



City of Phoenix

Special Event COVID Pre-Application

All public and private events requiring an operating permit shall first complete and submit this pre-application regarding the event’s COVID-19 practices and procedures. This application is intended to provide insight into the event, and it’s planned operations, procedures and considerations for the response to COVID-19. The provided information will be used in the review and evaluation process. This application does not replace any other event permit application required by any other agency/department. If this application is approved the event must still submit for and obtain all necessary event permits and licenses. This application provides no guarantee the event can be held. See attached

Event Information					
Name of Event					
Event Address				Stationary Event? <input type="checkbox"/>	Moving? (parade, etc) <input type="checkbox"/>
Name of Venue					
Date(s)/Time of Operation	Start Date	End Date	Start Time	End Time	
	to			to	
Contact Familiar with COVID Procedures & Plans	Name		Phone		
Contact Email					
Attendance	Anticipated Number of Attendees	Public Event <input type="checkbox"/>	Private Event <input type="checkbox"/>	Open to All? <input type="checkbox"/>	Ticket-RSVP? <input type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input type="checkbox"/>				
	Provide plan for temperature checks for attendees. See attached <input type="checkbox"/>				
Plan and Layout	Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input type="checkbox"/>				
Venue Details	Square Footage of Event Space:				
	Indoor <input type="checkbox"/>	Outdoor <input type="checkbox"/>	Both <input type="checkbox"/>		
Arrangement	Seating <input type="checkbox"/>	Standing <input type="checkbox"/>	Reception <input type="checkbox"/>	Booths <input type="checkbox"/>	Other
Occupant Load	Maximum Occupants with No Restrictions		Social Distancing Occupant Load		
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input type="checkbox"/>				
	Event Security?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input type="checkbox"/>				
	Cleaning and Disinfection Product(s) EPA approved against COVID-19?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples. See attached <input type="checkbox"/>				
	Outside Vendor Providing Cleaning & Disinfection Service?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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 application questions please call: 602-262-6771 For more information visit www.phoenix.gov/fire/prevention

Phoenix Fire Department - Fire Prevention Section
150 S 12th St Phoenix, AZ 85034 - 602-262-6771

