNSOS.CERT@tn.gov
- **[Business License](#)** (must be same name as listed on application)
Davidson County Clerk
Main Office
700 President Ronald Reagan Way
Suite 101
P.O. BOX 196333
Nashville, TN 37210
8:00 a.m. to 4:20 p.m. (M-F)
615-862-6050

- **Owner/Manager Required Info** (not required for a Non-Profit Organization)
Please provide all required information for each individual owner/officer and General Manager.
The “Owner/Manager Required Info” form can be found at <https://www.nashville.gov/departments/beer-permits/downloadable-forms/required-documents>
- **Copy of Lease** (or **Deed** – if property owner)
(If a temporary permit is applicable, a signed copy of the lease or proof of ownership of property must be provided before the temporary permit can be issued.)
- **Floorplan** (may be hand-drawn)
- **Letter of permission to use property**
- **Proof of Legal Status** (for non-US citizens)
Proof of Legal Status – List of Acceptable documents can be found at <https://www.nashville.gov/departments/beer-permits/downloadable-forms/required-documents>
- **National Criminal Background Check (Not required for a Non-Profit Organization)**
(Required for all Owners with 5% or more interest and General Managers)
Recommended: www.integrascan.com
- **Beer Board Initial Inspection**
Inspection requirements for each permit type can be found using the following link: www.nashville.gov/departments/beer-permits/initial-inspections

If your permit type requires an initial inspection, please send an email request to initialinspections@nashville.gov
- **Use and Occupancy Permit**
Please contact the Codes Department at uoletters@nashville.gov
- **Zoning Approval**
If this is a new location/change of use, or you have general questions about zoning, please send an email to: zoninghelpdesk@nashville.gov
- **Letter of Security**
From a licensed person or company providing security (must state date, time, place, number of security officers along with their license number and expiration date)
- **Letter from charity**
- **Charity 501(c)(3) Bonafides** (If Charity Event)
- **Street Closure Permit** (if applicable)