

## ABC SPECIAL ONE TIME PERMIT FOR SALE OF ALCOHOLIC BEVERAGES PACKET CHECKLIST

The North Carolina ABC Commission is dedicated to providing excellent customer service to the citizens of our great State and understands the necessity of receiving ABC permit(s) in a timely manner. This checklist, designed specifically for the above referenced permit, will assist in navigating through the Special One Time Permit for Sale of Alcoholic Beverages Application process to ensure you have provided the necessary documentation for a complete packet. To facilitate this process, please submit the documents in the order listed, without any omission, as that will result in a delay of processing your application.

- **APPLICATION**
  - Must be completed in its entirety by a representative of the nonprofit organization
  - Must be signed and notarized
  - Notification to Law Enforcement Section must be completed
- **LEASE OR RENTAL AGREEMENT**
  - Nonprofit or Political Organization must be illustrated as the tenant
  - Address of leased premises must be included
  - Dates and times for usage of leased premises must be included
  - Must be signed by all parties
- **DIAGRAM**
  - Detailed diagram of the leased premises showing all entrances, exits, bar areas, and where all alcohol consumption and/or sale will take place.
- **TAX DETERMINATION DOCUMENT (for non-profit organizations only)**
  - Copy of the nonprofit organization's 501c tax determination letter from the IRS or Department of Revenue showing the organization is exempt from taxation, or
  - Documentation to show the organization is exempt under similar provisions of Chapter 105 of the North Carolina General Statutes
- **POLITICAL ORGANIZATION DOCUMENT (for political organizations only)**
  - Documentation to show the organization has filed a notice of candidacy, paid the filing fees or filed the required petition, and been certified as a candidate.
- **PURPOSE AND RECIPIENT OF FUNDS STATEMENT**
  - Written or typed statement explaining the purpose of the fundraiser and who the recipient of any funds raised will be.
- **CRIMINAL RECORD CHECK**
  - Certified copy of criminal record check obtained from the clerk of courts office in the county in which the individual representing the organization or candidate resides in.
- **CORRECT FEE FOR PERMIT**
  - Certified check, cashier's check or money order in the amount of \$50
  - Payable to NC ABC Commission