



City of Phoenix
FIRE DEPARTMENT
FIRE PREVENTION SECTION

Outdoor Assembly Permit Application

Applications shall include this page and attached supporting documentation. All items must be provided at time of application otherwise the application will be considered incomplete and denied. Payment is due prior to issuance of the permit. Inspection will be conducted to verify code compliance.

Title	Permit Number	Fee
Outdoor Assembly Permit	F400	\$585
Applications submitted less than 10 business days before the event start date will incur a late fee of \$25 per day.	Late Fees	\$ _____
Applications shall include this page, and attached supporting documentation as required on page. All items must be provided at time of application otherwise the application will be considered incomplete and denied.	Total	\$ _____

Event Applicant Information			
Applicant Information	Name:		Phone Number:
	Email:		
Name of Event			
Venue Name/Address			
Date(s) of Event	Start and End Date		Start and End Time
Inspection Request	Date	Time	Inspection time should be within (2) hours of the event start time. Equipment must be setup and all items ready for inspection
Inspection and/or Onsite Contact Person	Name	Phone Number	Email
Secondary Contact if Applicable:	Name	Phone Number	Email

For permit questions or to speak to the Special Events Fire Inspector call 602-262-6771



1. Please ensure each of the required elements listed (if applicable) are provided on the site plan.

Minimum Required Information

- ☐ Detailed Site Map of the Event
- ☐ Dimensions and total square footage of the event
- ☐ Location of all required 20ft fire lanes
- ☐ Location and width of exits (all exits require signage visible up to 75ft)
- ☐ Location of fire extinguishers (required every 75ft of travel distance)
- ☐ Location of fire department equipment (fire department connections & hydrants)
- ☐ Location of food trucks
- ☐ Location of tents with measurements (tents over 400sq ft require a separate tent permit)
- ☐ Locations of booths with measurements (over 150 linear square feet requires 20ft separation between the next set of 150 linear square feet of booths)
- ☐ Location of inflatable amusement devices with flame certificates complying with NFPA 701 & manufacturer's instructions
- ☐ Locations of water stations (required for anticipated temperatures over 90°)
- ☐ Assigned weather monitoring
- ☐ Crowd control manager documentation over 1,000 people (see attached)
- ☐ Location of stages above 30 in or bleachers (may require additional permit from Planning & Development)

*Additional permits may be required

2. Complete the attached Property Ownership Permission Form

3. Complete the attached Crowd Control Management Form

The application and floor plan will be reviewed and approved by Fire Prevention Inspection Staff. You will be notified if any additional information is required.

The inspector will contact you to schedule an inspection. The permit will be issued when the inspection is completed and in compliance with the current Phoenix Fire Code.

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Outdoor Assembly Site Plan Example



LEGEND

- Event fencing / boundary
- 20 ft fire lane - kept clear
- Exit / entry gate (width noted)
- EXIT Emergency exit sign (on fencing)
- FE Fire extinguisher (max 75 ft travel)
- K Class K extinguisher (cooking)
- H Fire hydrant
- FDC Fire Department Connection (FDC)
- Vendor booth 10x10 (100 sq ft)
- Food pop-up (cooking booth)
- Food truck
- Beer bar + staffed water station
- Restrooms / hand wash
- Stage
- Seating (tables)

SITE DETAILS

Event area: 7,000 sq ft inside fencing
Exits: 2 x 20 ft gates (north + south), exit signs on fencing at each end, plus patio connection to taproom
Booths: 6 vendor + 1 bar, all 10x10 (under 150 linear ft per row - no fire break required)
Food: 2 food trucks + 1 pop-up cooking booth, pop-up 30+ ft from trucks
Water station located at the bar
Crowd control managers: 2 on site for the full event (1 per 250)
Weather monitor / evacuation signal: Jemaun Gardner
Generators: food truck onboard only
Light towers / inflatables: none
Tents: all under 400 sq ft
Stage: under 30 in. high
Fire lane open end to end for FD
Hydrant: NW corner of N 5th St and E Roosevelt St, at main entrance
FDC: by Greenwood driveway at the courtyard connection, 3 ft kept clear
Map not to scale

Reproduced with permission from the event organizers

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Crowd Control Management Form

This form must be submitted with permit applications for events with an occupant load of 1,000 or more OR events with an area of more than 10,000 SQFT.

Name of Event:		
Trained Crowd Management		
☐ Security	☐ Event Staff	☐ Police/Public Safety
Other	List Other:	
Trained Crowd Manger Training		
☐ Employer Program*	☐ ICC/International Fire Chiefs Association	☐ International Association of Venue Managers
☐ Other	List Other:	

* Provide a copy of the certificate for trainer and the training roster for the employees working the event.

There must be (1) Trained Crowd Manger for every 250 occupants based on the events occupant load. Please use this calculation for the fields listed below. Please note once an official occupant load is calculated, the required number crowd mangers may change.

If your occupant load is unknown, please leave this calculation blank and your inspector will calculate and provide the number once the plans are approved.

Occupant Load		Number of required Trained Crowd Control Managers	Staff Use Only: Verified number required
	Divide by 250 ➡		

Applications Submission Options:

Email: pfd.applications@phoenix.gov - Staff will reply with a link for payment after the application is accepted as administratively complete.

In Person: Weekdays, 8am to 4pm -Fire Prevention, 150 S 12th Street, Phoenix Arizona 85034

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