

Steps for completing and submitting a fillable form.

1. To complete the form online
 - a. Open the form you wish to submit
 - b. Complete the required fields (highlighted in red)
 - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
 - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
 - e. If you have any questions, you may contact City Hall via email or by calling 398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.

2. To complete the form manually
 - a. Download the form you wish to submit
 - b. Complete the required fields (highlighted in red). ***All required fields must be completed to process the form.***
 - c. Sign the form.
 - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
 - e. If you have any questions, you may contact City Hall via email or by calling 398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.

3. Once all steps have been completed successfully, the appropriate permit/license will be emailed/mailed to the address provided.

CITY HALL
106 DORMAN STREET
HARRINGTON, DE 19952



302-398-3530 PHONE
302-398-4477 FAX
HARRINGTONDELAWARE.GOV

Where Delaware Comes Together

EVENT PERMIT

Date of Event:

Time of Event:

Organizer:

Location of Event:

Approximate # of Participants:

Description of Event:

Limited to
500 Characters

Signature of Organizer

Date

cc: Police Department
Code Enforcement

City Manager Signature

Date

Police Department Signature

Date