



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** (1,500 – 4,500 sq ft) **\$450** (4,501 sq ft or greater)

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

\$25 per day *Late Submittal Fee

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

Base Price = _____

Late Submittal Fee: _____ x **\$25** = _____

Total Cost of Permit = _____

Event Information			
Name of Event			
Event Address			
Name of Venue			
Date(s)/Time of Operation	Start Date to	End Date to	Time(s) to Desired Inspection Date/Time: <i>(Equipment shall be setup and all items ready for inspection at this time)</i> @
Applicant	Name	Phone	
Applicant Email			
Site Contact	Name	Phone	
Site Contact Email			
Payment is due at the time of application submittal. Plan review and inspection will not be scheduled until payment has been 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 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



Trade Show or Exhibit Checklist

This checklist has been provided to assist in preparing a complete application. Only complete applications will be accepted.

Name of Event:		
Site Contact:	Name:	Cell Phone:
Site Contact Email:		

1. Complete the application and plan review submittal. Please ensure each of the required elements listed are provided.

Required Information

- Detailed floor plan
 - Identify room(s) being used and total square footage
 - Width of aisles
 - Location of exits
 - Location of fire alarm devices
 - Location of fire extinguisher(s)
 - Size and arrangement of booths
 - Flame retardancy documentation for decorative materials must be available upon request
 - Cooking or demonstration locations with quantity of propane, if applicable
2. The application shall be submitted 10 business days in advance of the event date or be subject to a \$25 per day late fee.
 3. 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.
 4. 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.



Credit Card Payment Form

Credit card payments may be emailed, faxed to 602-495-7429, or called in to 602-262-6771 when your application is submitted, or payments can be made in person weekdays between 8:00am and 5:00pm.

Submission of this form authorizes the City of Phoenix Fire Prevention Division to charge the credit card listed below:

Credit Card information:	
What are you paying for?	
Credit Card Number	Expiration Date
Name as it Appears on the Card	Amount to be Charged
Credit Card Billing Address	
Billing City, State & Zip	
Contact Information:	
Contact Name	Phone Number
Contact Email	
Payment is due at the time of application and/or plan submittal. Inspections will not be scheduled until payments have been processed.	