



City of Phoenix

FIRE DEPARTMENT
FIRE PREVENTION

Place of Assembly Operational Permit Application

Place of Assembly (F162)

Permit Fee \$150

An operational permit is required to operate a place of assembly. Assembly occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption; or awaiting transportation.

Permit is valid for 1 year from issue date and is not transferable. An inspection will be conducted and permit will only be issued once code compliance is verified.

Operational Permit Applicant information			
Facility/Business Name			
Facility/Business Address			
Facility/Business Responsible Party Name	<i>Person or Business name who permit is to be issued to. Permits are not transferable.</i>		
Inspection and/or Onsite Contact Person	Name	Phone	Email
	Secondary Contact if Applicable	Name	Phone
			Email

Application Submission Options:

- Email to pdf.applications@phoenix.gov (Do not email Credit Card information as Fire Prevention staff will make contact for payment after application review)
- Submitted in person weekdays 8 AM to 4 PM at the address below
- Postal Mail to the address below (You may include the [Credit Card Authorization form](#))
 - Fire Prevention
150 S. 12th Street
Phoenix, Arizona 85034
- Faxed to 602-495-7429 (You may include the [Credit Card Authorization form](#))

For questions, please contact Fire Prevention at 602-262-6771 or pdf.prevention@phoenix.gov