



MASS GATHERING PERMIT APPLICATION INSTRUCTIONS

Permit to Operate Fee is \$60.00 per event

- Download the **Mass Gathering Permit Application (SG-49)**
<https://www.jchdvw.org/environmental-health/>
- Include** the **event name and date(s)** on the top of the form.
- Submit** the SG-49 application and payment together to: Patti.J.Richardson@wv.gov



Payment Options and Submission

Check Payments: Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check. Mail along with your completed packet to the address above or drop in the lock box outside our back door marked Environmental.

Credit Card Payments: **There is a 3.99% fee on all credit card payments.**

Pay Via Form Below: Complete the credit card section below and email, fax, mail or drop in the lock box outside our back door marked Environmental, along with packet.

Pay Online: In order to use our online payment button, we will need to send you a payment link. If you would like to pay online, please indicate on the bottom of this form that you are requesting a payment link. The link will be emailed to you.

Once you receive the payment link - visit our website
<https://www.jchdvw.org/environmental-health/>

and click on [Pay for PERMITS Online](#)

PLEASE NOTE:

We are unable to accept credit card payments over the phone.

Credit Card Payment:

There is a 3.99% fee on all credit card payments.

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____