



NON- PROFIT TEMPORARY ALCOHOLIC BEVERAGE INSTRUCTIONS

1. **OBTAIN** an application from the State Division of Alcoholic Beverages

Department of Business & Professional Regulations
Division of Alcoholic Beverages, Tobacco & Fire Arms
1313 North Tampa Street 2189 – Cleveland Street Suite 909
Tampa, Florida 33765
813-272-2610

<http://www.myfloridalicense.com/Dbpr/abt/licenses.html>

2. **COMPLETE** all portions of the State Application **except** “ZONING”

3. **COMPLETE** all portions of the City application

4. **SUBMIT** to Development Review Services:

- a. State Application
- b. City Application
- c. For co-sponsored events, copy of approved Parks Permit
- d. For street closures, copy of approved Street Closure Permit
- e. For Outdoor Events on private property, provide site plan showing the area of event.

For Outdoor Events on Private Property:

- You are required to hire off-duty police officers. You cannot receive Zoning approval prior to application. Contact St. Petersburg Police Department, Special Events Unit, 893-7154
- You may be required to submit for a Temporary Use permit depending on the size of the event and if you are constructing a stage or tents

5. **SUBMIT** State Application to the State