



**APPLICATION FOR AN  
EVENT PERMIT  
TO SELL ALCOHOLIC BEVERAGES AT  
A DESIGNATED PREMISES**

Phone: 701-355-1300 • Fax: 701-221-6470 • TDD 711  
221 North 5th Street • Bismarck, ND 58501

LAST REVISED: 9/19/2025

Applicant (Please Print):		Title:	Phone Number:
Legal Business Name:		Doing Business As (DBA) Name, if Applicable:	
State of ND Alcohol Beverage License Number(s):		City of Bismarck Alcohol Beverage License Number(s):	
Mailing Address:	City:	State:	Zip:
Email Address:			
Fully Describe Event:			
Name of Building Where Event Will Be Held:		Address of Premises Where Event is Being Held:	
Date(s) of Special Event:		Start Time:	End Time:
Does the building meet all state and local sanitation and safety requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No			
The permit fee is <b>\$25.00</b> for each permit. One permit may be used up to 7 days for a reoccurring event at one location within the identified premises. Multiple events with varying locations at the same facility each require an individual permit.			
<p><b>Description of Premises:</b> Draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers and movable partitions. If any area is enclosed by fences or the like, explain type and height.</p> <p align="center">North</p>			
<p><b>NOTICE:</b> If you are planning to construct a tent for the special event - you will need a permit from CITY BUILDING INSPECTIONS - (701)355-1465</p>			
Signature:		Date:	

**Credit Card Authorization:**



Card Holder Name:		Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover	
Account Number:	Exp Date:	3 Digit Security Number:	Billing Zip Code:
Amount Authorized:	Email Address:	Phone Number:	
Signature:		Date:	
<b>Mail to:</b> City of Bismarck Administration Department 221 N 5th St Bismarck, ND 58501		<b>Email to:</b> Whitnie Olsen - <a href="mailto:wolsen@bismarcknd.gov">wolsen@bismarcknd.gov</a>	
<b>Note:</b> Payment information is used for a one time payment only. After payment has been completed the information provided will not be kept on file and will be disposed of.			

**Administration Fees & Charges:**

<b>Liquor License:</b>	
New Application	200.00
Late Submissions	50.00
Class A - Nationally Organized Fraternal Order or Club	3,700.00
Class B1 - Operator of the Beverage Concession at the Airport Terminal Building	650.00
Class B-2 - Concession at the Bismarck Municipal Country Club	650.00
Class B-3 - Commercial passenger vessels on the Missouri River	650.00
Class B-4 - Sale of Beer & Wine at the Bismarck Event Center	650.00
Class B-5 - Sale of Alcoholic Beverages at Bismarck Parks and Recreation Locations	650.00
Class B-6 - Commercial Airline	3,800.00
Class C-1 - Hotel or Motel Full Service	1,000.00
Class C-2 - Hotel or Motel	4,100.00
Class D - Sale at Retail of Alcoholic Beverages	800.00
Class E - Sale at Retail of Beer Only	3,500.00
Class F-1 - Restaurant - Alcoholic Beverages	1,100.00
Class F-2 - Restaurant - Beer & Wine Only	650.00
Class G - Catered Alcoholic Beverages	800.00
Class H - Domestic Brewery / Distillery / Winery	350.00
Class I - Senior Living Community / Complementary	
<b>Event Permits:</b>	
Event - 7 days reoccurring event at one location	25.00
Late Fee for Event Permit	25.00
<b>Gaming:</b>	
Site Authorization	100.00
Raffle Ticket Permit	25.00
<b>Pawnbroker:</b>	75.00
<b>Junk Dealer:</b>	50.00
<b>Second Hand Dealer:</b>	25.00
<b>Door-to-Door Sales:</b>	
Application Fee	200.00
Salesperson	40.00
<b>Taxi company license:</b>	
Application	100.00
New & Renewal Vehicles	25.00