



**TEMPORARY USE PERMIT FOR SPECIAL EVENTS CHECKLIST**

(Before permit can be issued the following must be  
**Completed/Coordinated**)

- ( ) Description of Events, Times, and Vendors
- ( ) Copy of Business License/Clearance form
- ( ) Letter of Permission of property owner
- ( ) Coordination from DHEC (Food Vendors) \_\_\_\_\_  
(Signature/Date)
- ( ) Notification of the Sumter Police Department/Sumter County  
Sheriff's Department  
  
\_\_\_\_\_  
(Signature/Date)
- ( ) City Manager (Linda Hammett Office) (Final Approval)
- ( ) County Administrator (Mary Blanding Office) (Final Approval)
- ( ) Notification of Sumter Fire Department Inspection Section  
  
\_\_\_\_\_  
(Signature)