



City of Phoenix

Fire Department
Fire Prevention

Trade Shows and Exhibits Operational Permit Application

Trade Show 1,500 – 4,500 sq ft of exhibits (F440) \$300

Trade Show 4,501 sq ft or more of exhibits (F440) \$450

Special Event Late Fee: Application and payment must be submitted 10 City of Phoenix business days in advance of the event start.

Number of Days Late _____ X \$25 = _____

Total Permit Fee = _____

Please complete all portions of this application to include the supporting documentation required on page 2, payment and the Crowd Manager Application. Missing or blank applications will be considered incomplete and rejected.

Event and Applicant Information			
Name of Event			
Event Venue			
Event Address			
Dates & Time of Operations	Start Date & End Date		Start Time & End Time
Inspection Date & Time Request	Date	Time	Event/activity must be completely setup and ready for inspection
Applicant (Responsible for Fees)	Name		Phone
Email			
Onsite Contact	Name		Phone
Email			

Application Submission Options:

- Email: pfd.specialevents@phoenix.gov - Staff will reply with link for payment after application review
- Postal mail to the address below
- Submitted in person weekdays 8 am to 4 pm at the address below

For permit questions or to speak to a Fire Inspector call: 602-262-6771

For more information see www.phoenix.gov/fire/prevention

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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 provided with the application.

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: _____ Date: _____

This Administrative Review is valid for 180 days from the date of acceptance.