



## MASS GATHERING PERMIT APPLICATION

A Mass Gathering is defined as any group of 250 or more people assembled together for a meeting, festival, social gathering, concert, or another similar purpose. The term shall not include assembly in any permanent buildings or permanent structures designed, equipped, and intended for use by large numbers of people. For the purposes of this subsection, equipped means supplied with adequate sanitary facilities for the intended use.

**Applications are due at least 15 days prior to the event.**

**Event coordinators are required to submit a list of all food vendors attending the event.**

**Permit to Operate Fee is \$60.00 per event**

- Download the **Mass Gathering Permit Application (SG-49)**  
<https://www.jchdww.org/environmental-health/>
- Include** the **event name and date(s)** on the top of the form.
- Include** a **list of all food vendors attending**.
- Submit** the SG-49 application and payment together to: [Patti.J.Richardson@wv.gov](mailto: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 to the address above or drop in the lock box outside our back door marked Environmental.

### Credit Card Payments: 3.99% Fee applies to all Credit Card Transactions

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

**Pay Online:** To use this option.

- You MUST submit your application(s) along with this payment form.
- Do not try to pay with the pay online button on our website as it will not work. You must receive a payment link to pay online.

**I AM REQUESTING A PAYMENT LINK (check here):** \_\_\_\_\_

Email all permit applications and payments to: [Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov)

### PLEASE NOTE:

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

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### Credit Card Payment:

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

Card Holder Name: \_\_\_\_\_

Account # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature: \_\_\_\_\_