

Public Assembly Occupancies

A Fire Department permit is required for all locations used for restaurants and bars; civic events, social or religious functions; recreation or awaiting transportation having 50 or more persons and defined as Occupancy Classification Group A. Classification is determined by the Planning and Development Service Department.

The occupant load will be determined when the Fire Inspector physically completes an inspection.

Public Assembly Occupancy Requirements

- A sign identifying the Occupant Load for each assembly area is required to be posted near the main entrance to that assembly area (ex: dining room area and lounge area)
- A valid Phoenix Fire Department [public assembly permit](#) must be conspicuously posted.
- Crowds are not allowed to exceed the posted occupant load.
- During hours of operation, all exit doors must remain unlocked.
- Exit doors are easily opened without the use of a key or special knowledge. Exit doors are not locked, chained, bolted, barred, latched or otherwise rendered unusable.
- All fire protection systems, including fire alarms, fire sprinklers, range hoods and fire extinguishers have the proper tags showing they are current in their maintenance and testing requirements.
- Exit doors and pathways are visible, adequately lit and unobstructed. Obstacles used for crowd control such as I.D.

checkpoints or ropes and stanchions must not block or restrict exits in any way.

- Interior decoration, wall hangings, draperies, curtains, and sound proofing materials and other decorations must meet flame spread & flame resistant standards. Approved documentation by the manufacturer or a commercial fire proofing company is available on the premises indicating materials meet the required standards.
- Dining tablecloths are not considered decorative material and are not required to have proof of flame resistance.
- Extension cords are not used as a substitute for permanent wiring.

Emergency Procedures

An emergency plan identifying exit routes, staff duties, quarterly employee drills and fire safety equipment is required for new occupancies, and recommended for existing public assemblies.

A Temporary Special Events permit is required when the location does not normally accommodate 50 or more persons and does not have a Group A occupancy classification.

Please call Phoenix Fire Department – Fire Prevention Division @ 602-262-6771 for more information.

www.phoenix.gov/fire/prevention

