

## **How to Apply for a Special Occasion Permit**

## Special Occasion Permit – Eligible Entities



Special Occasion Permits (SOPs) allow eligible entities, as defined in the Liquor Code, to sell alcohol during fundraising events such as bazaars, picnics, etc.



A list of eligible entity definitions is available on the [PLCB's website](#).

# Application Deadlines



First time applicants for an SOP must apply AT LEAST 30 calendar days prior to the event.



If an entity has been granted an SOP in the past, the application must be submitted AT LEAST 10 business days prior to the event.

# Application Process



Applications for an SOP must be submitted online through PLCB+, which is the PLCB's online regulatory system.



PLCB+ can be accessed at:  
<https://plcbplus.pa.gov/pub/Login.aspx>

# Register for an Account



Login to your account:

Email:

Password:

[Forgot password?](#)

Login

Need an account? [Register here](#)



If you already have an account, skip registering for another account. Login and skip to slide 9.

Through PLCB+, licensees can conduct licensing and permitting business securely, quickly and simply over the Internet. Each licensee must first register for a PLCB+ account. If you are a current licensee without an access code, you may email [ra-lblicensingmod@pa.gov](mailto:ra-lblicensingmod@pa.gov) to obtain one. Returning licensees may simply log in above to apply for and manage beverage alcohol licenses and permits.

## File a protest or petition to intervene

Click [here](#) to file a protest or petition to intervene on a pending application.

## Search for Licenses

Click [here](#) to search for licenses.

## Search for Registered Brands


Click [here](#) to search for registered malt or brewed beverage brands.



# Create an Account

HOME

## Online Registration

Need Help? 

\*All fields with asterisks must be filled out in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website, where you can activate your registration.

Individuals seeking RAMP training must create their own individual account which contains their personal information and register with an individual email address, not a shared or general licensee email address. DO NOT log into a licensee or shared account to complete training. You Do Not need an Online Access Code to complete training.

\*Email:

\*Confirm Email:

\*Password:  Password must:  
- be at least 8 characters  
- contain uppercase letters, lowercase letters and numbers

\*Confirm Password:

### YOUR INFORMATION

\*First Name:

\*Last Name:

\*Phone Number: (  )  -

### ONLINE ACCESS CODE

\*Entering the Online Access code links your PLCB record to your e-mail account. Licensees and Brand Registrants registering for PLCB+ **must** enter an Online Access code that was provided to you by the PLCB.

**RAMP - Students registering for RAMP training for the first time or to order printed materials Do NOT need an Online Access Code, just click 'No' below.**

\*Do you have an Online Access Code? It was provided to you in a letter and/or email from the PLCB.  Yes  No

In order to ensure you can access all of your active licenses / brands, please enter your Online Access Code below.

\*Online Access Code:

### SECURITY QUESTION FOR PASSWORD RESET

The security question is used in case you forget your password. You will need to know the answer to this question in order to regain access to the system.

\*Security Question:

\*Security Answer:

\*Code:  Enter the code you see below.



The personal information that you provide on this form and any attachments will be used for communicating with you concerning your application and for billing purposes. Should you have any questions about the collection of this information, you may contact the PLCB.

[Finish Registration](#)

# Confirm Account

PLCB+ will send a system-generated email to the email account provided in the registration.



HOME

**Online Registration**

Thank you - we have received your registration and an email has been sent to the email address provided. Please use the link provided in the email to complete your registration.

Thank you for registering with PLCB+

your registration email is:

Please use this email address to sign into PLCB+. You must first activate your account using the link below:

[Activate your account](#)



Follow the instructions in the email to confirm account.



# Activate Account

Sign in with previously created password.



HOME


## Activate your account

Need Help? 

Please re-enter the password you registered online with.

Email:

\*Password:

 **Activate**





# Special Occasion Permit Application



LICENSING R.A.M.P. GRANTS ALC. ED. MATERIALS MY PROFILE SIGN OUT

## Main Menu

Need Help?

We recommend using Chrome, Internet Explorer or Firefox to have the best experience while using our site.

Make this my home page

Please read the entire menu before making your selections.

To add a licensee to your account, please go to "My Profile" and scroll to the bottom of the page where you can add your access code. Please contact the PLCB help desk at 1-844-707-5475 or email ra-lblicensingmod@pa.gov if you need an access code.

If you are attempting to renew or validate an existing license and it does not show or appear on the bottom right corner of this page, please do not apply for a new license. Please contact the PLCB help desk at 1-844-707-5475 or email ra-lblicensingmod@pa.gov for help with renewing or validating your license.

### NEW APPLICATIONS

- [Apply for a New License](#)
- [Apply for a Special Permit](#)  
(Special Occasions, Wine Auction Permits, not for use by Limited Winery Licensees or Catering Events)



### BRAND REGISTRATION

- [Apply for / Manage / Renew Brands](#)

### EXISTING LICENSES

- [Transfer a License to a new Owner](#)  
(New Owner or New Owner with a New Location)
- [Add a Permit](#)  
(Amusement Permit, Off Premises Catering Permit, Extended Hours Food, Farmer's Market, Wine Expanded Permit, Sunday Sales)
- [Apply for Events / Functions](#)  
(Off Premises Catering Events or Exposition Permits(G, AG, AL, LK))
- [Other License Changes / Amendments](#)  
(Board Approved Locations, Change of Manager or Officers, Exchange(C/CC, D/ID, E/R), Extension of Premises, Extension of / Surrender or Release from Safekeeping, Misc Inquiries, Place to Place Transfers, Supplemental Storage)

### OTHER

- [Search for Licenses](#)
- [Search for Registered Brands](#)
- [File a Protest or Petition to Intervene](#)
- [Submit Report](#)  
(Submit monthly, quarterly, or yearly reports for your license if required)

# Select the Type of Permit & Eligible Entity



## Special Permit Application - Special Occasion Permit

\* Type of Permit:

**Note:** Special Occasion Permit = Liquor, or Special Occasion Permit "Malt" = Malt or brewed beverages only.

**Note:** Click on this link to view the list of eligible entities – if needed.

[Eligible Entities](#) to sell alcohol during special events such as bazaars, picnics, clam bakes, etc. The application must be submitted **10 BUSINESS DAYS PRIOR TO THE EVENT** unless you are one of the entities that need investigated, which would need 30 days. The event must be one which is used by the applicant as a means of raising funds for itself. Only the event where sales take place needs to be licensed. Not more than 10 consecutive and 9 consecutive or non-consecutive days in a calendar year. The applicant (which you will pick below) and the host (which you will pick on the next screen after you click on event date) must be the same for the permit to be issued.

\* Type of Eligible Entity:

- (None)
- Bona Fide sportsman's club
- Brewery in existence for at least 100 years
- Church or Synagogue
- City of the 3rd class
- Club license in existence for at least 100 yrs
- County Tourist Promotion Agency
- Fraternal Benefit Society
- Hospital
- Junior League
- Library
- Main Street/Elm Street Program
- Museum
- Nationally Chartered Veteran's Orgs
- Nationally recognized Emer Response Org
- Neighborhood improve dist. mgmt assoc
- Neutropenia Organization
- Non-Prof 3rd Class Cty/5th class cnty improv life
- Non-profit Agricultural Assn
- Non-profit Allegheny Cty for development

**MY INFORMATION**

\* First Name:

\* Last Name:

\* Email:

\* Phone Number:

**APPLICANT**

Please list the person or entity:

\* Licensee Type:

Save Draft → Next

**Note:** If the applicant is already in the system, this screen will look different. Follow the prompts on the screen and select to use applicable licensee information or enter new information if licensee information is not listed. The next two screens will not apply.



# Select the Licensee Type



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## Special Permit Application - Special Occasion Permit

Need Help?

\* Type of Permit:

These permits allow [Eligible Entities](#) to sell alcohol during special events such as bazaars, picnics, clam bakes, etc. The application MUST BE SUBMITTED 10 BUSINESS DAYS PRIOR TO THE EVENT unless you are one of the entities that need investigated, then we would need 30 days. The event must be one which is used by the applicant as a means of raising funds for itself. Only the area where sales take place needs to be licensed. Not more than 10 consecutive and 9 consecutive or non-consecutive days during a calendar year. The applicant (which you will pick below) and the host (which you will pick on the next screen after you click on add event date) must be the same for the permit to be issued.

\* Type of Eligible Entity:

### MY INFORMATION

- \* First Name:
- \* Last Name:
- \* Email:
- \* Phone Number:

### APPLICANT

Please list the person or entity applying for this license.

\* Licensee Type:   
  
Corporation  
Individual  
Limited Liability Company  
Limited Partnership  
Management Company  
Partnership  
Sole Proprietorship  
Trust



**Note:** The applicant should select whichever category best describes the eligible entity.

Save Draft → Next

Screen ID: 1403721

PRIVACY POLICY | SECURITY POLICY | CONTACT US | RIGHT TO KNOW LAW



# Complete the Applicant Information

OR, ENTER NEW APPLICANT

Please list the person or entity applying for this license.

\* Licensee Type: Corporation



**Note:** Individuals are not eligible.

## DETAILS

\* Legal Name:

EIN:  -

Sales Tax Number:

Unemployment ID:

Corporate Box Number:

Incorporation Date:

Mailing Address:

Physical Address:

(same as Mailing)

**Note:** The information requested on this screen may differ slightly depending on the entity type selected.

## CONTACT INFORMATION FOR APPLICANT / LICENSEE

(use my information)

\* Contact Name:

\* Phone Number: (  )  -

Alternate Phone: (  )  -

Fax: (  )  -

\* Email:

Preferred Contact Method: Email

# Select Event Location & Add Event Date




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## Special Permit Application - Special Occasion Permit

Need Help? 


### EVENT LOCATION

Please enter some information about your event.


\* State: Pennsylvania  
\* County: (None)   
\* Municipality: (select a County)



### \*EVENT INFORMATION / DATES

 Add an Event Date



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Save Draft

 Next

# Complete the Event Fields

**Note:** Name of the Host must match the Applicant name.

PLCB+ (1) | Event - Internet Explorer

## Event

\* Event Date:  \* End Date:

\* Event Time:    to:

\* Name of Host:

\* Description:

\* Event Address:

\* Contact Person:

\* Contact Phone: (  )  -

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\* Approximate # of guests:

\* Area to be licensed:

Inside area: Width:  feet Length:  feet

Outside area: Width:  feet Length:  feet

\* Are public streets, roads or throughfares being closed for this function?  Yes  No

# Complete Question Fields



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## Special Permit Application - Special Occasion Permit

Need Help? 

### QUESTIONS

Before submitting, please answer the following questions:

1. How long has the applicant group been in existence?

2. Are roads going to be closed for your event?

Yes  No

3. Is your organization the primary eligible entity or the auxiliary to an eligible entity? If you are the auxiliary, list the primary organization.

4. What County and Municipality is the event being held?

5. Have you held any events in the current calendar year?

Yes  No

6. Do you have a rain date?

Yes  No



# Upload Additional Documents (if applicable)



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## Special Permit Application - Special Occasion Permit

Need Help?

### DOCUMENTS TO ATTACH

The following documents may be required to be included with your application. Use the "Upload File" button below to begin attaching any required documents.

Document Type	Description	Sample Form	Required?
Cover Letter	Cover Letter	(n/a)	
Letter	Information Letter	(n/a)	
MNCPAPP	Municipal Approval Document from Receiving Municipality	(n/a)	
Other		(n/a)	
PLANS	Please upload the plans for your event.	(n/a)	

### UPLOADED DOCUMENTS

\* Document Type File Name Uploaded Date

**Note:** If a road will be closed for the event, documentation of municipal approval should be provided. First time applicants may be required to provide information to demonstrate that they qualify as an eligible entity, such as 501(c)(3) documentation. The applicant should regularly check his or her email to see whether additional information or clarification has been requested.





# Certify Authorization & Proceed to Payment



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## Special Permit Application - Special Occasion Permit

Need Help?

### FEES

The following fees must be paid as part of your license application.

Fee	Amount Due
Permit Fee	\$30.00
TOTAL:	\$30.00

**Note:** The fee is \$30 per day for each event.

### DECLARATION

I certify that I am authorized to submit this application on behalf of the organization.

By submitting this application, I swear or affirm, subject to the penalties provided by 18 Pa. C.S. Section 4904 and 47 P.S. Section 4-403(h) that the answers and statements provided herein are true and complete to the best of my knowledge and belief.

You can pay these fees and submit your application now, or you can put this application in your shopping cart and pay later (along with other applications).

By submitting this license application, you acknowledge the entered data to be accurate.

[Pay Fees & Submit Application](#)

OR

[Add to Shopping Cart](#)

[← Back](#)

[Save Draft](#)



# Complete Payment



## Review Your Order

Total Amount: USD 30.00

[« Return to PLCB+ Payment](#)

## Choose Payment Option



## Pay With Your Credit Card


Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Verification

 I'm not a robot   
reCAPTCHA  
Privacy - Terms

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

# Confirmation & Receipt



HOME

## Special Permit Application - Special Occasion Permit

Need Help? 

### CONFIRMATION

Your payment has been received and your application has been successfully submitted for processing.

Confirmation Number:

Received Date:

License Type: Special Occasion Permit

LID Number:

Applicant:

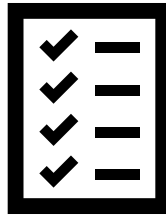
Payment Received: \$30.00 [View Receipt](#)



**Note:** Click here to print receipt

 [Provide feedback to PLCB](#)

Be sure to copy the information here before navigating away.



When the SOP application is approved, the Bureau of Licensing will email the permit approval to the email address provided in the application.

## PLCB+ Technical Questions



For technical issues related to PLCB contact:  
ra-lblicensingmod@pa.gov or  
PLCB+ helpline at: 1-844-707-5475.