



**State of North Carolina**  
**ALCOHOLIC BEVERAGE CONTROL COMMISSION**

4307 MAIL SERVICE CENTER  
RALEIGH, NC 27699-4307

(919) 779-0700  
FAX (919) 662-3583

*Use this form when requesting a temporary extension of premises.*

ALL REQUESTS MUST BE IN OUR OFFICE 5 DAYS PRIOR TO START OF EVENT DATE.

TO: Permit & Product Compliance Division

REQUEST: Temporary extension of premises – Name of contact: \_\_\_\_\_

FROM: Trade Name: \_\_\_\_\_

Physical address of business: \_\_\_\_\_

Phone# (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_ or

Email Address: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

REASON FOR THE EXTENSION REQUEST: \_\_\_\_\_

DOES YOUR LEASE OR DEED COVER THE AREA REQUESTED FOR THE EXTENSION?

YES \_\_\_\_\_ or NO \_\_\_\_\_ If no, please supply a letter of permission from the landlord to use the area.

SUBMIT A DIAGRAM OUTLINING THE LICENSED PREMISES AND THE ADJACENT AREA TO BE COVERED BY THE EXTENSION.

Please fax this form with the diagram to (919) 662-3583.