



Stafford County

Special Event Informational Packet

Permit List

Stafford County Sheriff's Office

- Loud Speaker/Sound Permit:
<https://www.staffordsheriff.com/content/resources/Soundpermitapplication.cfm>

Stafford County Parks, Recreation and Community Facilities

- Facility Use Application
https://staffordcountyva.gov/government/departments_p-z/parks_and_recreation/facilities_rentals/online_facility_use_application.php

Stafford County Development Services

- Stage/Amusement Device Permit
https://staffordcountyva.gov/government/departments_p-z/public_works/community_development/building/commercial_building/codes_standards/forms_and_checklists.php#outer-515

Stafford County Fire Marshal's Office

- Food Trucks/Food Vendors
- Tents, Canopies and Membrane Structures
- Fireworks, Explosives, Propane
https://staffordcountyva.gov/government/departments_f-o/fire_and_rescue/office_of_the_fire_marshall/fire_prevention_code_permits.php

National Association of State Fire Marshals

- Crowd Management Training
<https://www.firemarshals.org/Crowd-Manager-Training>

Virginia Department of Alcohol Beverage Control

- Banquet or Banquet Special Event License
<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>

Virginia Department of Health

- Temporary Food Permit
<http://www.vdh.virginia.gov/rappahannock/services/food-services/>

Virginia Department of Transportation

- VDOT Permit Portal – use for all land use permits
<https://www.virginiadot.org/business/bu-landUsePermits.asp>
- Bike Race: LUP-BR
https://www.virginiadot.org/business/resources/land_use_regs/newPermitPackages/LUP-BR.pdf
- Special Event: LUP-SE
https://www.virginiadot.org/business/resources/land_use_regs/newPermitPackages/LUP-SE.pdf



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Legend Elements to Identify on the Site Plan / Route Map

- Location of food vendors (FV)
- Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) with number of serving stations at each location
- Location of toilets (T)
- Location of hand washing sinks (HWS)
- Location of retail merchants (RM)
- Location of garbage receptacles (G) and recycling receptacles (R)
- Show walk, run and bike routes if athletic event
- Location and number of Road Closure Barricades (III)
- Location of fire lane (FL)
- Location of fire extinguishers (FE)
- Location of First Aid (+)
- Public entrances and exits (↑, ↓)
- Location of sound stages and amplified sound
- Location of residential streets surrounding event
- Location of Parking (P)
- Location of "FREE ADMISSION - DONATIONS ACCEPTED" sign