



Public Assembly - Outdoor Event Permit

This guide is an outline of the steps necessary to obtain a Public Assembly - Outdoor Event permit. (F400) Applications will not be accepted without all required information at the time of submittal per A.R.S. § 9-836.

WHEN IS A PERMIT REQUIRED?

Private and public events conducted outdoors, including but not limited to beer gardens and mazes, having a projected attendance of 500 or more persons or confines 50 or more attendees by the permanent or temporary installation of barricades or fencing. Events held at private residences do not require a permit. Permit covers cooking, candles and all components of the event except fire performers.

PERMIT PROCESS

Step 1: Complete the permit application and attach an event site map. Include, but not be limited to, the details of the means of egress, seating capacity, arrangement of the seating and location of illuminated exit signs and width of exits, location of fencing or means used to confine attendees, total square footage of enclosed area, water stations, no smoking signs, emergency lighting, location of fire apparatus roads and type of heating, internal combustion power sources and electrical equipment where applicable. Only complete application packages will be accepted.

Step 2: Submit the following:

- Plan Review Application
- Site Plan
- Permit Fee

Submittal may be mailed, faxed or delivered in person, Phoenix Fire Department – Fire Prevention Division, 150 South 12th Street, Phoenix, Arizona 85034-2301 Fax 602-495-7429.

A penalty fee of \$25 per day, up to 10 business days, will be charged for applications not received 30 days in advance of the event. Re-submittal fee of \$150 will be assessed when changes are made to the approved plan.

Payment due upon acceptance of your application.

Step 3: Your application will be reviewed by a Fire Prevention Inspector for approval. You will be contacted if any addition information is required.

Review time will not exceed 90 days.

Step 4: The Inspector will contact you and schedule a general inspection of your facility. Upon completion of the inspection and code compliance your occupant load will be set and the permit will be issued.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.



Public Assembly – Indoor Event Permit

This guide is an outline of the steps necessary to obtain a Public Assembly – Indoor Event permit. (F187) Applications will not be accepted without all required information at the time of submittal per A.R.S. § 9-836.

WHEN IS A PERMIT REQUIRED?

A permit is required when an assembly occupancy has a temporary event utilizing the space for an event that is not the normal use or space configuration. For example, a museum hosts a Christmas party. Normally the space is not full of people and does not have tables set up in the halls, hosting a Christmas party would increase the number of occupants and reconfigure the space with tables, requiring a permit.

PERMIT PROCESS

Step 1: Complete the permit application and attach an event site map. Include number of attendees, location and number of fire extinguishers, documentation of flame retardancy for decorative materials in compliance with NFPA 701, location and width of exits, total square footage (sq ft) of the event, location and configuration of tables, chairs, stages etc.

Step 2: Submit the following:

- Plan Review Application
- Site Plan
- Permit Fee

Inspection should be conducted when the event is completely set, but not less than two hours prior to the events commencement. Submittal may be mailed, faxed or delivered in person, Phoenix Fire Department – Fire Prevention Division, 150 South 12th Street, Phoenix, Arizona 85034-2301 Fax 602-495-7429. Office Hours; 8:00 AM to 4:00 PM Monday – Friday.

The application shall be submitted 10 days in advance of the event date or be subject to a \$25 per day late fee. A re-submittal fee of \$150 will be assessed when changes are made to the approved plan.

Note: Payment due upon acceptance of your application.

Step 3: Your application will be reviewed by a Fire Prevention Staff for approval. You will be contacted if any addition information is required.

Review time will not exceed 90 days.

Step 4: The Inspector will contact you and schedule a general inspection of your facility. Upon completion of the inspection and code compliance your occupant load will be set and the permit will be issued.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.



Tradeshows / Exhibits Permit

This guide is an outline of the steps necessary to obtain tradeshow or exhibit permit. (F440)
Applications will not be accepted without all required information at the time of submittal per A.R.S. § 9-836.

WHEN IS A PERMIT REQUIRED?

A permit is required to operate a tradeshow or exhibit.

PERMIT PROCESS

Step 1: Complete the permit application and attach an event site map. Site plans shall include, but not be limited to: the means of egress, location and width of exits and aisles, location of exit signs, total square footage of space, location and arrangement of all booths and cooking equipment, location of all fire protection equipment, type and location of heating and electrical equipment where applicable, and location of covered or multi-level exhibits or booths.
Construction and electrical permits may be needed from the Planning & Development Department.

Step 2: Submit the following:

- Plan Review Application
- Site Plan
- Permit Fee

Submittal may be mailed, faxed or delivered in person, Phoenix Fire Department – Fire Prevention Division, 150 South 12th Street, Phoenix, Arizona 85034-2301 Fax 602-495-7429. Office Hours; 8:00 AM to 4:00 PM Monday – Friday.

The application shall be submitted 30 days in advance of the event date. A penalty fee, of \$25 per day up to 10 business days, shall be assessed for permit applications not received within 30 days.

Payment due upon acceptance of your application.

Step 3: Your application will be reviewed by a Fire Prevention Staff for approval. You will be contacted if any addition information is required.

Review time will not exceed 90 days.

Step 4: The Inspector will contact you and schedule a general inspection of your facility. Permit will be issued when the inspection is completed and in compliance with the Fire Code.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.

Phoenix Fire Department

Fire Prevention



Assembly Permits Application – Plan Submittal Required

- Public Assembly – Indoor Event *F187 **\$300**

- Public Assembly – Outdoor Event **F400 **\$450**

- Amusement Building, Haunted House or Maze **F448 **\$600**

- Trade Show/Exhibit **F440 **\$300** (1-5,000 sq ft) **\$450** (5,001 sq ft or greater)

*Must be submitted 10 business days prior to event start date.

**Must be submitted 30 business days prior to event start date.

- \$25 per day** *Late Submittal Fee

A penalty fee, of \$25 per day up to 10 business days, shall be assessed for permit applications not received within the established timeframes.

- \$150** Re-Submittal fee

A resubmittal fee will be assessed when changes are made to the approved plan.

- \$450** Expedited review fee

Base Price:	=	\$ _____
Late Submittal Fee: x \$ 25	=	_____
Expedite Review (optional): + \$450	=	_____
Total Cost of Permit:	=	_____

Business Information			
Name of Event:			
Complete Event Address:			
Name of Venue:			
Date(s)/Time of Operation:	Date:	Time:	Desired Inspection Date/Time:
Site Contact:	Name:	Cell Phone:	
Site Contact Email:			
Responsible Party:	Name:	Phone:	
Responsible Party Email:			
Payment is due at the time of application submittal. All fees are non-refundable. Inspection will not be scheduled until payment has been processed.			

Permit applications may be faxed to 602-495-7429, submitted in person weekdays
8:00 am to 4:30 pm, or mailed.

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

www.phoenix.gov/fire/prevention

Phoenix Fire Department ~ Fire Prevention Division
150 South 12th Street Phoenix, AZ 85034

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 for Records Requests	
Address Researched:	
Company Requesting Research:	
What are you paying for?: Records, Job Name, Event, or Permit Number:	
Business, Event, or Job Address:	
Name of Event (if applicable):	
Credit Card Number:	Expiration Date:
Cardholder Name:	Amount to be Charged:
Credit Card Billing Address:	Billing Zip:
Contact Name:	Phone Number:
Other Instructions (i.e. fax/email receipt):	
Payment is due at the time of application submittal. All fees are non-refundable.	
<p>Credit card payments will not be accepted by email or by phone. Credit card payments may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm, or mailed. For permit questions or to speak to a Fire Inspector call: 602-262-6771. For more information see www.phoenix.gov/fire/prevention</p>	

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

Phoenix Fire Department ~ Fire Prevention Division
150 South 12th Street Phoenix, AZ 85034