

### New Special Dance License Requirements

- Fill out application and BCI (background check) and drop both off at the Smithfield Police Department for the Police Chief's signature
- Once the Police Chief signs the application the next step is to get the signatures of the Building Official, the Fire Department and the owner of premises
- Cost of a Special Dance License is \$1.00
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all complete paperwork must be received in the Town Clerk's Office the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)