



CLINTON

South Carolina

Special Events Permit Process Overview:

Per city ordinance no person shall engage or participate in, aid, form or start any parade, event, block party, performance or filming unless a permit is obtained from the City Manager or his/her designee. Requests need to be received by this office **30 days prior to the event**; however, we reserve the right to approve applications received less than 30 days before.

Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks or public roadways in a manner that varies from its current land use. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events.

The Special Events Ordinance of the City of Clinton provides the framework and guidance for the issuance of Special Event Permits within the City of Clinton. A permit will not be approved for the primary purpose of advertising a product, goods or services, and is designed to be held primarily for profit.

City of Clinton events have priority in use of any city property or right-of-way.

Applicants who have held an event in the previous year have the first priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.

The permit application process begins when you submit a completed Special Event Permit Application to the Inspections and Planning. **Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request.** A representative from the City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit.

Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. You may be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates.

During the initial application reviewing process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). These items must be received before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

The City of Clinton does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services.

Completed applications and any fees applied must be submitted prior to a permit being issued to: Office of Inspections and Planning, 211 North Broad Street, Suite A, Clinton, SC 29325. For questions call 864-833-7517 or email: info@cityofclintonsc.com.