



City of Phoenix

FIRE DEPARTMENT
FIRE PREVENTION

Trade Show and Exhibits Operational Permit Application

Trade Show 1,500 – 4,500 sq ft of exhibits \$300

Trade Show 4,501 and > sq ft of exhibits \$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 Permit Fee = \$ _____

Application shall include this page, page 2, and attached supporting documentation as required on page 2. Please refer to page 2 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	Start Time	End Date
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 pdf.applications@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 pdf.prevention@phoenix.gov



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FIRE PREVENTION SECTION

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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)

Floor Plan identifying the following:

- Means of egress / exit doors
- Locations and widths of exits and aisles
- Location and arrangement of all booths and cooking equipment
- Location of all fire protection equipment (fire extinguishers, fire alarm equipment, standpipes, etc.)
- Location and design documents of any covered or multiple-level booths.
- Storage locations and quantities of any highly combustible goods (boneyards)
- Location and type of any vehicle displays, where applicable (separate permit required)

Flame retardancy documentation for decorative materials must be available upon request

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.