



**Place of Assembly Permit - Occupant Load Application** (F162) **\$150**

- An operational permit is required to Operate a Place of Assembly. A fire inspection is conducted upon opening, upon change of ownership, and prior to expiration of current permit.
- Prior to submitting this application you must have the following:
  - ✓ Certificate of Occupancy with approved Occupant load from Planning and Development Department.
  - ✓ Current Floor Plan

Base Price = \_\_\_\_\_

Expedite Inspection (optional) +\$450 = \_\_\_\_\_

Total Cost of Permit = \_\_\_\_\_

Business Information	
Name of Facility:	
Facility Address:	
Facility Major Cross Streets:	
Is this a change of ownership? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Owner of Facility:	Owner Phone:
On-site Contact Name:	
On-site Phone:	On-site Fax:
Contact for Inspection:	Phone:
Email:	
Payment is due at the time of application submittal. Inspection will not be scheduled until payment is processed.	

Permit 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](mailto:applications.pfd@phoenix.gov) or mailed to the address below.

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

For more information visit [www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)