



**Place of Assembly Permit - Occupant Load Application** (F162) **\$150**

- An operational permit is required to Operate a Place of Assembly. A fire inspection is conducted upon opening, upon change of ownership, and prior to expiration of current permit.
- Prior to submitting this application you must have the following:
  - ✓ Certificate of Occupancy with approved Occupant load from Planning and Development Department.
  - ✓ Current Floor Plan

Base Price = \_\_\_\_\_

Expedite Inspection (optional) +\$450 = \_\_\_\_\_

Total Cost of Permit = \_\_\_\_\_

Business Information	
Name of Facility:	
Facility Address:	
Facility Major Cross Streets:	
Is this a change of ownership? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Owner of Facility:	Owner Phone:
On-site Contact Name:	
On-site Phone:	On-site Fax:
Contact for Inspection:	Phone:
Email:	
Payment is due at the time of application submittal. Inspection will not be scheduled until payment is processed.	

Permit applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to [applications.pfd@phoenix.gov](mailto:applications.pfd@phoenix.gov) or mailed to the address below.

For permit questions or to speak with a Fire Inspector please call: 602-262-6771

For more information visit [www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)

# Phoenix Fire Department

## Fire Prevention



### Credit Card Payment Form\*

This form is provided for convenience only. Checks and cash are also accepted.

\* Credit card payments can only be accepted via fax, postal mail or in person.

This form does NOT qualify as the permit application, a separate permit application must be submitted.

*Use This Section for Public Records Requests Only*

**Address Researched:**

**Company Requesting Research:**

#### APPLICATION INFO

What are you paying for?

Public Records     Permit     Event     Inspection    Appeal/Eng. Interpretation

Address of Business or Event

Name of Event (if applicable)

#### CREDIT CARD INFO

Credit Card Number (use dashes)	Amount to be Charged	Expiration Date (00/00)
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Billing Address and Zip Code

Cardholder Name

Phone Number

Other Instructions (i.e. fax/email receipt) – Please print clearly

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***Credit card payments will not be accepted by email.***

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8:00 am to 5:00 pm or mailed.

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**Please note: This form will be destroyed once payment has been processed.**

Phoenix Fire Department | Fire Prevention  
150 South 12<sup>th</sup> Street  
Phoenix, AZ 85034