

# Apply for Special Event Permits in ND TAP

Special Event Permit applications are now available online at **North Dakota Tax Payer Access Point (ND TAP)**. Submitting your applications electronically will save time and be more efficient. Paper applications are no longer available.

## **Advantages of applying in ND TAP:**

- Save mail and processing time by applying online.
- Receive an email notification of your event's approval or denial.
- See your application response in your ND TAP account in the "View Messages" section of the "Correspondence" tab under "I Want To..."
- Print your permit when your event is approved - permits are available electronically.
- Track the number of special event permits throughout the year.

## **Reminders**

- Please submit your application at least **10 days** prior to the event to allow time for review.
- If an event is cancelled, contact us to remove the event from your total number of events.

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## **What is a special event?**

A special event allows you to give free samples of your beverages and sell your beverages by the glass or in closed containers. The event must be a designated trade show, convention, festival, fundraiser, or other related special event hosted by a non-profit organization unaffiliated with your business, or a similar event approved by the Office of State Tax Commissioner.

A special event at a retail location other than your premises must be associated with a unique or temporary occasion, held in conjunction with an established event, and of limited duration.

Private parties/gatherings do not constitute a special event.

You must have a special event permit to sell your product outside of your premises.



### **Submit your online application:**

**Log in to ND TAP and click "Special Events and Annual License Renewal."**

*Questions?*

Contact us by email at [alcoholtax@nd.gov](mailto:alcoholtax@nd.gov) or call us at 701-328-2702.