

Permit Holder must submit request for any permit changes. A standard \$5.00 change fee will be charged per permit change request. Requests must be submitted **a minimum of** 7 days prior to the event date, to avoid an additional \$30 late fee or denial.

Current Permit Information		
Receipt/Permit #:	Date of Event:	
Permit Holder's Name:	Phone Number:	
Location of event:	Organization Name:	
Email Address attached to account:		
Section 1: Address (<i>Proof of residency is required with address change request. Additional fees will apply for non-residents</i>)		
Street Address:		
Apartment/Unit #:		
City:	State:	Zip code:
Section 2: Attendees/Location (<i>Additional fees may apply for changes in this section</i>)		
<input type="checkbox"/> Change my number of attendees: From: _____ To: _____		
<input type="checkbox"/> Change my location: Location Name: _____ Grove#: _____		
Section 3: Cancel Picnic/Event Permit		
<input type="checkbox"/> Cancel Permit – By cancelling my permit, I understand that all fees paid are non-refundable.		
Section 4: Date		
<input type="checkbox"/> I want to change my date: 1st Choice: _____ 2nd Choice: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> MM/DD/YYYY MM/DD/YYYY </div>		
Section 5 – Update Permit Holder (<i>A copy of the <u>new</u> permit holder's driver's license or state I.D. must be submitted with form</i>)		
<input type="checkbox"/> I want to change the permit holder name. By signing below, we authorize the exchange of permit holders and release the responsibility from the current holder to the new holder. The new permit holder agrees to take full responsibility for the permit and all FPCC rules and regulations as agreed, on the original application submitted.		
_____ New Permit Holder Name (Please Print)	_____ New Permit Holder Signature	_____ New Permit Holder Phone Number
<i>*If the Current Permit Holder has died prior to the event, it shall be sufficient for the New Permit Holder to submit a certified death certificate (with sensitive information like social security number and cause of death blocked out). To make a change to the permit. Permit fees are still non-refundable.</i>		
Signature		
Signature of Permit Holder:	Date:	