



City of Phoenix

FIRE DEPARTMENT
FIRE PREVENTION

Special Event Outdoor Assembly Operational Permit Application

Public Assembly - Outdoors (F400)

An operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 500 persons, or where 50 or more persons confined by temporary fencing or barriers.

Permit Fee \$450

*Special Event Late Fee: Application submitted less than 10
City of Phoenix business days in advance of event start*

Days Late ____ X \$25 = \$ ____

Total Fees = \$ ____

Application shall include this page, page 2, with attached supporting documentation as required on page 2, and page 4 if needed. Please refer to page 2 & 3 of this application for all items that shall be provided at time of application otherwise the application will be considered incomplete and rejected.

Event and Applicant information			
Name of Event and/or Facility			
Event Address			
Dates / Time of Operations	Start Date	End Date	Event Times
Inspection Date / Time Request	Date	Time	Event/activity must be completely setup and ready for inspection
Applicant	Name	Phone	Email
Onsite Contact	Name	Phone	Email

Application Submission Options:

- Emailed to pfd.specialevents@phoenix.gov (Do not email Credit Card information. Staff will make contact for payment after application review)
- Postal Mail to the address below and Attn: Fire Prevention (You may include the [Credit Card Authorization form](#))
- Submitted in person weekdays 8 am to 4 pm at the address below
- Faxed to 602-495-7429 (You may include the [Credit Card Authorization form](#))

Fire Prevention's mailing address and front counter is located at 150 S. 12th Street Phoenix, Arizona 85034. For questions, please contact Fire Prevention at 602-262-6771 or pfd.specialevents@phoenix.gov



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State law (A.R.S. § 9-835(D)) requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for review and processing. The following required information shall be proved with the applications;

Administrative log-in City staff reviewer shall check the boxes with a ☐ (Provided) or ☐ (Not provided)

Site Map including the below information:

Locations and widths (in feet) of exits

Location and arrangement of all booths, tents, and cooking equipment

Location of any multiple-level booths.

Fences and barriers

Stage Locations

Square footages of event area(s)

Completed crowd manager form

Per the requirements of state law, this permit application is:

☐ Accepted as Administratively Complete.

☐ Deficient, items marked above are required for plan acceptance.

Contact staff below for questions regarding the Administrative Log-In Review Screening. Staff Signature: Print

Name: _____

Phone: _____ Date: _____

This Administrative Review is valid for 180 days from the date of acceptance.



Public Assembly Event Crowd Management Requirements

This notice is intended to assist our customers, venues, and partners with the requirements for Trained Crowd Managers.

Public Assemblies, whether indoor venues or outdoor events, can present safety challenges that inherently exist with large crowds. On November 28, 1942, 492 people lost their lives at the Cocoanut Grove Night Club fire in Boston and on July 6, 1944, 168 people were killed in a Ringling Brothers and Barnum & Bailey circus tent fire in Hartford. Most recently on November 5, 2021, 10 people lost their lives and a large number were injured at the Outdoor Astroworld Festival in Houston. All these tragedies share a common factor, they all occurred in a public assembly type venue or event. The Fire Code places stringent requirements on assembly venues due to their challenging life safety profiles. One of these requirements is the need for Trained Crowd Managers.

There are two parts to a Trained Crowd Manager's training; first is a general safety overview and assembly hazards class that generally spans 2-hours. This class helps inform the individual of common fire code violations to look for, possible hazards they may encounter, crowd behavior and response, assisting with egress and crowd control techniques, along with general emergency procedures in the event of an incident. The second, is a venue or site-specific briefing and walkthrough the crowd manager acquires when they arrive onsite for duty. This training includes understanding crowd management, understanding methods of evacuation at the venue, being familiar with the facility evacuation plan, being familiar with the emergency response procedures, and understanding procedures for reporting emergencies. Crowd managers may be venue or event employees, or security guard type staff. However, the crowd manager must be able to conduct their life safety required activities in the venue or event and not be assigned duties that remove or obstruct them from their assigned areas and responsibilities.

The Phoenix Fire Code requires all indoor assembly occupancies with an occupant load greater than 500 persons (*exception is occupancies used exclusively for religious worship with an occupant load not exceeding 1,000 persons*) and outdoor events with an occupant load of 1,000 or more, to be provided with Trained Crowd Managers. There must be one Trained Crowd Manager for every 250 occupants based on the venue or events occupant load, not anticipated attendance.

At time of application for an assembly or special event in line with the above occupant load requirements, the "Trained Crowd Manager" form must be completed and submitted with the event application. This form will identify the number of crowd managers the venue will have along with the agency or organization that provided their training. Applications omitting this form, or an incomplete form, will result in the application being denied and resubmittal required.

A handwritten signature in black ink, appearing to read 'John Mertens'. The signature is stylized with a large, looping 'J' and 'M'.

John Mertens
Fire Marshal
Phoenix Fire Department



City of Phoenix
FIRE DEPARTMENT
FIRE PREVENTION SECTION

Outdoor Public Assembly Trained Crowd Managers Application

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

Facility or Event Name	
Facility or Event Address	
Event Dates (Start/Close)	
Responsible Party Contact Name	
Responsible Party Contact Phone #	
Responsible Party Contact Email	

Trained Crowd Manager Type		
Security <input type="checkbox"/>	Event Staff <input type="checkbox"/>	Police/Public Safety <input type="checkbox"/>
Other <input type="checkbox"/>	List Other: _____	
Trained Crowd Manager Training		
Employer Program ** <input type="checkbox"/>	ICC/International Fire Chief Association <input type="checkbox"/>	IAVM (International Association of Venue Managers) <input type="checkbox"/>
Other <input type="checkbox"/>	List Other: _____	

*** Additional information relating to the program may be requested during the plan review process*

There must be 1 Trained Crowd Manager for every 250 occupants based on the venue's occupant load. Please use this 1 for every 250 person calculation* for the below fields. **Please note that once an official occupant load is calculated, the required number may change.*

If you are unaware of your established occupant load, then please leave blank and your plan review Inspector will calculate and provide this number once the plans are approved.

Occupant Load		Number of required Trained Crowd Control Managers	STAFF USE ONLY Verified Number Required
	Divide by 250 ➡		