

**Checklist for a complete Special Commission Permit Application
(Your application must include the following.)**

1. **Special Commission Permit Application Form: Complete every section on the application. If there is no activity for a section, enter N/A.**
2. **One (1) copy of the organization's articles of incorporation and/or bylaws that state the purpose of the organization; or a separate charter status from a parent organization and the parent organization's articles of incorporation or bylaws that state the purpose of the parent organization.**
3. **A letter from the organization's parent organization, if applicable, that states that the chapter is recognized and in good standing with the parent organization.**
4. **Written proof of the organization's federal tax-exempt status, 501(c)(3), including the applicant's tax identification number. (This is NOT a state tax exemption letter.)**
5. **If permits were awarded in previous years, a report of the sale and project(s) funded by the sale of said permit(s) shall be submitted with the completed application. (See the sample reporting form also available on the webpage.)**
6. **Completed application and all supporting documentation must be postmarked no later than MAY 1.**

Incomplete applications will NOT be considered.